

City of St. Helens  
**RESOLUTION NO. 1921**

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS,  
OREGON, ADOPTING AN AGREEMENT REGARDING BENEFITS WITH  
UNREPRESENTED EMPLOYEES OF THE CITY OF ST. HELENS

**WHEREAS**, the City of St. Helens and unrepresented employees agree to the following benefit information that is specific to unrepresented employees within the City of St. Helens who are not represented by a union; and

**WHEREAS**, this Resolution supersedes Resolution No. 1888.

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of St. Helens, Oregon that:

**Section 1:** Exhibit A consists of specific unrepresented employee benefits that are specific to unrepresented employees within the City of St. Helens.

**Approved and adopted** by the City Council on June 2, 2021, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Rick Scholl, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder

## EXHIBIT A

### Unrepresented Leave

Commonly referred to as Unrepresented Administrative Leave. In recognition of the fact that exempt employees are often required to work long hours and attend night meetings and do not qualify for overtime, the City will provide exempt employees with an unrepresented leave benefit.

On July 1 of each year, all unrepresented employees will receive a designated "class level" of management leave dependent on their position. The class level is determined by the opportunity and off-hours requirements of the position. A class level will be designated on all job descriptions for unrepresented employees.

<u>CLASS LEVEL</u>	<u>ANNUAL HOURS RECEIVED</u>
Class A	96 hours per fiscal year
Class B	72 hours per fiscal year
Class C	48 hours per fiscal year

Unrepresented leave is not paid out upon separation from employment with the city; unused hours are forfeited at the time of resignation. At the end of each fiscal year, unused management leave time can be paid out if approved by the City Administrator and is allowed within the approved City budget.

### Healthcare Benefits

Unrepresented employees will contribute two percent (2%) of the premium cost of the employee's selected health insurance. This is deducted from pre-tax earnings by payroll deduction.

### Physical Fitness Club

The City shall provide for regular full-time employees up to \$50 (Pre-Tax) payment per month per employee for participation by the employee in any physical fitness club or other wellness activity approved by the City Administrator. Payment is on a reimbursement basis. Reimbursement requests for January through June must be submitted by July 15 and reimbursement requests for July through December must be submitted by January 15.

**HRA VEBA Contributions**

Unrepresented employees will receive an employer contribution into HRA VEBA accounts in the amount of 2% of base salary.

**Longevity**

Longevity pay shall be paid monthly to regular full-time employees under the following schedule:

After five (5) full years of service	\$50.00
After ten (10) full years of service	\$100.00
After fifteen (15) full years of service	\$150.00
After twenty (20) full years of service	\$200.00

**Leave Accrual**

Vacation Accrual Periods:

Months of Service Greater Than	Months of Service Less Than or Equal To	Hours Accrued Per Month	Max
1	48	8.00	No Max
49	108	12.00	No Max
109	228	16.00	No Max
229		20.00	No Max

**Housing Incentive**

City Council, on a case-by-case basis, may provide a housing incentive for Class A Unrepresented employees.

**Police Department Unrepresented Employee Benefits**

- Certification and ORPAT Pay: Included in regular monthly pay, payout tiers and percentages are tied to SHPA Contract.
- Instructor Premium: Will follow SHPA Contract. Sergeants will be allowed to receive a 5% premium for defensive tactics, less lethal, or firearms training. This will be from direction of Lt. or Chief to approve and monitor.
- Clothing Allowance: Will follow SHPA Contract.