

RESOLUTION 2025-18

A RESOLUTION ADOPTING THE 2026 EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook serves as the City of Coburg's employment regulations, it contains information on benefits, policies, procedures, and details for City employees.

WHEREAS, the Employee Handbook is intended to apply to all City employees who 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 State of Oregon regularly revises its employment laws through the Oregon Revised Statutes (ORS) and the Oregon Administrative Rules (OAR).

WHEREAS, the City receives best-practice recommendations from City County Insurance (CIS) based on changes enacted by the Oregon State Legislature, insurance claims, and risk assessments.

WHEREAS, the City Charter requires the City Council to adopt this policy by resolution, and the City Administrator is responsible for administering the Employee Handbook.

WHEREAS, the 2026 Employee Handbook, attached to this resolution as Exhibit A and incorporated herein by this reference,

THE CITY OF COBURG RESOLVES AS FOLLOWS:

Section 1. The 2026 Employee Handbook, attached as Exhibit A, is hereby adopted.

Section 2. This resolution and the 2026 Employee Handbook are effective immediately upon enactment of Resolution 2025-18.

Section 3. The 2026 Employee Handbook will be distributed to all current and future employees of the City of Coburg.

Adopted by the **City Council** of the **City of Coburg**, Oregon, by a vote of ___ for and ___ against, this 9th day of December, 2025.

Nancy Bell, Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder