

RESOLUTION NO. CCXXIX (229)

A RESOLUTION ADOPTING PERSONNEL RULES, POLICIES AND PROCEDURES FOR THE CITY OF WILSONVILLE AND REPEALING RESOLUTION NO. 177.

NOW THEREFORE BE IT RESOLVED, that the Common Council of the City of Wilsonville does hereby adopt the following personnel rules, policies and procedures:

ARTICLE II GENERAL PROVISIONS

- Sections: 1.1 Purpose  
          1.2 Variances  
          1.3 Definitions

SECTION 1.1 Purpose

The purpose of Articles I through VI 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 from service and other matters affecting the status of employees of the City. Personnel 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.

SECTION 1.2 Variances

The City Administrator shall have the power to vary or modify the strict application of Articles I through VI, in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.

SECTION 1.3 Definitions

- A. Anniversary Date: One (1) year from the initial date of employment and annually thereafter for all permanent and temporary, full and part-time employees. In the event the position is compensated by outside sources, the anniversary date will be from the date the City shares at least 50% of wages paid.

- B. Class: A group of positions sufficiently alike in responsibilities and authorities to require similar qualifications.
- C. Disciplinary Action: Imposition of certain personnel action, e.g., reprimand, warning, suspension, dismissal, demotion, as a result of conduct detrimental to the City.
- D. Dismissal: Termination of employment by the City for reasons attributable to the employee.
- E. Duty Day: Any day or shift on which an employee is scheduled to be available for work.
- F. Full-Time Employee: An employee who works the normal amount of working hours for the class assigned.
- G. 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.
- H. Immediate Family: The husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's house.
- I. Layoff: A separation from employment because of organizational changes, lack of work, lack of funds, or other reasons not reflecting discredit upon an employee.
- J. Month: One (1) calendar month.
- K. Part-Time Employee: An employee who is employed regularly for less than the normal number of working hours, but who normally follows a predetermined fixed pattern of working hours.
- L. Permanent Employee: An employee who has been retained in his/her appointed position after the completion of his/her probationary period.
- M. Probationary Period: A working test period during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position.
- N. Temporary Employee: An employee who has been appointed for a limited period not to exceed six (6) months for a full-time temporary employee, or 1,040 hours of employment in any given calendar year for a part-time temporary employee.

- O. Regular Status: Full-time or part-time employee upon completion of probationary period.
- P. Relatives: See Immediate Family, (H).above.

## ARTICLE II POLICIES AND PROCEDURES

- Sections: 2. 1 Appointment  
2. 2 Probationary Period  
2. 3 Hours of Work  
2. 4 Attendance  
2. 5 Personnel Records  
2. 6 Transfers  
2. 7 Promotions  
2. 8 Layoff  
2. 9 Outside Employment  
2.10 Residence Requirement  
2.11 Department Rules and Regulations  
2.12 Travel Expense  
2.13 In-service Training  
2.14 Political Activity  
2.15 Relatives in the City Service

### SECTION 2.1 Appointment

- A. All original appointments to vacancies shall be made solely on the basis of merit, efficiency and fitness without regard to race, creed, age, religion, or sex. These qualities shall be determined through careful and impartial evaluation of the following:
1. The applicant's level of experience relative to the requirements of position for which he/she has applied.
  2. The applicant's level of education relative to the requirements of the position for which he/she has applied.
  3. The applicant's physical fitness relative to the requirements of the position for which he/she applied.
  4. The results of an oral interview.

5. Whenever practical, 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 and,
  6. Reports from former employers, or other references.
- B. No question in any test or in any application form, or by the City Administrator, shall be so framed as to attempt to elicit information concerning sex, age, race, color, ancestry, national origin, or political or religious affiliation for the purpose of discriminating.
  - C. All statements submitted on the employment application or attached resume' shall be subject to investigation and verification prior to appointment.
  - D. Any job applicant or transferring employee may be required to take a physical examination, in cases where a physical examination is deemed advisable. The City shall pay the cost of the examination.

