



# STAFF REPORT

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<b>Meeting Type:</b>	City Council Meeting
<b>Meeting Date:</b>	October 6 <sup>th</sup> , 2025
<b>From:</b>	Angie Welty, HR Director
<b>Subject:</b>	Resolution 2025-37: Updating the City of Sandy's Personnel Policies

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## DECISION TO BE MADE:

Whether to approve the updated 2025 Employee Personnel Policies

## APPLICABLE COUNCIL GOAL:

n/a

## BACKGROUND / CONTEXT:

The City of Sandy's Personnel Policies was last updated on July 1<sup>st</sup>, 2023. Staff regularly make updates to these policies to ensure compliance with all applicable state and federal laws. The City's insurance carrier, Citycounty Insurance Services (CIS), provides members with draft policies that include all required policies, as well as best practice policies to minimize exposure for employment claims. Staff reviewed the sample policies and implemented the required updated and new policies.

Staff is recommending the proposed policy changes to Council based on modifications in state and federal law, mandates by our insurance company as well as updating best practices, as they relate to our employment policies. A listing and brief explanation of material changes and additions to the City of Sandy's Personnel Policies are provided below.

## KEY CONSIDERATIONS / ANALYSIS:

Updates to existing policies required by Federal and State law:

### OFLA/FMLA/PLO Policies

As an organization that employs more than 25 employees, we are required to follow both of these acts for any employee who meets the requirements. These policies have been updated to reflect the following:

- Added Paid Leave Oregon within our Personnel Policies
- With the addition of Paid Leave Oregon (PLO), Oregon's Family Leave Act (OFLA) has updated their Family Member Definition language and uses of OFLA
- Bias Crimes has been added as a protective leave status

- Under uses for sick leave, blood donation of four (4) hours every year has been added.
- Removed Valid Driver's License as a condition of employment in some job classifications.

#### Equal Employment Opportunities Policies

- This section has been updated to include modernization of language

#### Updates related to clarifying and modernizing language, and adding other current policies into the handbook, but no change to practice:

- Employee Classification
- Promotion
- Compensatory Time
- Time Keeping Requirements
- Employee Incurred Expenses
- Education Assistance
- Vacation Scheduling and Vacation Pay out
- Cell Phone language changed to Mobile Devices
- Social Media
- City of Sandy Email and Electronic Equipment and Services
- Workplace Violence and Inspections
- Relatives in City Service now reads Hiring of Family Members
- Salaried Employee notification to Payroll if no hours to report (current practice, adding to Personnel Policies)
- PERS Retiree rehiring (current practice, adding to Personnel Policies)
- Volunteer Time Off – (current practice, adding to Personnel Policies)
- Sandy Transit Employee Pass Program – (current practice, adding to Personnel Policies)

#### Updates related to internal policy changes:

- Leave Donation – Must exhaust all paid leave options available before they are eligible to receive a leave donation
- Fitness Membership Reimbursement under Fringe Benefits and Additional Compensation – Employees must be scheduled 20-hours (Regular Part Time) or above to qualify for this benefit. Current employees will be grandfathered in.
- Prohibition of Secret Recordings (in accordance with state law)
- Removal of Police Sergeants Information – (now part of the Union)

City staff will be notified of the changes after Council adopts these revised personnel policies. In addition, employees will be provided with a copy of the entire document via DocuSign the second week of October and be required to sign/acknowledge the receipt of the updated policies to the effective date of November 1<sup>st</sup>, 2025.

**BUDGET IMPACT:**

None

**RECOMMENDATION:**

Staff recommends approving the update to the personnel policy manual, which will become effective November 1<sup>st</sup>, 2025.

**SUGGESTED MOTION LANGUAGE:**

"I move to approve Resolution 2025-37."

**LIST OF ATTACHMENTS / EXHIBITS:**

- Resolution 2025-37
  - Exhibit A: Personnel Policies – November 2025