



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** December 17, 2025

**SUBJECT:** Proposed Policy Updates: HR-5: Non-Wage and Salary Compensation and HR-17: Payroll Deductions for Health Club Membership Dues

**RECOMMENDED MOTION:**

Approve County Administrator signature on proposed updates to HR-5 and move to sunset policy HR-17: Payroll Deductions for Health Club Membership Dues.

**BACKGROUND AND POLICY IMPLICATIONS:**

Staff is proposing two policy changes for Board consideration:

- **Sunsetting HR-17 Payroll Deductions for Health Club Membership Dues.**  
Implemented in 1990, HR-17 allows the County Administrator to approve voluntary payroll deductions for health club dues under certain conditions. However, this practice is no longer being used. Staff recommends sunseting this policy as it is no longer relevant.
- **Updating HR-5 Non-Wage and Salary Compensation.**  
Originally adopted in 2007 and updated in 2009, HR-5 governs non-wage and salary compensation. Staff is proposing an update that includes provisions for food, beverage, and other related items provided by the County during work-related events, such as meetings, team-building activities, and conferences, as part of the official compensation package.

This update is informed by a recent opinion from the Oregon Ethics Commission, which is included in the Board's meeting packet for reference.

Staff will be available to discuss the proposed updates with the Board and answer any questions.

**BUDGET IMPACTS:**

None

**ATTENDANCE:** Whitney Hale, Deputy County Administrator