SECTION 2.2 Probationary Period

- A. All original and promotional appointments, including temporary appointments, shall be tentative and subject to a probationary period of not less than six (6) consecutive months service from the date of initial employment or promotion.
- B. In cases where the responsibility 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 shall be extended beyond twelve (12) months. The employee shall be notified in writing of any extension and the reasons therefore.
- C. During the initial probationary period, the employee shall not be eligible for vacation benefits, but shall earn vacation credit to be taken at a later date.
- D. Upon completion of the probationary period, having satisfactorily demonstrated standards of general conduct as in Article III, and specifically 3.1 and 3.2, and the qualifications for the position, the employee, when informed by his/her supervisor, shall gain regular status. If the employee fails to satisfactorily demonstrate qualifications and performance of his/her assigned duties, and the probationary period is not extended, then the employee shall be terminated.

- E. During the probationary period, a probationary employee may be terminated at any time.

SECTION 2.3                      Hours of Work

Regular working hours for City personnel shall be Monday through Friday, from 8:00 a.m. to 5:00 p.m. Shift and flex-time employees shall work according to assigned schedules as approved by the City Administrator.

SECTION 2.4                      Attendance

- A. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves of absence.
- B. An employee shall not absent himself/herself from work for any reason 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 notify his/her supervisor within one hour from the time he/she is expected to report to work. 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.
- D. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be cause for disciplinary action.

SECTION 2.5                      Personnel Records

- A. The City Administrator shall cause a service or personnel record to be maintained for each employee in the service of the City.
- B. The personnel record shall show the employee's name, title, and job description of each position held, the department to which assigned, salary, change in employment status, training received and such other information as may be considered pertinent.
- C. A personnel action form shall be used as the single document to initiate and update personnel records.
- D. Employee personnel records shall be considered confidential and shall be accessible only to the following:

1. The employee concerned.
2. Department Heads authorized by the City Administrator.
3. Mayor and City Council.

SECTION 2.6                      Transfers

Request from employees for transfers from one department to another shall be made in writing and shall be directed to the City Administrator and referred to the appropriate supervisor. Such requests shall be given consideration when a suitable vacancy occurs; however, no employee shall be transferred to a position for which he/she does not possess the minimum qualifications. All persons transferred shall begin a new six (6) month probationary period, unless expressly waived by the City Administrator.

SECTION 2.7                      Promotions

- A. All job vacancies shall, whenever feasible, be filled by promoting qualified employees within the City service.
- B. Nevertheless, the City Administrator may recruit applicants from outside the City service whenever he/she has reason to believe that better qualified applicants are available outside the City service.
- C. The appointment to fill the vacancy shall be made on a competitive basis utilizing the criteria for appointments established in Section 2.1. Where qualifications and ability are equal, then seniority within City service shall be the determining factor.

SECTION 2.8                      Layoff

If there are changes of duties in the organization, lack of work, or lack of funds, the City Administrator may lay off employees; however, the City Administrator shall first make every reasonable effort to integrate those employees into another department by transfer. When layoffs are required, the City Administrator shall base the decision on relative merit and shall give due consideration to seniority in City service only where the employees' qualifications and ability are relatively equal, as determined by the City Administrator.

SECTION 2.9                      Outside Employment

Permission to work at outside employment while an employee of the City may be granted by the City Administrator. In order to be approved, the outside employment must conform to the following:

- A. Be compatible with the employee's City work;
- B. In no way detract from the efficiency of the employee in his/her City work; and
- C. In no way conflict with the interests of the City or be a discredit to the City.

SECTION 2.10                      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.

SECTION 2.11                      Department Rules and Regulations

Each department of the City shall establish department rules, regulations and procedures. Such rules, regulations and procedures shall be in harmony with the provisions of the Personnel Policies and Procedures and shall be binding on the employee.

Department Rules and Regulations shall be approved by the City Administrator before they are binding on departmental employees.

SECTION 2.12                      Travel Expense

When employees are required to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:

- A. Prior to traveling outside the City, the employee shall obtain approval for the trip and the mode of travel from the employee's supervisor and if the trip is beyond the metropolitan area, then approval shall be obtained from the City Administrator.
- B. If the employee is authorized to use a private vehicle, mileage shall be paid at a standard rate periodically established by the City Council.

This rate includes all travel, insurance and maintenance expense of the vehicle.

- C. 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.
- D. All mileage and other expenses shall be itemized on a City employee expense form.
- E. In those cases where an employee requires a travel advance, the City will advance not more than 80% of the anticipated costs. The employee will be reimbursed for cost in excess of the travel advance on their return after providing the City with documentation of total travel and expense costs.

