

ORDINANCE No. 580

AN ORDINANCE ADOPTING PERSONNEL POLICIES FOR CITY EMPLOYEES AND REPEALING CERTAIN PERSONNEL REGULATIONS.

WHEREAS, the City has revised its Personnel Manual to replace outdated policies contained in Resolution No. 215, adopted August 4, 1975. The purpose of said Manual is to provide systematic and equitable procedures and regulations to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, transfer, discipline, removal and other matters affecting the status of employees of the City of Stayton.

Said Rules and regulations are provided to maintain uniformity and equity in personnel matters which will make the City service attractive as a career and to encourage each employee to give his best service to the City; and,

WHEREAS the Manual covers or modifies matters in the Code and as such warrants repeal of conflicting Code sections,

NOW THEREFORE

THE CITY OF STAYTON ORDAINS AS FOLLOWS:

Section I. The Personnel Regulations of Code Sections 2.260 to 2.284 are hereby amended as follows:

A. Sections 2.266 and 2.280, relating to employee classification and nepotism, are repealed.

B. Section 2.260 is amended to read:

City Officers. For the purpose of Sections 2.260 to 2.288, Council Members, the Mayor, the Municipal Judge, and the City Administrator are deemed to be the officers of this City.

C. Section 2.262 is amended to read:

City Employees. For the limited purpose of Sections 2.260 to 2.288, the Police Chief, the Fire Chief, the Superintendent of Public Works, City Attorney, and the holder of any other position not set out in Section 2.260 are each deemed to be an employee of the City, and not an officer thereof.

D. Section 2.268 Personnel Policies - Adoption of Manual. The attached Personnel Manual, outlining personnel rules, policies, and procedures for the City is hereby adopted and shall replace Resolution No. 215. The Council may, from time to time, review the Manual and develop new or modified policies and programs.

E. Section 2.270 is amended to read:

Administration. Subject to Council review, the personnel policies and programs established by this Code shall be administered by the City Administrator, and he will be responsible for carrying out the provisions of Sections 2.260 to 2.288.

Section 2. Section 2.633(3), referring to authority to make certain personnel decisions, is hereby repealed.

PASSED BY THE COMMON COUNCIL THIS 7th DAY OF February, 1983.

Signed by the Mayor this 8th day of February, 1983.

Henry A. Pate
Mayor

ATTEST:

Ellen Vandenberg
City Administrator

CITY OF STAYTON

PERSONNEL MANUAL

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SECTION I

INTRODUCTION

SECTION I
INTRODUCTION

A. PURPOSE

The purpose of this Manual is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, transfers, discipline, removal and other matters affecting the status of employees of the City of Stayton.

Said rules and regulations are provided to maintain uniformity and equity in personnel matters which will make the City service attractive as a career and to encourage each employee to give his best service to the City.

B. VARIANCES

The City Administrator, with concurrence with the City Council shall have the power to vary or modify the strict application of the provisions of this Manual in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.

C. DEFINITIONS

As used in this Manual, the following terms shall have the meanings indicated:

1. Advancement. A salary increase within the limits of an established pay range.
2. Anniversary Date. One year from the date of employment.
3. Appeal. A request through a supervisor to the department head, and if necessary, to the City Administrator, for consideration of and a decision or ruling on a problem or situation.
4. Appointing Power. The City Administrator is delegated to make the appointment to fill a vacant position.
5. Calendar Year. Twelve (12) month period beginning January 1, and ending December 31.
6. Central Personnel File. A file maintained in the office of the appointing power which contains complete personnel records of all City employees.
7. City Administrator. The chief executive officer and head of the administration branch of the City government who is directly responsible to the Mayor and the Common Council for the proper administration of all affairs of the City.

