

RESOLUTION NO. LXXVII

A RESOLUTION PRESCRIBING RULES AND REGULATIONS FOR EMPLOYEES AT CANBY OWNED AND OPERATED CEMETERIES.

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 cemetery caretakers:

1. The beginning salary shall be \$500 per month and may be adjusted periodically by the City Council, upon recommendation of the personnel committee.

2. Normal work time will be 40 hours per week, but additional time may be required to maintain the general appearance of the cemetery and maintain adequate public relations with respect to property selection and burial arrangements, at no additional compensation unless so prescribed by the City Council.

3. Fees of \$10 for Saturday forenoon burials and \$15 for Saturday afternoon and legal holiday burials shall be charged, and upon receipt thereof by the City Recorder, shall be added to the caretaker's next salary payment. An additional fee of \$25 shall be paid the employee for services performed on Memorial Day, annually.

4. No remuneration shall be received or accepted by the caretaker from cemetery operation except as herein stated or as prescribed by the City Council.

5. New Years, Independence Day (July 4th), Labor Day, Thanksgiving, Christmas, Washington's Birthday, Veteran's Day and national election days shall be treated as holidays off with pay.

6. The cemetery caretaker shall be allowed two weeks vacation time annually, with pay, and may accumulate 1 day per month sick leave time, up to 60 days. Annual vacation is not to be accumulated beyond 4 weeks unless by written permission of the Superintendent of Public Works.

7. The caretaker's duties shall consist of maintaining the physical properties of the cemetery in a most attractive and business like manner; assist patrons in the selection of burial sites; maintain records of burial spaces sold, occupied and available for sale; excavate and backfill graves; erect tent and make other appropriate preparations for funerals; install or erect all monuments and grave markers delivered to the cemetery; report all transactions to Recorder's office regularly and promote public relations via prompt and courteous presentation.

8. The caretaker shall assume responsibility for all normal procedures and report any unusual or major problems and/or needs to the Superintendent of Public Works or to the Recorder's Office; he shall notify the Superintendent or Recorder when caretaker's absence from the cemetery is necessary during normal working hours.

9. All other regulations pertaining to cemetery operation are hereby rescinded, with the exception of those contained in 1949 revision of Zion Cemetery Rules and Regulations and those contained in City Ordinance No. 416 as amended.

Adopted by the Canby City Council this 21 day of October 1968.

  
Lawrence J. Housen - Mayor

ATTEST:

  
J. R. Richardson - Recorder