SECTION 2.13 In-Service Training

Subject to budgetary authorization the City Administrator shall provide a training program for employees and supervisors in order that services rendered to the City will be more effective. The City Administrator shall assist department heads in meeting training needs in their department and in developing training programs designed to meet immediate City-wide personnel needs.

SECTION 2.14 Political Activity

No employee shall use his/her official authority or influence to further the case of any political party or candidate for nomination or election to political office.

The restrictions imposed by the law of the State of Oregon on your political activities are that no City employee shall solicit any money, influence, service or other thing of value, or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express his/her personal political views.

As City policy, permissible activities are limited to letter writing, telephone, speaking and voting; employees are restricted from managing a campaign or eliciting campaign contributions for all those candidates and issues pertaining to the City of Wilsonville.



SECTION 2.15                    Relatives in the City Service

No two relatives shall be employed in the City when one has personnel responsibilities over the other or when such employment is not in the best interest of the City. If the individuals involved cannot mutually agree as to who will transfer or resign, the City will decide. The City's decision will be based on merit and seniority.

Exceptions to this policy may be made by the City Administrator if the prohibited relationship is the result of a personnel action initiated in the mutual best interests of the City and of the employee.

ARTICLE III GENERAL CONDUCT, DISCIPLINE, TERMINATION AND APPEAL

- Sections:
- 3.1     Personal Appearance and Conduct
  - 3.2     Causes for Warning, Suspension or Dismissal
  - 3.3     Form of Disciplinary Action
  - 3.4     Grievance Procedure
  - 3.5     Resignation
  - 3.6     Cost Consciousness
  - 3.7     Safety
  - 3.8     Legal Liability

SECTION 3.1                    Personal Appearance and Conduct

- A.     Public relations shall be an integral part of each employee's job.
- B.     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.
- C.     Employees shall be courteous, efficient and helpful to everyone in their work and shall do the best job possible on every assignment.
- D.     Personal mail should be sent to the employee's home and not to City Hall.
- E.     The City recognizes that it is an inconvenience and a waste of time to deny limited personal local phone calls. Intelligent use of the phones will ensure a continuation of this privilege. Except for emergencies, personal calls should be conducted during coffee breaks or lunch hour.

SECTION 3.2

Causes for Warning, Suspension or Dismissal

- A. When an employee's conduct falls below desirable standards, the employee may be subject to disciplinary action.
- B. General reasons for which an employee may be disciplined include:
  - 1. Consumption of intoxicating liquor or misuse of drugs or narcotics during the working day or reporting to work under the influence of intoxicating liquor, drugs, or narcotics.
  - 2. Failure to perform a lawful duty.
  - 3. Insubordination.
  - 4. Dishonesty.
  - 5. The willful giving of false information or withholding information with the intent to deceive when discussing City business or the actions of fellow employees.
  - 6. Breach of discipline.
  - 7. Being absent from work without first notifying and securing permission from the employee's supervisor, except in case of illness.
  - 8. Being habitually absent or tardy for any reason.
  - 9. Obtaining sick leave falsely.
  - 10. Conviction of any felony, or of a misdemeanor involving moral turpitude.
  - 11. Abuse or gross negligence in the care or operation of City tools, equipment or vehicles.
  - 12. Unauthorized use of City tools, equipment or vehicles.
  - 13. Immoral conduct while on duty.
  - 14. Discussion of confidential City business or information with unauthorized persons.
  - 15. Display of attitudes or behavior obstructive to job-related City policies, programs and/or procedures.

16. Engaging in political activity as prohibited by City policy and State Law. (See Section 2.15).
17. Misrepresentation of information furnished on employee application form.
18. Accepting fees, gifts, or other valuable things in the performance of the employee's official duties for the City.
19. Inability to perform the assigned job.

SECTION 3.3 Form of Disciplinary Action

- A. Disciplinary action ranges from oral or written reprimands, to suspension, demotion, and finally dismissal from the City service, and depends on the severity of the offense as well as the number and the frequency of previous acts of misconduct.
- B. It shall be the duty of all City employees to comply with and to assist in carrying into effect, the provisions of the City's Personnel Rules and Regulations. No employee(s) shall be disciplined except for violation of established rules and regulations and such discipline shall be in accordance with procedures established by the Personnel Rules and Regulations.
- C. 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.
- D. 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. An acknowledgement of receipt shall be placed in the employee's personnel file and shall serve as evidence of delivery.
- E. All permanent employees shall have the right to appeal disciplinary action taken against them within five (5) days after the effective date of disciplinary action. Appeals from disciplinary action shall use the same procedure for resolution as specified in Section 3.4 - Grievance Procedure.

