



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Personnel Policies Updates

Preferred Agenda: June 28, 2022

Submitted By: Julie Fisher, Administrative Services Manager

Reviewed By: Christy Wurster, City Manager Pro Tem

Type of Action: Resolution ____ Motion __X__ Roll Call ____ Other ____

Relevant Code/Policy: 2019 Personnel Policy
SHMC 2.48.030

Towards Council Goal: 2.1: Update & streamline process
2.3: Invest in long term staff stability & training
2.5: Continue to implement best financial practices

Attachments: NA

Purpose of this RCA:

Revisions to the 2019 Personnel Policies (revised March 19, 2020) for the City of Sweet Home: Section h) Payroll Policies

Background/Context:

The City of Sweet Home respects and appreciates its employees and recognizes the important role they play in the organization and community's success. In an effort to bring personnel policies up to date, staff proposed, and Council adopted revisions to the 2019 Personnel Policies effective January 1, 2019 (revised March 19, 2020) Additional necessary amendments have been discovered to include updates to the Payroll Policies "official compensation" to include anything that could be considered a benefit of employment such as occasional tickets, admission, and safety incentives. (New language is added in red text)

(1) Additional Compensation

From time to time staff may receive, as a benefit of employment or service, safety incentives, tickets, or admission to various community events, including but not limited to, the City of Sweet Home Chamber Banquet, The Sweet Home Fire and Ambulance Awards Banquet, Sweet Home Boys and Girls Auction, Linn County Fair, or other Special Events as part of their official compensation package. These financial benefits are allowed under ORS 244.040(2)(a) and nothing in ORS Chapter 244 precludes employees from sharing tickets with family or friends.

In addition, the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and other special occasions.

The Challenge/Problem:

Should the City update the 2019 Personnel Policies Section h) Payroll Policies to align with ORS.

Stakeholders:

- City of Sweet Home Staff – These changes aim to improve policies regarding official compensation. The updates are advantageous to recruit and retain skilled employees.
- City of Sweet Home City Council – Charter, SHMC 2.48.030, past policies, and past practice dictates that the Council is responsible for personnel rules including salary administration.

Issues and Financial Impacts:

None known

Elements of a Stable Solution:

Sweet Home must have up-to-date policies to recruit and retain employees.

Options:

1. Do Nothing. There would be no revisions to the 2019 Personnel Policies.
2. Approve Amendments to the Sweet Home Personnel Policies Section h) Payroll Policies
3. Recommend additional revisions. Council could review these proposed changes and recommend additional revisions. Staff would take these recommendations and revise the proposed policy for review at a future Council meeting.

Recommendation:

Staff recommends option 2, Approve Amendments to the Sweet Home Personnel Policies Section h) Payroll Policies.