

City of St. Helens
RESOLUTION NO. 1993

A RESOLUTION TO AMEND THE CITY OF ST. HELENS
PERSONNEL POLICIES AND PROCEDURES HANDBOOK
(RESOLUTION NO. 1913, AS AMENDED) REGARDING PAYROLL
POLICIES, FAMILY MEDICAL LEAVE CALCULATION PERIOD,
AND PAID LEAVE OREGON POLICY

WHEREAS, the City finds it necessary to change payroll policies to a more efficient and effective process; and

WHEREAS, the City finds it necessary to update the Personnel Policies and Procedures Handbook to reflect changes in the law; and

WHEREAS, Paid Leave Oregon calculates a leave period as a "rolling forward" benefit year; and

WHEREAS, the City currently uses a "rolling backward" leave year for family medical leave and staff finds it necessary to align the leave year calculation with Paid Leave Oregon as leaves will run concurrently.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:

Section 1. Section 002 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows and will be implemented with the October pay cycle:

002. EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT

H. Payroll Policies

~~Employees are paid semi-monthly on the 15th and last business day of the month. If the 15th or last day of the month lands on a Saturday or Sunday, payroll will be processed for the preceding business day. All deductions for items like insurance payments will be split 50/50 with the semi-monthly payroll process.~~

~~New employees as of the date this policy is approved will be required to have their checks setup on a direct deposit to the bank of their choosing. No paychecks will be delivered to any person other than the employee named on the paycheck unless the employee provides written permission for someone else to receive the check.~~

Employees are paid monthly. Pay period ends on the 20th of the month. Employees are paid on the last business day of every month. Full-time employees have the option to receive up to 50% of their estimated regular monthly pay via a draw on the closest business day to the 15th of every month. The amount requested may be a percentage or a specific amount up to 50% of their base pay.

New employees as of the date this policy is approved will be required to have their pay and draws setup on a direct deposit to the bank of their choosing. Draw checks for current employees as of the date of this policy will be required to be received by direct deposit to the bank of their choosing unless an employee makes a written request to Finance for an exception to be paid by check. No paychecks will be delivered to any person other than the employee

named on the paycheck unless the employee provides written permission for someone else to receive the check.

Section 2. Section 003 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows and takes effect October 25, 2023:

003. TIME OFF AND LEAVES OF ABSENCE

E. Family Medical Leave

One-Year Calculation Period

The "twelve-month period" during which leave is available (also referred to as the "One-Year Calculation Period") will be determined by a rolling 12-month period measured ~~backward~~ **forward** from the **Sunday preceding the first** date **which** an employee uses any Family Medical Leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the ~~immediately preceding 12 months~~ **12-month leave period**.

Section 3. Section 003 of the City of St. Helens Personnel Policies and Procedures Handbook is hereby amended as follows:

003. TIME OFF AND LEAVES OF ABSENCE

N. Paid Leave Oregon (a State of Oregon run program)

Eligible Family Members

Paid Leave Oregon allows an employee to take Family leave for the following family members:

- A spouse or domestic partner
- A child (biological, adopted, stepchild, or foster child), a child's spouse or domestic partner's child, or the child's spouse or domestic partner
- A parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of a spouse or domestic partner, or the employee's parent's spouse or domestic partner
- A sibling or stepsibling or their spouse or domestic partner
- A grandparent or grandparent's spouse or domestic partner
- A grandchild or grandchild's spouse or domestic partner
- Anyone the employee is related to by blood
- Anyone who is connected to the employee ~~and has a family relationship~~ **like a family member**.

Paid Leave Oregon may require documentation and/or attestation of eligibility.

Accrued Leave and Holiday Pay While on Leave

Employees on PLO leave will not accrue sick, vacation, or other employer-provided leave ~~and~~.
eEmployees will receive holiday pay.

Use of Accrued Leave to Supplement Paid Leave Oregon Benefit

Paid Leave Oregon benefits will not provide the majority of employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to supplement their PLO benefits with other available paid leave such as accrued paid leave [sick, vacation, etc.], and/or comp time, ~~up to or close to 100% of the employee's regular gross wage~~. Supplemental leave can only be requested in hourly increments.

To request use of employer compensation, employees are required to complete, sign, and then submit, a Supplemental Compensation Request Form, ~~along with their PLO benefit determination letter~~, no later than the last date and time the City requires employees' regular payroll submissions to be submitted. ~~The City will then determine the amount of accrued leave and/or other eligible compensation needed, to bring the wages up to or close to 100% of the employee's regular gross wages.~~ Failure to complete, sign, and return the Supplemental Leave Authorization Form to Payroll in a timely manner may result in the employee's supplemental leave to be delayed and paid in a future paycheck.

Complaint Procedure *(inserted before "Who to Contact for More Information")*

The City prohibits discrimination and harassment against an employee who takes protected paid leave. Conduct that violates the City's no-harassment and no-discrimination policies will not be tolerated and may subject an employee to discipline, up to and including termination. See the No-Harassment Policy on page 8.

Employees who have experienced discrimination or harassment, or have witnessed such behavior, should bring the matter to the attention of any supervisor or member of management as soon as possible.

APPROVED AND ADOPTED by the City Council on October 4, 2023 by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder