



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Resolution No. 16 for 2024 – Adopting Revised Personnel Policies for Employees, Interns, and Volunteers of the City of Home

Preferred Agenda: July 9, 2024

Submitted By: Cecily Hope Pretty, Administrative Services Director

Reviewed By: Kelcey Young, City Manager

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: City Budget

Towards Council Goal: Be an Effective and Efficient Government

Attachments: Resolution No. 16 for 2024; Draft City of Sweet Home Employee Handbook Update (2024)

Purpose of this RCA:

To seek City Council approval for an updated City of Sweet Home Employee Handbook.

Background/Context:

The State of Oregon legislature has provided multiple updates regarding the implementation of Paid Leave Oregon. The City's primary insurer and risk management organization, Citycounty Insurance Services (CIS), has recommended multiple updates to the City's Employee Handbook to bring it into compliance with current state leave laws. There are also several grammatical, spelling, and formatting updates recommended by staff that do not constitute substantial content updates but will improve the professionalism of the handbook.

The Challenge/Problem:

The current version of the City's Employee Handbook does not accurately reflect the latest guidance for paid leave laws in Oregon, which were updated effective July 1, 2024. Updates are needed to provide clarity to employees and management regarding the recent changes and what is allowable under various leave types.

Stakeholders:

1. **City Council:** City Council will have clarity regarding the leave employees are eligible to request in accordance with state and federal laws.
2. **City Staff:** Staff will understand what different leave types are available and allowable and have clear guidelines for notifications and permissions.

Issues and Financial Impacts:

There are no financial impacts identified as a result of these proposed updates.

Elements of a Stable Solution:

A clear revision of employee guidelines that aligns with state and federal law.

Options:

1. Do Nothing: The updates will not be approved and the handbook will be non-compliant with current laws.
2. Amend the Resolution: Suggest an alternative to the resolution as proposed.
3. Approve the Resolution: Move to approve Resolution No. 16 amending the Employee Handbook.

Recommendation:

Staff recommends Option 3: Move to approve Resolution No. 16 for 2024 amending the Employee Handbook.