

RESOLUTION NO. 845

A RESOLUTION AMENDING THE CITY OF CANBY PERSONNEL POLICY MANUAL REGARDING PREEMPLOYMENT DRUG TESTING AND PER DIEM MEAL ALLOWANCE FOR EXEMPT EMPLOYEES

WHEREAS, on February 20th, 2002, the Canby City Council passed Resolution No. 775 adopting a personnel policy manual for municipal employees, and

WHEREAS, due to recent legal decisions, it is necessary to amend certain sections of the current personnel policy regarding preemployment drug testing, and

WHEREAS, it is desirable to provide a procedure for per diem meal allowance for exempt employees in the personnel policy manual, now therefore

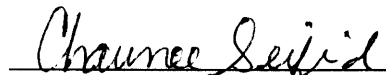
IT IS HEREBY RESOLVED that Sections 15.1, 22, 23, 26, and 30 of the City of Canby personnel policy manual as amended and attached hereto as Exhibits "A" through "E" and by this reference incorporated herein, are hereby adopted and implemented by the Canby City Council.

This resolution shall take effect March 3, 2004.

ADOPTED this 3rd day of March, 2004, by the Canby City Council.


Melody Thompson - Mayor

ATTEST:


Chaunee Seifried, City Recorder, Pro-Tem

City Of Canby

15.1 Pre-Employment Drug Testing

The City of Canby, in a positive effort to provide a healthy and safe working environment for all its employees and the citizens of the community, requires a pre-employment drug screen for certain categories of employees. Finalists for safety sensitive positions including protection of sensitive information or positions dependent upon workplace integrity must successfully pass the drug screen test as a final condition of the job offer. The confirmed presence of any illegal drug in a urine or blood sample will be cause for disqualifying an applicant. If an applicant is taking prescription medication, this must be substantiated by a physician's report or statement. The report should indicate whether or not the taking of these legal drugs will prevent or alter the person's ability to perform essential job duties. If the report indicates the person cannot perform essential job duties while under the influence of these prescribed legal drugs, this shall be grounds for disqualification.

15.2 Controlled Substances & Alcohol Use & Testing Program

Employees covered by the Federal Highway Administration (USDOT)

Reference-Appendix A:

Employee Acknowledgment Form and Information

Reference- Appendix B:

City of Canby Safety Handbook

City Of Canby

23.0 Travel Authorization And Reimbursement

Reimbursement for expenses involved with employee travel on City related business activities shall follow these general guidelines:

- The City retains the right to determine the mode of transportation most economically appropriate to the type of travel involved.
- Travel requests must be pre-approved by the Department Director or a designee.
- Expenses for public transportation (taxi, bus, rental car, etc.) are reimbursable if supported by actual receipts and approval by the Department Director. If the employee is using a City vehicle or rental car, necessary parking expenses, toll fees, etc. are reimbursable as approved by the director and supported by actual receipts, or documented by the employee in cases where no receipt is available.
- Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts in order to be reimbursed.
- Meals provided as part of a program will not be reimbursed. Union employees, refer to bargaining agreements for information regarding reimbursement of meal expenses. Exempt employees shall be paid a per diem meal allowance, while on approved travel and/or training pursuant to current IRS per diem rates for the city or state in which expenses occurred.
- Expenses for telephone or other communication methods are reimbursable with department director approval only if they are directly related to City business and are supported by actual receipts.
- Any expenses for family members or other non-City employees who accompany the employee on a trip are not reimbursable.
- Any expenditures for alcoholic beverages are not reimbursable.
- Current Travel/Expense Forms can be obtained from Accounts Payable.

City Of Canby

26.0 Recruitment, Applications & Selection

PURPOSE

Appointment and promotion to City positions shall be based upon merit and fitness. Selection will be based on job-related knowledge, skills, abilities, experience, education, and when appropriate, prior demonstrated performance and aptitude. Further, the City seeks to assure fair treatment of all applicants and all employees in recruitment, selection and placement without regard to age, sex, marital status, race, creed, color, national origin, sexual preference, or mental or physical disability. It is the policy of the City of Canby to not accept, retain, or respond to unsolicited resumes or applications.