SECTION 3.4

Grievance Procedure

- A. The City shall promptly consider and equitably adjust employee grievances relating 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.
- B. If grievances are not resolved informally, the following steps shall be followed in submitting and processing a grievance:
1. Step One: The aggrieved employee or group of employees shall present the grievance in writing to the immediate supervisor within five (5) working days of its occurrence, not including the day of occurrence. The supervisor shall give his/her oral reply within two (2) working days of the date of presentation of the grievance, not including the date of presentation.
  2. Step Two: If the grievance is not settled in Step One of this section, it shall be prepared in detail, shall be reduced to writing, shall be dated, signed by the aggrieved employee or group of employees and shall be presented to the Department Head within five (5) working days after the Supervisor's reply is given, not including the day the answer is given.
  3. Step Three: If the grievance is not settled in Step 2 of this section, the written grievance shall be presented along with all pertinent correspondence, records, and information accumulated to date to the City Administrator within five (5) working days after the Department Head's response is given, not including the day the response is given. The City Administrator shall meet with the aggrieved employee or group of employees, and the supervisory personnel. The City Administrator shall reply to the grievance in writing within five (5) working days of the date of the meeting mentioned above.
  4. If the decision of the City Administrator is unacceptable to the employee(s), the employee(s) may appeal to the Mayor in writing, within ten (10) working days of the City Administrator's decision. The Mayor shall direct the City Recorder to prepare all relevant documents for presentation to the City Council at an Executive Session called by the Mayor within fifteen (15) working days of date of appeal.

- C. If the grievance procedures are not initiated within the time limits established by this section, the grievance shall be considered resolved.
- D. 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.

SECTION 3.5                      Resignation

- A. To resign in good standing, an employee shall give the City Administrator not less than ten (10) working days prior notice of such resignation unless the City Administrator agrees to permit a shorter period of notice because of extenuating circumstances. The notice of resignation shall be in writing and shall contain the reasons for leaving the City service.
- B. 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.

SECTION 3.6                      Cost Consciousness

- A. City employees shall practice every economy possible in the discharge of their duties.
- B. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.
- C. The City shall establish a program to recognize cost effective efforts of the employees.

SECTION 3.7                      Safety

The City acknowledges and shall enforce ORS and OSHA Safety Regulations.

- A. Department Heads, supervisors, and employees shall guard the safety of themselves, fellow employees and the public.
- B. When accidents occur with City property, or involving a City employee on official business, the employee shall contact his supervisor immediately and the supervisor shall complete an accident report form. In case of a motor vehicle accident, the state or local police shall also be notified immediately.

- C. City Administrator shall be notified of all accidents involving City employees and City equipment as soon as possible, and not later than the next day.

SECTION 3.8                      Legal Liability

- A. Employees shall abide by laws and regulations which govern the performance of their duties and shall perform their duties as reasonably, productive persons. As a general rule, employees who are reasonably cautious and prudent in the performance of their duties are not negligent and, therefore, are neither legally nor morally liable for accidents or injuries which may occur.
- B. If an employee is negligent in the performance of duties and responsibilities and if an accident results from such negligent performance of duties and responsibilities, the employee may be held personally and legally liable.

ARTICLE IV POSITION CLASSIFICATION PLAN

- Sections: 4.1      Generally  
              4.2      Titles and Specifications  
              4.3      Reclassification  
              4.4      New Positions  
              4.5      Performance Evaluations

SECTION 4.1                      Generally

- A. A position classification plan as adopted and amended by the City Council shall be a part of these rules.
- B. The classification plan shall consist of positions in the City service defined by class specifications and identified by the class 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 same class and that the same schedules of compensation may be made to apply with under like working conditions to all positions in the same class.

- C. Copies of this plan and of specifications for individual classes, when adopted by the City Council, shall be available in the office of the City Administrator.