8. Continuous Service. Uninterrupted employment with the City. Reasonable absences due to military service, maternity, or extended leaves approved by the Department Head, City Administrator, or the Mayor and Council if necessary, do not constitute a break in continuous employment.
9. Demotion. A transfer of an employee to a position which has a lower salary range.
10. Department. A major function unit of the City government.
11. Department Head. A person directly responsible to the City Administrator for the administration of their department.
12. Disciplinary Action. Imposition of certain personnel actions, e.g. reprimand, warning, suspension, dismissal, demotion, as a result of conduct detrimental to the City.
13. Dismissal. Termination of employment with the City for reasons directly attributable to the employee.
14. Duty Day. A day or shift in which an employee is scheduled to be available for work.
15. Employee. Anyone who is salaried for employment with the City.
16. Examination. A test for the purpose of evaluating an application for an employment vacancy.
17. Fiscal Year. Twelve (12) month period starting July 1 and ending June 30.
18. Full-Time Employee. An employee who works the normal amount of working hours for the Department assigned.
19. Grievance. An employee's oral or written expression of dissatisfaction with some aspect of his employment, a management decision affecting him, or an alleged violation of his rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.
20. Hourly Rate. Rate of compensation for each hour of work performed. It is determined by dividing the annual regular salary by the regular number of hours worked each year.
21. Immediate Family. The husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, or other relative living in the employee's household.
22. Layoff. A separation from employment because of organizational changes, Tack of work, lack of funds, or other reasons not reflecting discredit upon the employee.
23. Leave of Absence. Time off from work for reasons within the scope and purpose of these rules and regulations upon prior approval of the employees supervisor, department head, or City Administrator.

24. Maternity Leave. An unpaid leave of absence for child birth.
25. Mayor. The elected chief executive officer and head of the administrative branch of the City Government who is directly responsible for the proper administration of all affairs of the City.
26. Military Leave. Leave of absence for an employee entering reserve military duty.
27. Month. One calendar month.
28. Non-occupational Disability. Disability from an accident or sickness suffered or contracted by the employee which cannot be attributed to the performance of assigned duties.
29. Occupational Disability. Disability from an accident or sickness suffered or contracted as a result of the performance of assigned duties.
30. Overtime. Overtime shall be considered as time worked in excess of the regularly scheduled workday or workweek. Shift personnel shall be subject to the definition of overtime as provided in their respective departmental rules and regulations.
31. Part-Time Employee. An employee who is employed regularly for less than the normal number of working hours, but who normally follows a pre-determined, fixed pattern of working hours.
32. Permanent Employee. An employee who has been retained in his appointed position after the completion of his probationary period.
33. Personnel Action. Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or other action affecting the status of employment.
34. Probationary Period. A working test period during which an employee is required to demonstrate his fitness for the duties to which he is appointed by actual performance of the duties of the position.
35. Promotion. The change of position for an employee from a position in one department designation to a position in a department assigned to a higher salary range.
36. Seniority. Priority of an employee based on the length of the employee's continuous service to the City since the employee's last date of hire.
37. Supervisor. Any person who is responsible to a higher divisional or departmental level of authority and who directs the work of others.
38. Shift Employee. An employee whose daily hours of work rotate from one shift to another periodically and whose duties are continuous from the start to the end of the shift.
39. Suspension. Temporary separation of an employee from City service without pay for disciplinary purposes.

40. Temporary Employee. An employee who has been appointed for a limited period not to exceed six (6) months for designated temporary employee.
41. Transfer. A change of an employee from one position to another in the same department or to a position in a comparable department within the City.
42. Workday. The regularly scheduled workday shall be not less than 8 hours for all City personnel.
43. Workweek. The regularly scheduled workweek is 40 hours. Example:
5 eight-hour or 4 ten-hour shifts.

SECTION II

PERSONNEL POLICIES AND PROCEDURES

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PERSONNEL POLICIES AND PROCEDURES

A. APPOINTMENT

1. All original appointments to vacancies shall be made by the City Administrator solely on the basis of merit, efficiency, and fitness without regard to age, race, color, religion, sex or national origin. These qualifications shall be determined through a careful and impartial evaluation following a completed application. Then the following shall be evaluated:
 - a. The applicant's level of training relative to the requirements of the position for which they have applied.
 - b. The applicant's level of education relative to the requirements of the position for which they have applied.
 - c. The applicant's physical fitness relative to the requirements of the position for which they have applied.
 - d. The results of an oral interview.
 - e. When necessary, the results of a competitive written examination or demonstration test, which shall be a fair and valid test of the abilities and aptitudes of applicants for the duties to be performed.
2. No question in any test or in any application form or by any appointing power shall be so framed as to attempt to elicit information concerning race, color, sex, ancestry, national origin, or political or religious affiliation for the purpose of discrimination.
3. All statements submitted on the employment application or attached resume may be subject to investigation and verification prior to appointment.
4. If required by the department, applicants shall be fingerprinted prior to appointment.
5. After final selection, but before appointment, the applicant shall be required to submit to a complete physical examination by a doctor of the City's choice before confirmation. The cost shall be paid by the City.