POLICY

All recruitment announcements will be posted in City Hall so current City employees may have the opportunity to apply for such positions. Position vacancies may also be advertised in the appropriate labor market. Positions may be opened internally (for City of Canby regular and temporary employees only), or externally (for City employees, volunteers, and non-employees), at the discretion of the City Administrator and as prescribed in applicable labor agreements.

All persons applying for employment with the City must fill out an employment application form. In addition, they may be requested in the recruitment announcement to provide a resume, letters of reference, or other appropriate information that fairly test and determine the qualifications, fitness, and ability of a candidate to perform the duties of the position for which they seek appointment.

All applications shall be thoroughly screened for abilities and qualifications. Tests of selection mechanisms may include, but are not limited to, performance tests, experience and education ratings, oral examinations; demonstrations of skill and tests of physical fitness and written examinations. Final selection of full-time employees is subject to approval by the City Administrator.

Department Heads may complete selection of part-time and short-term temporary employees, with the City Administrator's concurrence on the Personnel Action Form.

PRE-EMPLOYMENT REQUIREMENTS

- All Applicants offered a position with the City would be required to submit to medical exam. Applicants for safety sensitive positions must successfully pass a pre-employment drug screening also.
- Background checks for all positions will be required.

EMPLOYMENT

New employees or employees changing job positions will be considered to be trial service employees for at least six (6) months before attaining regular status.

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30.0 Temporary Seasonal Employees/ Intern Employment/Contracted Services

TEMPORARY/SEASONAL EMPLOYEES

Temporary/seasonal employees may be hired to perform temporary or seasonal work whose anticipated duration is less than 1,040 hours in a year. Employment may be terminated at the sole discretion of the department director and/or City Administrator. Temporary/seasonal employees are not eligible to participate in the fringe benefit package offered to regular employees and do not receive sick leave, vacation, or holiday pay. A temporary/seasonal employee may apply for regular City positions as an internal candidate. Temporary/seasonal employees are covered by the City's liability and worker's compensation insurance, and may be eligible for unemployment compensation upon termination pursuant to law.

An offer of temporary appointment shall be made in writing and shall clearly state the temporary nature of the work, expected duration of employment, a statement that the employment may be terminated at any time at the sole discretion of the City, and the absence of any fringe benefits. When a department utilizes the services of a temporary service agency neither a written offer of employment nor a Personnel Action form is required. Temporary/seasonal employees, including agency personnel, are required to submit to a medical exam, successfully pass a pre-employment drug screening for safety sensitive positions, and may be subject to verification of applicable motor vehicle license and acceptable driving record prior to employment with the City.

It is the obligation of the hiring department to maintain records of the hours worked by temporary/seasonal employees and to ensure that employment does not exceed the limit established in applicable labor agreements.

INTERN EMPLOYMENT

The City may place, or contract with other agencies to place, student interns on projects of limited duration with the City. An intern is usually a full or part time student at an accredited college or university whose work with the City is within their course of study.

Guidelines for the employment of student interns are as follows:

- Interns must successfully pass a pre-employment drug screening for safety sensitive positions prior to appointment;

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Education/Training (Continued)

The following guidelines apply to training reimbursement:

- Department directors need to evaluate the value of the proposed training and whether that is the best way to acquire the information for the City.
- The City will pay for all expenses related to mandatory training programs as follows:
 - (a) Mileage - per IRS for the personal use of automobiles.
 - (b) Travel expenses - all expenses. Airport shuttles, taxis and parking fees will be paid as determined by the City Administrator.
 - (c) Food - Meals provided as part of a program will not be reimbursed. Union employees, refer to bargaining agreements for information regarding reimbursement of meal expenses. Exempt employees shall be paid a per diem meal allowance, while on approved travel and/or training pursuant to current IRS per diem rates for the city or state in which expenses occurred.
- Employees shall be reimbursed actual expenses for hotel accommodations for approved travel.
- Travel time will be handled according to applicable collective bargaining agreements and/or City policy, state or federal law, as appropriate.
- When appropriate, employees may be asked to share/present information they have received from their training to others in the department.
- All arrangements for training will be made in the most cost and time-efficient manner as possible.
- Only expenses for the employee will be paid for.
- No reimbursement will be provided for alcoholic beverages.
- All books and materials paid for by the City of Canby will become the property of the City.