SECTION 4.2                      Titles and Specifications

- A. The position classification plan shall include titles and written specifications for the various classes of positions as a guide toward equal pay for equal work. Job titles shall refer to a particular position, not to the individual filling a particular position, and shall be used in all personnel, budget, and financial records.
- B. Each position shall be allocated to an appropriate class on the basis of the duties and responsibilities of the position.
- C. Each class shall have a specification that includes a concise, descriptive title, and a description of the duties and responsibilities of each position in the class. 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.

SECTION 4.3                      Reclassification

- A. Positions may be reclassified whenever the duties of the position change materially.
- B. Reclassification of a position shall not be used to circumvent the effects of the disciplinary action or to avoid restrictions concerning compensation.

SECTION 4.4                      New Positions

- A. The City Administrator shall be responsible for keeping the classification plan current through periodic studies of the positions within the City service.
- B. No position or class shall carry an official title which has not been approved by the City Council as being appropriate to the duties performed.

- C. The City Council may create new positions and allocate the positions to an appropriate class and may delete existing positions, whenever conditions warrant.

SECTION 4.5 Performance Evaluations

Every City employee will be evaluated on his/her performance at the completion of the six (6) month probationary period and annually thereafter at the anniversary date of:

1. Becoming a permanent employee, or
2. Promotion to a position of a higher classification.

Performance reports shall become a part of the employee's permanent personnel file. Employees shall be evaluated by their immediate supervisor; supervisors by the City Administrator; and the City Administrator shall be evaluated by the City Council. All evaluations shall be reviewed by the City Administrator. Each employee shall participate in his/her performance evaluation. Evaluations shall be prepared on forms provided by the City.

ARTICLE V PAY PLAN AND COMPENSATION

- Sections:
- 5.1 Pay Plan
  - 5.2 Analysis of Pay Plan
  - 5.3 Appointee Compensation
  - 5.4 Pay Day
  - 5.5 Overtime

SECTION 5.1 Pay Plan

- A. The City Administrator shall prepare a compensation plan which shall prescribe a minimum, a maximum and any intermediate rates of pay appropriate for each class.
- B. 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.



SECTION 5.2                      Analysis of Pay Plan

- A. At least once each fiscal year, the City Administrator shall compare the current City salary rates, compensation policies, and personnel developments with those of other public and private employers within the same job market. Changes in the cost of living shall also be considered.
- B. 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 recommendation for amending the pay plan to the City Council prior to the budget process.

SECTION 5.3                      Appointee Compensation

- A. Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated.
- B. However, in the cases when unusual difficulty in filling the vacancy 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.
- C. Based upon employee performance in a job classification, the City Administrator may authorize merit raises within the pay scale.
- D. Upon appointment to a new position, the employee may request a merit review for the purpose of establishing an entry level pay for the new position.

SECTION 5.4                      Pay Day

- A. Normally, employees shall be paid on the last day of each month. If the last day of the month falls on a Saturday, Sunday, or Holiday, then employees shall be paid on the last working day preceeding the last day of the month.
- B. An employee may elect to receive a draw up to a maximum equal to amount earned.

- C. Certain deductions will be taken from employee's regular paycheck. Federal and State income tax is withheld, as are retirement contributions, Social Security and State Industrial Accident. Voluntary deductions may include insurance benefits and other appropriate deductions as approved by the City Council.

SECTION 5.5                      Overtime

- A. Supervisors shall assign to each employee, regular work duties and responsibilities which can normally be accomplished within the established work day and work week.
- B. When supervisory and non-supervisory employees are authorized by the Department Head to work in excess of forty (40) hours in a work week, they shall be compensated at one and one-half (1-1/2) times the normal rate. Employees shall be compensated from time call is received to time of return to residence, with a minimum call time of not less than two (2) hours.
- C. If budget funds are inadequate to compensate for overtime in Section 5.5(B), the employee shall be compensated with time off at one and one-half (1-1/2) times the normal rate. No more than forty (40) hours may be accumulated and taken at any one time.
- D. In the event a supervisor cannot contact staff to take care of an emergency, the supervisor would be compensated time and one-half (1-1/2) upon written approval of Department Head, to resolve such an emergency. No more than forty (40) hours may be accumulated and taken at any one time.
- E. Managers/Department Heads are expected to work overtime as needed to complete projects or to attend meetings outside of regular working hours and normally shall not be compensated monetarily for such overtime. The City Administrator is authorized to grant Managers/Department Heads time off on a discretionary basis when the needs of the City will not be adversely affected.