B. PROBATIONARY PERIOD

1. All original and promotional appointments shall be tentative and subject to a probationary period of not less than six (6) consecutive months' service, except in a department where the law specifically requires an extended length of time, e.g. police and fire departments.

2. In cases where the responsibilities of a position are such that a longer period is necessary to demonstrate an employee's qualifications, the probationary period may be extended; however, no probationary period may extend beyond twelve (12) months.
3. During the probationary period, the employee shall not be eligible for vacation benefits, but he shall earn vacation credit to be taken at a later date.
4. Upon completion of the probationary period, the employee shall be considered as having satisfactorily demonstrated qualifications for the position, shall gain regular status, and shall be so informed through his supervisor.
5. During the original probationary period, a probationary employee may be terminated at any time, without the right to appeal.
6. In the case of promotional appointments, the promoted employee may be demoted at any time during the probationary period with the right to appeal provided that the probationary employee is reinstated in the class designated from which he was promoted, even though this necessitates the layoff of the employee occupying the position.

C. HOURS OF WORK

The hours during which City offices and departments will work shall be determined by the Department Head conferring with the City Administrator and adopted by the Common Council.

D. ATTENDANCE

1. Employess shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves of absence.
2. An employee shall not be absent from work for any reason other than those specified in this Manual authorizing sick leave without making prior arrangements with his supervisor. Unless such prior arrangements are made, an employee, who for any reason fails to report to work, shall make a sincere effort to immediately notify his supervisor of his reason for being absent. If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis unless other arrangements have been made with the supervisor.
3. Departments shall maintain records of employees' attendance.
4. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be cause for disciplinary action and as justifiable reason for dismissal.

E. PERSONNEL RECORDS

1. The City Administrator shall cause a service or personnel record to be maintained for each employee in the service of the City.

2. The personnel record shall show the employee's name, title of position held, the department to which assigned, salary, change in employment status, training received, and such other information as may be considered pertinent.
3. A Personnel Action Form shall be used as the single document to initiate and update personnel records.
4. Employee personnel records shall be considered confidential and shall be accessible only to the following:
 - a. The employee concerned.
 - b. The City Administrator.
 - c. Selected City officials authorized by the City Administrator, and only on a need-to-know basis.

F. TRANSFERS

Requests from employees for transfers from one department to another shall be made in writing and shall be directed to the employee's present Department Head and referred to the appropriate Department Head and the appointing power. Such requests shall be given consideration when a suitable vacancy occurs; however, no employee shall be transferred to a position for which he does not possess the minimum qualifications.

G. PROMOTIONS

1. All job vacancies shall, whenever possible, be filled by promoting qualified employees within the City service.
2. When necessary, the appointing power may recruit applicants from outside the City service whenever he has reason to believe that better qualified applicants are available outside the City service.
3. The appointment to fill the vacancy shall be made on a competitive basis utilizing the criteria for appointment established in Section II, A. Appointment. Where qualifications and ability are relatively equal, seniority within the City service shall be the determining factor.

H. LAYOFF

If there are any changes of duties in the organization, lack of work or funds, the appointing power may lay off employees; however, the appointing power shall first make every reasonable effort to integrate those employees into another department by transfer. As long as they do not affect that department manpower to where it needs lay-offs also. When lay-offs are required, the appointing power shall base the decision on relative merit, and shall give due consideration to seniority in the City service only where the employees' qualifications and ability are relatively equal.

I. LEAVE OF ABSENCE WITHOUT PAY

A permanent employee may be granted a leave of absence without pay for a period not to exceed three (3) months, provided such leave can be scheduled without adversely affecting the operations of the City. Requests for leave of absence without pay shall be in writing, shall be directed to the Department Head; City Administrator, then on to the Mayor and Council if necessary, and shall contain reasonable justification for approval, e.g., educational leave, pregnancy, extended period of illness, emergency leave, etc.

