



Resolution 2025-04

A Resolution Adopting 2025 Employee Policy Manual

Meeting Date	Staff Contact	Email
January 14, 2025	Adam Hanks, City Administrator Sammy Egbert, City Recorder Greg Peck, Finance Director	Adam.Hanks@ci.coburg.or.us Sammy.Egbert@ci.coburg.or.us Greg.Peck@ci.coburg.or.us

SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg maintains an Employee Policy Manual as its primary tool for personnel management policies and procedures. This Manual is routinely updated to reflect new regulations, improvements to best practices and compensation/benefit changes made through the budget process.

Suggested Motion

I move to approve Resolution 2025-04 adopting the amended 2025 Employee Policy Manual.

BACKGROUND

City staff utilizes the City’s membership and partnership with CIS in the development and updating of all personnel management-related policies and procedures. Additionally, as the policies and procedures are used day to day, updates are identified by City staff and are noted and collected for annual updating. Changes to employee compensation and benefits are commonly processed in conjunction with the City’s annual budget process and are then aligned with the Policy Manual as part of the annual review and update.

A number of updates have been proposed for the 2025 Manual. Many are minor wording changes, some are formatting improvements and others involve removal of redundant or unnecessary verbiage. Highlights of proposed changes to the Manual include:

- Addition of Deferred Compensation Employer Match consistent with the funding approved for this new program in the FY25 budget process. The City will match a maximum of \$25 per pay period (\$600 per year) to the employees deferred compensation account.

- Inclusion of Juneteenth (June 19th) as a recognized, official holiday, increasing the total number of paid holidays from ten to eleven. This ensures the City of Coburg is consistent with both State and Federal law.
- Connecting merit pay language to the step system in the City’s Council approved salary schedule.
- CIS best practice language changes to the Performance Dialogue, Allowable uses of sick leave, Bereavement leave definition and employee acknowledgement sections of the Manual
- On Call/Duty response time change from 20 minutes to 30 minutes.

RECOMMENDATION

Staff recommends Council approval of the 2025 Employee Policy Manual as proposed.

BUDGET / FINANCIAL IMPACT

Two specific amendments to the Policy Manual come with a financial impact to the City’s operational budget.

- The employer deferred compensation match, assuming all employees take advantage of the program, results in a cost of \$10,800 annually, which was approved and included in the FY25 budget.
- The inclusion of the Juneteenth holiday results in eight additional hours of paid vacation time, which results in an increase in staff leave time across all Departments rather than additional compensation through direct wages.

PUBLIC INVOLVEMENT

No specific public involvement has occurred with this process and decision as this is primarily an administrative function of the City as an employer, but does connect with budget process related issues that include public hearings by both the Citizen’s Budget Committee and City Council.

NEXT STEPS

Upon Council approval of the resolution, staff will ensure final document formatting and will communicate changes and make the Policy Manual available to all City staff.

ATTACHMENTS

1. Draft Resolution 2025-04
2. State of Oregon – Juneteenth Declaration Press Release