In special circumstances the City Council may approve a monetary compensation for overtime for Managers/Department Heads or, in an

emergency situation as specified in Section 5.5(D), monetary compensation may be authorized by the City Administrator.

ARTICLE VI FRINGE BENEFITS

- Sections:
- 6. 1 Holidays
  - 6. 2 Vacation
  - 6. 3 Sick Leave
  - 6. 4 Leave of Absence With Pay
  - 6. 5 Educational Opportunities
  - 6. 6 Retirement
  - 6. 7 Retirement Age
  - 6. 8 Social Security
  - 6. 9 Industrial Accidents
  - 6.10 Medical and Hospital Insurance
  - 6.11 Life Insurance
  - 6.12 Disability Insurance

SECTION 6.1 Holidays

- A.
  - 1) New Year's Day - January 1st
  - 2) President's Day - Third Monday in February
  - 3) Memorial Day - Last Monday in May
  - 4) Independence Day - July 4th
  - 5) Labor Day - First Monday in September
  - 6) Veteran's Day - November 11th
  - 7) Thanksgiving Day - Fourth Thursday in November
  - 8) Christmas Day - December 25th
- B. 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.
- C. If any employee works on a recognized Holiday, that employee shall be paid at time and one-half (1-1/2) regular rate of pay plus regular pay.
- D. Holidays which occur during vacation or sick leave shall not be charged against such leave.

SECTION 6.2

Vacation

- A. All permanent employees with less than five (5) years of continuous service shall be granted ten (10) days annual vacation leave with pay. Employees with five (5) years of continuous service shall be granted fifteen (15) days of annual vacation leave with pay. Employees with fifteen (15) years of continuous service shall be granted twenty (20) days of annual vacation leave with pay.
- B. New employees shall not be eligible for vacation leave during their first six (6) months of employment, although vacation leave shall accrue from the beginning of employment. One week of vacation may be taken after six (6) months of satisfactory completion of employment.
- C. Annual vacation leave shall accrue monthly and may be taken when earned.
- D. Employees shall be required to take one (1) week of vacation per year, but may accrue up to thirty (30) days of vacation leave with pay.
- E. Supervisor shall schedule vacations for their respective employees with due consideration for the desires of the employees and the City's work requirements. Vacation schedules may be amended to allow each supervisor to meet emergency situations.
- F. Vacation leave shall be used in units of full hours.

SECTION 6.3

Sick Leave

- A. All full time City employees shall earn sick leave with full pay at the rate of one work day 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 initial probationary period, unless approved by the City Administrator.
- B. Employees are eligible for sick leave for the following reasons:
  - 1. Non-occupational personal illness or physical disability.
  - 2. Quarantine of an employee by a physician for non-occupationally related disability.
  - 3. Illness in the immediate family requiring the employee to remain at home. Sick leave should not be used as a result of minor

illness or for extended serious illness in the employee's family.

4. The time of actual physical incapacity in pregnancy.
- C. Sick leave shall be charged as follows:
1. Employees working a forty (40) hour work week shall be charged sick leave on the basis of one (1) day sick leave for each duty day absent.
- D. Abuse of the sick leave privilege shall be cause for dismissal. An employee who is unable to report because of any of the reasons set forth in subsection B, shall report the reasons for his/her absence to his/her supervisor within one (1) hour from the time he/she 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/her from appearing for work.
- E. Sick leave shall be unlimited in accrual with a maximum use of sixty-six (66) working days per sickness.

SECTION 6.4                      Leave of Absence with Pay

- A. Employees must request leave of absence with pay for the purposes specified in this section. Each request shall be judged by the City Administrator on its merits and on the basis of the guidelines in this section.
- B. Compassionate Leave - In the event of a death in the employee's immediate family, an employee may be granted leave of absence with pay not to exceed three (3) calendar days per year.
- C. Witness or Jury Duty - When a City employee is called for jury duty or is subpoenaed as a witness, he/she shall not suffer any loss of his/her regular City compensation during such absence; however, he/she shall be required to transfer any compensation he/she receives for the performance of jury or witness duty to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued.

- D. Conferences and Conventions - Decisions concerning attendance at conferences, conventions and other meetings at the City expense, shall be made by the supervisor with the approval of the City Administrator. Permission shall be granted on the basis of an employee's participation in or the direct relation of his/her 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.

