

COBURG CITY COUNCIL ACTION/ISSUE ITEM



TOPIC: Resolution 2022-04, A Resolution Adoption 2022 City of Coburg Employee Policy Manual

Meeting Date: January 11, 2022
Staff Contact: Anne Heath, City Administrator
Contact: 541-682-7871, Anne.Heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Adopt Resolution 2022-04, 2020 City of Coburg Employee Manual

Suggested Motion: I move to adopt Resolution 2022-04 a resolution adopting 2022 Employee Policy Manual for the City of Coburg.

POLICIES OR CITY COUNCIL GOAL(S) ADDRESSED

City Council Goal - General City Operations

BACKGROUND

Historically the City has maintained an Employee Policy Manual which is updated annually in January. New legal language, state laws, and updated City policy are reasons for updates.

The City employs CIS to serve us in a Human Resource capacity as it pertains to policy, employment law, and interaction with employees regarding their employment at the City of Coburg.

The 2022 employee manual changes or additions to policy are highlighted in yellow. Major changes are listed below:

- Page 3 – Pregnancy Accommodation Policy - Added
- Page 9 – Merit Increase – Clarification
- Page 9 – Compensation for Excellence and Retention – slight change in wording
- Page 9 – Certification Pay – Change for Public Works Certifications
- Page 12 – Flex Time – Clarifications
- Page 12 – Telecommuting – Add Telecommuting Agreement Requirement

- Page 16 – Change in accrued vacation policy
- Page 18 – Eligibility and Accrual of Sick Leave – Clarification
- Page 20 – Sick Leave Donation – Clarification to who approves
- Page 21 – Holidays – Add Juneteenth
- Page 22 – Floating Holiday – Clarification
- Page 22 – Personal holiday – Clarification
- Page 27 – Health Reimbursement Account – Clarification
- Page 29-35 – Alcohol/Drug Use – New Policy Language from CIS

All changes to the manual are highlighted in yellow with track changes

BUDGET

Employee compensation as referred to in the policy manual is addressed during the budget season including updates to the employee pay schedule.

PUBLIC INVOLVEMENT

N/A

NEXT STEPS

- Adopted manual will be provided to all Coburg employees as soon as possible.
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ATTACHMENTS

- Draft Resolution 2022-04
 - Draft 2022Coburg Employee Policy Manual
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REVIEWED BY:

- All City supervisors discussed in a supervisors meeting and then were given a full month to provide feedback regarding any changes they would like to see in the policy manual. This was a time for them to discuss with their staff. After feedback was received and policy changes were made, the supervisors were again given opportunity for review of the draft document
- New CIS recommended changes were reviewed and language updated as needed.

RESOLUTION 2022-04

A RESOLUTION ADOPTING CITY OF COBURG 2022 EMPLOYEE POLICY MANUAL

The City of Coburg City Council adopts the following:

WHEREAS, the City Council desires a comprehensive set of general guidelines and policies governing all personnel matters for all City employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and City service; and

WHEREAS, these policies are intended to apply to all City employees that do not have an employment contract with the City and to all City employees with employment contracts that do not already address these policy issues; and

WHEREAS, the policies contained in the Employee Policy Manual, attached to this resolution as Exhibit A and incorporated herein by this reference, are general guidelines for the City's current employment practices and workplace procedures. They are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration. Because of the City's small size, some exceptions to these policies may need to be made on a case-by-case basis as the City Administrator deems appropriate; and when discussed with and approved by the Mayor, and

WHEREAS, the City Administrator received updated language from City County Insurance (CIS) for the draft Employee Policy Manual in order to address most current legal and state law language; and

WHEREAS, the City Council has reviewed and considered the 2022 Employee Policy Manual at its regular meeting on January 11, 2022;

NOW THEREFORE, BE IT RESOLVED by the City of Coburg City Council that the Employee Policy Manual attached hereto as Exhibit A and incorporated herein by this reference, is adopted as the City's Personnel Policies Manual and shall be applicable to all employees unless preempted by state or federal law or in conflict with an existing employment contract.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ____ for and ____ against, this 11th day of January, 2022.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder