



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of November 25, 2024

Title/Subject

Resolution No. 2347 – Updating the Employee Handbook

Summary and Background

Staff regularly reviews our employee handbook to stay current with applicable laws and to stay current and competitive with our policies and compensation package for our employees. This year there were not any burning issues coming from our employees related to benefits, but we had a large number of policy changes dictated to us by the State of Oregon.

Following is a summary of the major changes:

- Page 25 – EE Incurred Expenses and Reimbursements
 - Mileage and Parking – added verbiage to encourage use of City Vehicle for business travel
- Page 34 – Updated Use of Paid Sick Leave
 - Definitions of covered family members (updated to match State of Oregon recommended definition of family members)
- Page 36 – Paid Bereavement Days
 - Definitions of covered family members (updated to match State of Oregon recommended definition of family members)
- Pages 39-48 – Family Medical Leave
 - Updated OFLA/FMLA and Military Leave section (due to updated legislative changes)
 - Definitions of covered family members (updated to match State of Oregon recommended definition of family members)
 - Intermittent leave for medical necessity, intermittent leave for parental leave to be taken in full day increments – to match PLO Policy
 - Paid Leave Oregon Policy
- Page 51 – Military Leave
 - Updated Military Leave from 15 calendar days to 21 workdays (via CIS Handbook Recommendation)
- Page 53 – VEBA
 - Added contribution rates for clarification purposes
- Page 54 – Deferred Comp
 - Added Horace Mann to Deferred Comp provider
- Page 54 – Additional Insurance
 - Added CIS as a provider for additional insurance

- Page 54 – PLEA
 - Updated name of Legal Defense Fund provider
- Page 66 – CJIS Clearance
- Page 75 – Reference to work after retirement policy (This full policy is also included in the council packet.)

Tie-In to Council Goals

Fiscal Information

The financial impact of these changes is unknown.

Alternatives and Recommendation

Alternatives

1. Adopt Resolution No. 2347
2. Amend Resolution No. 2347
3. Reject Resolution No. 2347

Recommended Action/Motion

Motion to adopt Resolution No. 2347 as proposed

Submitted By:

Byron D. Smith