SECTION 6.5                      Educational Opportunities

The City shall encourage continuing education for all employees and will assist in financing of such education as follows:

- A. The City may reimburse an employee full tuition costs for one (1) class per term, not to exceed three (3) classes per year, provided that:
1. The class is directly related to the employee's work (or to a position to which an employee can reasonably expect to be promoted.)
  2. The employee has made prior arrangement with his/her supervisor and received approval from the City Administrator for reimbursement prior to registration for such course.
  3. Prior to reimbursement by the City, the employee must submit evidence of satisfactory completion of the course.
  4. The employee is not receiving reimbursement for tuition from any other source.
  5. That the employee agrees to continue employment with the City, at least six (6) months following satisfactory completion of the course or will reimburse the City for tuition costs paid during his/her last six (6) months of employment with the City.
- B. The City shall allow time off with pay and shall pay all expenses of attending classes, lectures, conferences, or conventions, when attendance is on an assignment basis and approved by the City Administrator.
- C. When an employee wishes to take a work related course(s) which is only offered during regular working hours, the City Administrator may either:

1. Reimburse the employee in accordance with the provisions of Section A above, provided that the employee takes the necessary time off without pay or makes prior arrangement with his/her supervisor for alternative working hours; or
  2. Allow time off with pay provided the employee pays his/her own tuition costs and prior arrangements are made with his/her supervisor and approved by the City Administrator.
- D. Normally, the cost of textbooks and technical publications required for such courses shall be the responsibility of the employee.
- E. If an employee wishes to obtain educational benefits beyond the scope of those listed above, he/she may submit a proposal, in the form of a contract, the terms of which shall be negotiated with the City Council.

SECTION 6.6 Retirement

After six (6) months full time employment, employees are required to participate in the Public Employee's Retirement Plan of the State of Oregon.

SECTION 6.7 Retirement Age

- A. The retirement age for City Employees is as follows:
1. Sixty-two (62) years for early retirement, with twenty (20) to twenty-five (25) years service as provided by State Law, and sixty-five (65) years for all other employees.
  2. Upon City Administrator and City Council approval, an employee with good health may be employed until seventy (70) years of age when the employee's skills, education, and experience are needed to conduct the required City services.
- B. At the end of the month in which an employee reaches retirement age, the employee shall automatically terminate his/her service with the City, unless previous officially approved arrangements have been made.

SECTION 6.8 Social Security

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

SECTION 6.9 Industrial Accidents

All employees shall be covered for industrial accidents and disease. Benefits include medical treatment and care as well as disability compensation during period of time lost from the job.

SECTION 6.10 Medical and Hospital Insurance

A medical and hospitalization plan is available to all City employees after thirty (30) days of full time employment. The City will pay one hundred (100%) percent of monthly premiums for City employees and their dependents. Copies of this plan are on file in the City Administrator's or City Recorder's office.

SECTION 6.11 Dental Insurance

A dental plan is available to all City employees after thirty (30) days of full time employment. The City will pay one hundred (100%) percent of monthly premiums for City employees and their dependents. Copies of this plan are on file in the City Administrator's or City Recorder's office.

SECTION 6.12 Life Insurance

Accidental death coverage is paid for by the City for all employees. Details are on file in the City Administrator's or City Recorder's office.


SECTION 6.13 Disability Insurance

Disability insurance is paid for by the City for all employees. Details are on file in the City Administrator's or City Recorder's office.



RESOLUTION NO. CLXXVII (177) "A Resolution Adopting Personnel Rules, Policies, and Procedures for the City of Wilsonville" is hereby repealed.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17th day of May, 1982, and filed with the Wilsonville City Recorder this same date.



WILLIAM G. LOWRIE, Mayor

ATTEST:



DEANNA J. THOM, City Recorder

CITY OF



P.O. Box 220 / Wilsonville, Oregon 97070  
503/682-1011

*REPEALED 10/17/94  
BY RES. # 1142  
P. 1*

**RESOLUTION NO. 229**

**PERSONNEL POLICY**

CITY OF



Wilsonville

P.O. Box 220 / Wilsonville, Oregon 97070  
503/682-1011

**RESOLUTION NO. 229**

**PERSONNEL POLICY**

*Original*

CITY OF



P.O. Box 220 / Wilsonville, Oregon 97070  
503/682-1011

PERSONNEL POLICY - RESOLUTION NO. 229

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