J. MILITARY LEAVE OF ABSENCE WITHOUT PAY

1. Military leave of absence without pay shall be granted to a permanent employee during a period of active duty with the Armed Forces of the United States.
2. The employee shall, upon honorable discharge from such service, be returned to a position in the same class as his last held position, at the salary rate prevailing for such class, without loss of seniority or employment rights. If it is established that he is not physically qualified to perform the duties of his former position by reason of such service, he shall be reinstated in other work that he is able to perform at the nearest appropriate class to his former class.
3. Such employees shall make application for reinstatement within ninety (90) days and shall report for duty within six months following separation from active military duty. Failure to comply shall terminate military leave. If an employee voluntarily re-enlists, his military leave shall be deemed cancelled. (Reference: ORS 408.240 or ORS 408.290)

K. OUTSIDE EMPLOYMENT

1. No full-time employee shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the Department Head, subject to Council approval. Each change in outside employment shall require separate approval.
2. To be approved, outside employment shall:
 - a. Be compatible with the employee's City work.
 - b. In no way detract from the efficiency of the employee in his City work.
 - c. In no way conflict with the interests of the City or be a discredit to the City; and
 - d. In no way shall it present a public relations problem for the City.

L. RESIDENCE REQUIREMENTS

Residency shall not be a condition of initial appointment or continued employment. Employees are encouraged, however, to live within the City and to participate in civic affairs.

M. TRAVEL EXPENSE

1. When an employee is required to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:
 - a. Prior to travel outside the City, the employee shall obtain approval for the trip and the mode of travel from the Department Head.
 - b. Travel on official business outside the City by a single individual should be via public carrier or City-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the rate of 20¢ per mile. All expenses for an official trip will be rendered to the Department Head for full reimbursement.
 - c. When travel by City-owned vehicle or public carrier is practical but the employee elects to use his own vehicle for personal reasons, the employee shall be reimbursed an amount equal to the fare of the public carrier that would have been deemed most practical to provide the services.
 - d. Reimbursement for subsistence on official trips shall only be the amount of actual and reasonable expense incurred during the performance of official duty as a City employee for the City's benefit.
2. City vehicles shall not be used for private purposes.

N. IN-SERVICE TRAINING

1. The Department Head shall encourage training opportunities for employees and supervisors in order that services rendered to the City will be more effective. He shall assist employees in meeting training needs in their department and in developing training programs designed to meet immediate City-wide personnel needs and to prepare employees for promotion to positions of greater responsibility.
2. Training sessions may be conducted during regular working hours at the discretion of Department Heads with approval of the City Administrator.

O. EMPLOYEE ORGANIZATIONS AND REPRESENTATION

Employees of the City shall have the right to form, join and participate in the activities of labor organizations of their own choosing for the purpose of representation and collective bargaining on matters relating to wages, hours and working conditions.

P. SELLING AND PEDDLING AMONG EMPLOYEES

No peddling, soliciting, or sale for charitable or other purposes shall be allowed among or by employees during working hours without the approval of the City Administrator.

Q. POLITICAL ACTIVITY

1. No City employee shall be an officer of a political party or hold political office during his employment.
2. No City employee, official or private person shall solicit any assessments, contributions or services for any political party from any employee in the City service.
3. Nothing contained within this section shall affect the right of the employee to hold membership in and support a political party, to vote as he chooses, to privately express his opinions on all political neutrality, and to attend political meetings. However, affiliation with any group or party which advocates the overthrow of the democratic system of government of the United States of America will not be tolerated by any employee.

R. RELATIVES IN THE CITY SERVICE.

1. Two members of an immediate family shall not be employed under the same supervisor. Neither shall two members of an immediate family be employed at the same time, regardless of the administrative department, if such employment will result in an employee supervising a member of his immediate family.
2. The provisions of this section shall apply to promotion, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive.

SECTION III

GENERAL CONDUCT, DISCIPLINE, TERMINATION & APPEAL

SECTION III

GENERAL CONDUCT, DISCIPLINE, TERMINATION & APPEAL

A. PERSONAL APPEARANCE AND CONDUCT

1. Public relations shall be an integral part of each employee's job.
2. All employees shall be neat and clean in appearance and shall conduct themselves in a manner which is appropriate for an employee in the public service.
3. Employees shall be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.

B. CAUSES FOR WARNING, SUSPENSION OR DISMISSAL

1. When an employee's conduct falls below desirable standards, he may be subject to disciplinary action.
2. General reasons for which an employee may be disciplined include, but are not limited to:
 - a. Drinking intoxicating beverages or use of non-prescription drugs on the job or arriving on the job under the influence of intoxicating beverages or drugs.
 - b. Violation of lawful duty.
 - c. Insubordination.
 - d. Breach of discipline.
 - e. Being absent from work without first notifying and securing permission from the employee's supervisor.
 - f. Being habitually absent or tardy for any reason.
 - g. Misconduct.
 - h. Conviction of any felony or of a misdemeanor involving moral turpitude.
 - i. Using religious, political or fraternal influence.
 - j. Accepting fees, gifts, or other valuable things in the performance of the employees official duties for the City.
 - k. Inability to perform the assigned job.
 - l. Failure to perform assigned duties.

C. FORM OF DISCIPLINARY ACTION

1. Disciplinary action ranges from oral or written reprimands to suspension, demotion and finally dismissal from the City service, and depends on the serverity of the offense as well as the number and frequency of previous acts of misconduct.
2. It shall be the duty of all City employees to comply with and assist in carrying out the provisions of the City's personnel rules and regulations. No permanent employee shall be disciplined except for violation of established rules and regulations, and such discipline shall be in accordance with the procedures established by the personnel rules and regulations.
3. Every supervisor shall discuss improper or inadequate performance with the employee in order to correct the deficiencies and to avoid the need to exercise disciplinary action. Discipline shall be of increasingly progressive severity whenever possible.
4. A written notice shall be given each employee for each disciplinary action stating the reasons for the disciplinary action and the date it shall take effect. The notice shall be given to the employee at the time such action is taken. The employee will be given the opportunity to enter in writing on the notice his answers or responses to the charges and to sign and date. The signing and dating does not mean acceptance or admission of guilt by the employee, but merely proof that the response was his. A copy of the notice signed by the employee shall be placed in the employee's personnel file and shall serve as prima facie evidence of delivery.
5. All permanent employees shall have the right to appeal disciplinary action taken against them within seven (7) days after the effective date of disciplinary action. Appeals shall be made as grievances in accordance with the provisions of Section D of these rules and regulations.

D. GREIVANCE PROCEDURE

1. The City shall promptly consider and equitably adjust employee grievances realting to employment conditions and relationships. Furthermore, the City desires to adjust the causes of grievances informally--both supervisors, and employees are expected to resolve problems as they arise.
2. The following steps shall be followed in submitting and processing a grievance:
 - a. Step 1. The aggrieved employee or group of employees shall present in writing the grievance to the immediate supervisor within seven (7) working days of it's occurence, not including the day of occurence. The supervisor shall give his written reply within seven (7) working days of the date of presentation of the grievance not including the date of presentation.
 - b. Step 2. If the grievance is not settled in Step 1, the written grievance shall be presented along with all pertinent correspondence, records and information accumulated to date to the City Administrator

within seven (7) working days after the department head's response is given. The City Administrator shall, after meeting with the Council, meet with the aggrieved employee or group of employees, the immediate supervisory personnel, and the department head. The City Administrator, with Council concurrence, shall reply to the grievance in writing within seven (7) working days of the date of presentation of the written grievance. The written decision of the City Administrator shall be final and binding on the employee or group of employees and supervisory personnel as well, unless addressed by Collective Bargaining Agreement. A grievance against the City Administrator to be handled by City Council.

3. If the grievance procedures are not initiated within the time limits established in this section, the grievance shall be considered not to have existed.
4. Any grievance not taken to the next step of the grievance procedure shall be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.
5. Finally, the grievance procedure is designed to assure the aggrieved employee that he is protected from any form of reprisal by his supervisors or any other City official after his grievance has been considered and a decision on his case has been rendered. Supervisors may not resent an employee who utilizes the grievance procedure, because the procedure is one of the methods of identifying and removing irritations and misunderstandings. If grievances are handled with concern and understanding at the early stages, they will not reach the higher for decision.

E. RESIGNATION

1. If circumstances make it necessary for an employee to resign, a written resignation should be submitted to the employee's supervisor or department head, stating the reasons for resigning and giving as much notice as possible, not less than ten (10) working days. Such action will be a credit to the employee's record, and will facilitate the hiring and training of a person to fill the vacancy.
2. Failure to comply with this section shall be entered in the employee's service record and may be cause for denying future employment by the City.

F. RE-EMPLOYMENT

Permanent (and probationary) employees with a satisfactory record of service who resign their positions (in accordance with the provisions of this section for resignation from the City service) will be allowed to apply for vacancies under the same conditions as set forth in Section II, A.

G. COST CONSCIOUSNESS

1. City employees shall practice every economy possible in the discharge of their duties.

2. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.

H. ENERGY CONSCIOUSNESS

All City employees shall practice all methods practical to conserve our natural resources. e.g., Stop excessive motor vehicle usage, leaving motors and lights running for excessive lengths of time when not in use.

I. SAFETY

The Department head shall be responsible for the development and maintenance of a safety program.

J. LEGAL LIABILITY

Employees shall abide by all laws and regulations which govern the performance of their duties, and shall perform their duties as reasonable, prudent persons. Employees who are reasonably cautious and prudent in the performance of their duties are not negligent, and therefore, neither legally nor morally liable for accidents or injuries which may occur.

SECTION IV

CLASSIFICATION PLAN

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CLASSIFICATION PLAN

A. POSITION CLASSIFICATION PLAN

1. A position classification plan shall be a part of these rules.
2. The classification plan shall consist of positions in the City defined by class, department, and identified by the titles. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the class.
3. Copies of this plan and of specifications for individual positions shall be available in the office of the City Administrator.

B. TITLES AND SPECIFICATIONS

1. The position classification plan shall include titles and written specifications for the various positions. Job titles shall refer to a particular position, and shall be used in all personnel, budget and financial records.
2. Each position shall be allocated to an appropriate department on the basis of the duties and responsibilities of the position.
3. Each position shall have a specification that includes a concise, descriptive title, and a description of the duties and responsibilities. Position specifications take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments.

C. RECLASSIFICATION

1. Positions may be reclassified whenever the duties of the position change materially, provided the reclassification can be accomplished within the limitations of the current budget of the City.
2. Reclassification of a position shall not be used to circumvent the efforts of disciplinary action or to avoid restrictions concerning compensation.

D. NEW POSITIONS

1. The City Administrator shall be responsible for keeping the classification plan current through periodic studies of the positions within the City service.
2. The City Administrator may create new positions and allocate the positions to an appropriate class.

SECTION V

PAY PLAN AND COMPENSATION

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PAY PLAN AND COMPENSATION

A. PAY PLAN

1. The City Administrator, in consultation with the City Council, shall prepare a compensation plan which shall prescribe a minimum, a maximum, and any intermediate rates of pay for each class and department.
2. The rate or range for each class shall equitably reflect the difference in duties and responsibilities and shall be related to compensation for comparable positions in other places of public and private employment within the same job market.

B. ANALYSIS OF PAY PLAN

1. At least once each fiscal year, the City Administrator and Council shall jointly compare the current City salary rates, compensation policies and personnel regulations with those of other public and private employers within the same job market. Cost of living adjustments will be determined at this time.
2. The City Administrator shall then examine the salary range for each class of position to ascertain whether current minimum and maximum salaries should be maintained, increased or decreased during the succeeding fiscal year; and, upon the basis of this analysis, shall submit recommendations for amending the pay plan to the City Council.

C. APPOINTEE COMPENSATION

1. Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated.
2. However, in the cases where unusual difficulty in filling the vacancies is experienced, or when the appointee is exceptionally qualified, the City Administrator may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

D. PAY DAY

1. Employees will be paid on the last day of the month with a draw day on the fifteenth not to exceed 50% of the take home pay of the employee. If the last day or the fifteenth of the month falls on a Saturday, Sunday, or a holiday, employees shall be paid on the last working day preceding the last day or the fifteenth of the month.

E. OVERTIME

1. Department heads and supervisors shall assign to each employee regular work duties and responsibilities which can normally be accomplished within the established workday or workweek.
2. When employees are required to work overtime, department heads shall authorize compensatory time off or overtime pay which shall be one and one-half times the employee's regular hourly rate of pay. The determination to grant cash compensation or compensatory time off shall rest with the department head who shall give due consideration to the desires of the employee, to budgetary controls and to the provisions of Section E. 3 below.
3. Compensatory time shall not be accumulated except within the same work month. If time off is granted for overtime worked it must be taken off within the same or following work month the overtime occurred.
4. For some positions, overtime is considered part of the job responsibilities and therefore does not justify overtime pay. Compensation for overtime shall not be granted to the following positions:
 - a. City Administrator
 - b. Department Heads
 - c. Other Supervisory People

F. PAYMENT UPON CLASSIFICATION CHANGE

1. When an employee's salary is changed due to demotion or promotion, all accrued salary and overtime pay shall be converted to cash at the previous rate earned. In the case of accumulated compensatory time, the employee may elect to have a cash payment or have the hours at the rate earned.

SECTION VI

FRINGE BENEFITS

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A. HOLIDAYS

1. All regular employees of the City shall be entitled to the holidays listed below with pay. Full-time employees shall receive regular compensation.
 - a. New Year's Day
 - b. President's Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Veterans Day
 - g. Thanksgiving Day
 - h. Christmas Day
2. If any such holiday falls on a Sunday, the following Monday shall be given as a holiday. If any such holiday falls on a Saturday, the preceeding Friday shall be given as a holiday.
3. Any additional days appointed by the Congress of the United States or by the Legislature of the State of Oregon as a legal holiday shall be observed by the City as a holiday with the concurrence of the City Council.
4. An employee who works on a recognized holiday as part of his regular work-week shall be allowed equal time off according to the provisions of his job classification or one and one-half times the rate of pay or an established amount.
5. Holidays which occur during vacation or sick leave shall not be charged against such leave.
6. Employees assigned to shift duty shall receive normal time and one-half holiday pay when the shift being worked falls on a recognized holiday; however, if the holiday falls on the shift employee's normal day off employee shall be paid one additional day's pay at regular rate.

B. VACATION

1. New employees shall not be eligible for vacation leave while on probation, although vacation leave shall accrue from the beginning of employment. (Police, Fire and Communication Center probation is 12 months, all other employees 6 months).

2. Annual vacation leave shall accrue on a calendar year basis. To initiate such procedure, a prorated calendar year vacation shall be determined by the length of time from the date of employment to the end of the calendar year in which employment began. Said prorated vacation leave to be taken by the employee between the time at which the employee first becomes eligible to take vacation leave and the end of the employee's first complete new calendar year of employment.
3. Vacation leave shall be taken in the calendar year immediately following the year in which it is earned and shall not be carried over into the next following year without the approval of the City Administrator.
4. Department Heads shall schedule vacations for their respective employees with due consideration for the desires of the employees, and the work requirements facing the department. Vacation schedules may be amended to allow the department to meet emergency situations.
5. Vacation leave shall not be used in blocks of less than five (5) work days unless approved by the Department head.
6. Vacations shall be as follows:
 - a. 1-5 years continuous service shall be 10 days (80 hours).
 - b. 6-10 years shall be 15 days (120 hours).
 - c. 11-15 years shall be 20 days (160 hours).
 - d. 16 or more years shall be 25 days (200 hours).

C. SICK LEAVE

1. All full-time City employees shall earn sick leave with full pay at the rate of one workday (8 hours) for each calendar month of service. Sick leave shall accrue from the date of employment, but shall not be taken until the successful completion of the probationary period.
2. Employees are eligible for sick leave for the following reasons:
 - a. Non-occupational personal illness of physical disability.
 - b. Quarantine of an employee by a physician for non-occupationally rated disability.
 - c. Illness in the immediate family requiring the employee to remain at home.
3. Sick leave shall be charged as follows:
 - a. Employees working a fifty-six (56) hour workweek shall be charged sick leave on the basis of two (2) days sick leave for each twenty-four (24) hour shift absence.
 - b. Employees working a forty (40) hour workweek shall be charged sick leave on the basis of one (1) day sick leave for each duty day absent.

4. Abuse of the sick leave privilege shall be cause for dismissal. An employee who is unable to report to work because of any of the reasons set forth in Section 2 above shall report the reason for his absence to his supervisor within two (2) hours from the time he is expected to report for work. Sick leave with pay shall not be allowed unless such report has been made. Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement from a physician certifying that the employee's condition prevented him from appearing for work.
5. An employee ending the calendar year with 10 or more unused sick days for the year shall be entitled to one additional day's leave the following year.
6. Unused sick leave shall not be compensated for in any way at the time of resignation or dismissal of an employee.

D. LEAVE OF ABSENCE WITH PAY

1. Employees may request leave of absence with pay for purposes specified in this section. Each request shall be judged by an appointing power on its own merits and on the basis of the guidelines provided in this section.
2. Compassionate Leave. In the event of the death in the employee's immediate family, an employee may be granted leave of absence with pay not to exceed five (5) working days. Time off will be deducted from accumulated Sick Leave if any exists. Certain circumstances may require additional leave time. In these cases the department head with concurrence with the City Administrator may grant additional leave.
3. Funeral Participation. When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, he may be granted a reasonable time off to perform such duty by the Department Head. Time not worked because of such absences shall not affect vacation or sick leave accrued.
4. Witness or Jury Duty. When a City employee is called for jury duty or is subpoenaed as a witness, he shall not suffer any loss of his regular City compensation during such absence; however, he shall be required to transfer any compensation he receives for the performance of such duty to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued.
5. Voting. When an employee's work schedule is such that he would not be able to vote prior to or after his normally scheduled working hours, he shall be granted a reasonable time off duty to vote without loss of pay, accrued vacation or sick leave.
6. Military Leave. An employee who has successfully completed the probationary period and who is a member of the National Guard or a reserve component of the Armed Forces of the United States or of the United States Public Health Service shall be entitled, upon application, to a leave of absence from City service for a period not exceeding fifteen (15) calendar days in any one (1) calendar year. Such leave shall be granted without impairment of merit ratings or other rights or benefits to which he is entitled. Military leave with pay shall be granted only when an employee receives bona fide orders to temporary active or training duty,

and shall not be paid if the employee does not return to his position immediately following the expiration of the period for which he was ordered to duty. (Also see Section II. J.)

7. Conferences and Conventions. Decisions concerning attendance at conferences, conventions, or other meetings at City expense shall be made by the Department Head with the approval of the City Administrator, with concurrence with the Council if necessary. Permission shall be granted on the basis of an employee's participation in or the direct relation of his work to the subject matter of the meeting. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

E. EDUCATIONAL OPPORTUNITIES

1. The City shall reimburse an employee for all the amount of tuition and books for courses directly related to the employee's work offered at any accredited institution for higher education, e.g., Chemeketa Community College, Willamette University, Oregon College of Education, Portland State University, and conducted outside the employee's regular working hours, provided that:
 - a. Funds for such expenditures are available in the current budget;
 - b. The employee has made application for approval of the course and tuition reimbursement to his department head at least ten (10) days prior to the registration of such course;
 - c. The employee submits evidence of satisfactory completion of the course, and
 - d. The employee is not receiving reimbursement for tuition from other sources.
2. Courses which are only offered during regular working hours may be approved by the department head provided time off may be arranged conveniently and reasonable arrangements can be made to make up time off.
3. The City shall allow time off with pay and shall reimburse an employee for the expense of attending classes, lectures, conferences or conventions when attendance is on an assignment basis with prior approval of the employee's department head.
4. Normally, the cost of textbooks and technical publications required for such courses shall be the responsibility of the employee. If the City purchases any of the textbooks and publications for such courses, said textbooks and publications shall become the property of the City.

F. RETIREMENT

After six (6) months full-time employment, employees are required to participate in the adopted City retirement program.

G. RETIREMENT AGE

1. The retirement age for City employees is as follows:
 - a. Sixty (60) for fire and police employees; and early retirement age fifty (50).
 - b. Sixty-five (65) years for all other employees; and early retirement age fifty-eight (58).
2. At the end of the month in which an employee reaches retirement age, the employee shall automatically terminate his service with the City, unless the City Council grants an extension of the retirement age on a year-to-year basis when it is in the interest of the City to do so.

H. SOCIAL SECURITY

The City shall match the employee's contribution in the Social Security Plan.

I. INDUSTRIAL ACCIDENT

All employees shall be covered under the State Accident Insurance Fund (SAIF) or the equivalent to, for industrial accidents and disease. Benefits include medical treatment and care as well as disability compensation during periods of time lost from the job.

J. MEDICAL AND HOSPITAL INSURANCE

The City provides Hospital-Medical-Surgical benefits for all full-time permanent employees and their eligible dependents.

K. LIFE INSURANCE

The City provides \$10,000 Life Insurance for full-time permanent employees. The employee's spouse and each dependent child according to a schedule based on age receives \$2,000 Life Insurance.

L. DISABILITY INSURANCE

The City provides a Long-term Disability Insurance Program for all full-time permanent employees which provides two-thirds salary for 90 days.

M. DENTAL INSURANCE

The City provides Dental benefits for all full-time permanent employees and their eligible dependents.

N. PENSION

The City provides and pays the entire cost of Employee's Retirement Plan for all full-time permanent employees.

O. VISION INSURANCE

The City provides a Vision Plan for all full-time permanent employees and their eligible dependents.