



Resolution 2025-18

Adoption of 2026 Employee Handbook

Meeting Date	Staff Contact	Email
December 09, 2025	Adam Hanks, City Administrator Sammy Egbert, City Recorder	adam.hanks@coburgoregon.gov Sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

The City of Coburg maintains a formal Employee Handbook (also historical called the Employee Policy Manual) which functions as the employment regulations for the City. Staff is presenting a regular annual update to the Handbook reflecting employment law changes, best practice language updates and several procedural/operations language updates to better align with current accounting/payroll practices.

Suggested Motions

I move approval of Resolution 2025-18 adopting the 2026 City of Coburg Employee Handbook as presented

OR

I move approval of Resolution 2025-18 adopting the 2026 City of Coburg Employee Handbook with the following alterations _____

BACKGROUND

With regular changes to employment law through the Oregon State Legislature as well as best practice recommendations from CIS Insurance Services based on claims, judgements and settlements throughout the state, City staff schedules the Employee Handbook for an annual review and update.

Highlights of changes made from the 2025 Employee Handbook, approved by Council on January 14, 2025, include:

- Updated non-discrimination policy language
- Inclusion of a Pay Equity (State law) statement
- Updated Employee Complaint procedure (workplace harassment, bullying, retaliation, etc)
- Expanded language/clarity regarding expression of breast milk (rest periods, location, etc)

- Streamlining language for Certification Pay, additional compensation documentation, pay schedules, assignment of overtime, compensatory time rules, alternate work schedule and remote work rules, timesheet reporting/submittal rules
- New language to meet ORS and OAR laws for City provided meals/refreshments as earned compensation (from an Ethics Commission ruling)
- New language to reference and connect Departmental Policies to the overall City Employee Handbook (uniforms, equipment, etc)
- Simplification of vacation payout options for administrative efficiency
- Updated sick leave language for consistency with Paid Leave Oregon legislation
- Deletion of Sick Leave Donation policy – Replaced with Oregon Paid Leave program
- Clarification on eligibility and use of Holiday Leave
- Changes to bereavement leave policy for consistency with Paid Leave Oregon
- Changes to Military Leave to match Oregon Military Leave Law
- Updated references to the Employee Assistance Program through the City’s CIS Health Insurance benefits (required language)
- Deletion of Rehire of retired employees for compliance with PERS related State legislation

RECOMMENDATION

Staff recommends approval of the resolution adopting the suggested alterations to the Employee Handbook. The changes improve the City’s position in terms of compliance with a variety of recent public sector specific employment legislation as well as aligns the policy with existing practices as the City continues to improve processes and use of technology in its operations.

BUDGET / FINANCIAL IMPACT

The recommended update to the Employee Handbook does not contain any significant financial impacts for the City. Several edits have very small savings to the City in terms of leave balance utilization and several other edits provide slightly greater flexibility and use of employee benefits.

The most significant financial impact is the reduction in risk of employment claims due to updated employment regulations and practices, which is intangible unless and until, a claim is filed processed and decided.

RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN

FY26 Council Framework - III. Our Government - #3 – Human Resources Assessment and Action Plan

PUBLIC INVOLVEMENT

No specific public involvement conducted as a component of this item.

NEXT STEPS

Upon final decision of Council, staff will format the updated document for general distribution to City staff and will ensure that all employees read the handbook and submit a signed Employee Acknowledgement Form that is retained in the Human Resource files for 2026.

ATTACHMENTS

1. Draft Resolution 2025-18
2. Draft 2026 City of Coburg Employee Handbook