

RESOLUTION NO. 895

A RESOLUTION AMENDING VARIOUS SECTIONS OF THE STAYTON PERSONNEL MANUAL DATED OCTOBER 17, 2011.

WHEREAS, the City of Stayton requested the Local Government Personnel Institute (LGPI) in conjunction with City County Insurance Services (CCIS), review the core policies of the Stayton Personnel Manual, adopted October 17, 2011;

WHEREAS, the Stayton City Council is committed to protecting the City from unnecessary litigation; and,

WHEREAS, the Stayton City Council wishes to provide rules and policies that apply to all City employees in a fair and equitable manner.

NOW THEREFORE BE IT RESOLVED BY THE STAYTON CITY COUNCIL that the Stayton Personnel Manual in the Sections listed below is hereby amended as reflected in attachment "A":


- The entire manual has updated numbering of sections and has been reformatted to single spacing to reduce paper.
- Revised Employee Certificate of Receipt of Personnel Handbook
- Section 1.2.2, page 1 – Removed “at any time with or without notice” and replaced with “15 days notice”; added new language regarding “at will” employment and contracts.
- Section 1.2.4, page 1 – Change effective date.
- Section 1.3.4, page 2 – Added new language to definition of “At-Will Employee”
- Section 1.3.4 – Removed “Trial Service Period” definition.
- Section 2.1.1a, page 6 – “Veterans Preference in Hiring” language revised.
- Section 2.3.3, page 7 – Addition of last sentence regarding family medical history.
- Section 2.6, Trial Service Period – Removed section discussing Trial Service Period.
- Section 2.16.7, page 12 – Paragraph discussing Confidential Information Storage added.
- Section 6.6, page 24 – Explanation of the section was added in regard to OFLA and FLMA. Also, explanation of City’s definition of year and work week.
- Section 6.6.2c, page 25 – Revised acceptable OFLA leave to care for extended family members and children over the age of 18.
- Section 6.7.1, page 27 – Added additional language referencing ORS 659A.272 in regard to Domestic Violence / Victims Leave.
- Section 6.7.3, page 27 – Added additional language regarding how an employee’s leave is charged under this policy.
- Section 6.7.5, page 27 – New language regarding reasonable safety accommodation.
- Section 6.7.6, page 27 – New language regarding ORS 659A.280(4) regarding certification requirements required from an employee taking leave under this policy.

- Section 9.2.3, page 36 – Language regarding meetings was revised, references ORS 659.785.
- Section 9.3.1, page 36 – Link to Oregon Government Ethics Commission website added.
- Section 9.3.2, page 37 – Section discussing “Conflict of Interest” added.
- Section 9.3.3, page 37 – Additional language added in regard to “Gifts and Gratuities”.
- Section 9.4.2, page 37 – Revised language regarding “Political Activity”.
- Section 9.13, page 40 – New section discussing Social Networking and Blogging.
- Section 9.14.1, page 41 – Additional language added regarding “Personal Electronics”.
- Section 9.14.2, page 41 – New section added “City-Issued Cell Phones”.
- Section 9.14.3, page 41 – New section added “Cell Phone Safety”.
- Section 9.14.4, page 41 – New section added “Reporting Lost or Stolen Cell Phones”.
- Section 10.1, page 46 – Additional protected classes added to “Equal Employment Opportunity” section. The word “performance” was added to the second paragraph, first sentence.
- Section 10.3, page 46 to 47 – Reference throughout section to the “Americans with Disabilities Act Amendment Act (ADAAA)”.
- Section 10.5, page 47 – Additional language added to the “Whistleblower Policy”.
- Section 10.6.2, page 48 – Additional language added to the “Retaliation” section.
- Section 10.7.1, page 48 – Additional language added forms of harassment prohibited.
- Section 10.7.2, page 48 to 49 – Section added discussing forms of sexual harassment.
- Section 10.9, page 54 – Section titled “Crime Victims” added.
- Section 10.10, page 54 – The section on “Religious Accommodation” was moved from Section 6 to Section 10.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF MARCH, 2013.

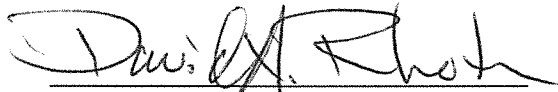
Date: 3-4, 2013

CITY OF STAYTON
 By: 
 A. Scott Vigil, Mayor

Date: 3-5, 2013

Attest: 
 Don Eubank, City Administrator

APPROVED AS TO FORM:


 David A. Rhoten, City Attorney