

RESOLUTION NO. XLI

A RESOLUTION PRESCRIBING RULES AND REGULATIONS FOR CITY EMPLOYEES AND WITH REGARD TO VACATIONS, HOLIDAYS, SICK LEAVE AND RELATED MATTERS.

BE IT RESOLVED by the Canby City Council in regular session convened, that the following rules and regulations shall be applied and in force from and after the date of the adoption of this Resolution and with regard to the employment of regular as distinguished from part-time employees of the City:

1. Six (6) continuous and consecutive calendar months of employment of any individual by the City is required before any benefits provided for in this Resolution shall be claimed by or granted to such employee.

2. Regular employees employed on an hourly basis shall be required to work 40 hours per week. Their hourly wage shall be fixed by the City Council; and their time for working and work schedule shall be prescribed by the head of the department in which they are employed.

3. Time and one-half shall be paid to employees employed on an hourly basis for all hours worked in excess of eight (8) hours a day, or forty (40) hours per week.

4. During the first six months of employment, if the following holidays fall on a regular work day, the work week shall be four days, or 32 hours:

New Years
Decoration Day
Independence Day (July 4th)
Labor Day
Thanksgiving Day
Christmas
Washington's Birthday
Veterans Day
Election Day (General or Primary)

If an employee on an hourly basis is required to work on any of the above holidays, or on any day which would normally be a day off, or if called back to work because of an emergency and after having worked a full, regular work day, such employees shall be paid double time for the extra work and a minimum of two hours.

5. After six months of regular, full-time employment, any of the holidays mentioned in the 4th paragraph above, occurring during the regular work week of any employee paid on an hourly basis, shall be treated as holidays off with pay. Regular employees paid on a monthly basis shall be entitled from the beginning of their employment to the same holidays off without reduction in pay. If regular employees who are paid on a monthly basis are required to work on any holiday, they shall not be entitled to any additional compensation but they shall be entitled to an equal amount of time off with pay during the same week, or in the next succeeding week. When a holiday occurs on Sunday, the next regular work day will be observed as a day off with pay for all employees.

6. Regular office employees of the City who are paid on a monthly basis shall work forty (40) hours a week Monday through Friday, and the City Recorder shall arrange their work schedules so that the City offices are kept open until 6:00 o'clock p.m. on Fridays. At least one employee shall be on duty between 5:00 and 6:00 o'clock p.m. on Fridays. Police officers employed on a monthly salary basis shall be required to work a minimum of forty-eight (48) hours a week, and they shall not be entitled to overtime pay for extra work unless overtime payment is first approved by the Councilman who heads their department.

7. Two (2) weeks' vacation with pay shall be granted annually to each regular, full-time employee of the City after one full year of employment. A full year of employment means twelve calendar months of employment commencing with the date of employment. Time lost because of sickness, injury or other excusable cause, shall not affect the term of employment for calculating vacation time; but otherwise no vacations shall be allowed for parts of a year of employment.

8. Vacations earned shall be taken in the year following the year in which they were earned; provided, however, that an employee may accumulate vacation time for two consecutive years in order to take a four weeks' vacation if he first notifies the head of his

department. Such notice must be made in writing at least thirty (30) days prior to the commencement of the vacation period selected by such employee. Each employee shall select his vacation time and notify the head of his department at least two (2) weeks in advance in all other cases, and the vacation time selected by each employee shall be granted unless in the opinion of the head of the department, the taking of a vacation during such period would result in damage to City property, pecuniary loss to the City or possible injury to any person, and in such event, the employee shall select another time for his vacation but in no event shall any employee be required to make more than three selections of vacation time in any one year.

9. Upon the termination of any employee's employment for any cause or reason, his accumulated and unused vacation time shall be paid by the City at his then regular wage rate.

10. Employees who are unable to work because of illness shall be entitled to one (1) day of sick leave with pay for each full calendar month of employment. Such sick leave may accumulate up to and including sixty (60) days of sick leave. The City Council may in any case, require proof of illness by a physician's certificate.

11. Time lost because of accidental injury on the job shall be charged against any accumulated sick leave; and the City shall pay such employee for such time lost, the difference if any, between State Industrial Accident Insurance Benefits actually paid to such employee, and the regular wage payments which he would have received but for such injury. The employee must present to the City Recorder's office a satisfactory record of the State Industrial Accident Insurance Benefits received by him before he shall be entitled to collect any sick leave from the City. After accumulated sick leave has been exhausted, or if there was no accumulated and unused sick leave, such injured employee shall only receive State Industrial Accident Insurance Benefits and he shall not be paid any additional sum by the City; and sick leave benefits shall not apply to part-time employees. For each day the City pays any portion of the salary

of a sick or injured employee, one day of sick leave shall be deducted from the employee's accrued sick leave. The minimum amount of sick leave chargeable to any employee's record shall be a half day.

12. No sick leave with pay shall be granted to any employee for any injury or sickness resulting from outside employment.

13. Sick leave shall not be used to extend a vacation period; but a sick or injured employee whose sick leave has been fully used, may, with the consent of the Council, have any accumulated and unused vacation time applied to sick leave.

14. All absences of any employee due to sickness or injury shall be reported within 48 hours by the head of his department to the City Recorder.


15. Upon confirmation of evidence that any employee has abused sick leave privileges, or has used sick leave for any purpose other than that intended, any accumulated and unused sick leave as well as any future sick leave benefits for such person may be cancelled; and/or such employee's services may be terminated.

The grievances of any employee on any matter shall first be considered by the head of his department and if any difference or grievance cannot be settled at this level, the aggrieved employee may request a hearing before the City's WAGE AND HOUR COMMITTEE. The request for such hearing shall be made in writing and filed with the City Recorder and shall contain a plain and concise statement of the facts constituting the cause of the grievance. Any decision or determination of the Wage and Hour Committee shall be made in writing and filed with the City Recorder; and any decision of such committee may be appealed in like manner to the Canby City Council. The ultimate decision and determination by the City Council on any matter of employment brought before it, shall be final and conclusive.

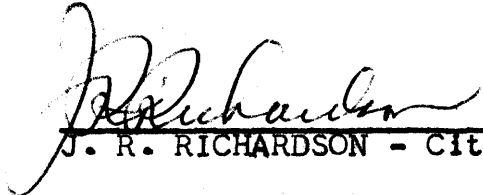
The Canby City Council reserves the right to change, modify, alter or cancel the foregoing rules and regulations, or any part thereof, at any time hereafter, at any regular or special meeting of the Council called for such purpose and with or without prior

notice thereof; and until changed or repealed by the Council,
said rules and regulations shall henceforth be in force and
applied to the extent that they do not conflict with any provisions
of the City Charter or existing Ordinances of the City.

Adopted by the Canby City Council this 25 day of MARCH,
1963.


MAYOR

ATTEST:


J. R. RICHARDSON - City Recorder