

RESOLUTION NO. 343-R

A RESOLUTION AMENDING RESOLUTION NO. 250 REGARDING THE CITY OF TROUTDALE PERSONNEL SYSTEM.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE

Section 1: Section 5.01 of the Personnel Rules is hereby amended to read as follows:

5.01 Appointing Authority: The City Council, Mayor, City Administrator, Department Head, or manager who has the authority either by the City Charter, City Ordinance or Delegation of Authority to hire or appoint an individual to fill a vacant position with the City, to discharge or to lay off an individual from that position.

Section 2: Section 6.0 RESPONSIBILITY of the Personnel Rules is hereby amended to read as follows:

- 6.1 City Council: The City Council shall, from time to time, establish and amend Personnel Policy Guidelines and Precedures. The City Council shall have the sole authority to authorize positions and develop pay and classification plans through the budgetary process. The City Council shall be the appointing authority for the City Administrator and shall have exclusive authority to establish his compensation. The appointment, discharge or laying off of any department heads shall be subject to the approval of the City Council. The City Council shall hear all appeals by employees made from a decision of the Mayor. Unless an employee appeals an act or decision of the appointing authority the City Council shall be deemed to have given its consent thereto.
- 6.2 Mayor: Pursuant to the City Charter and City Ordinances, the Mayor shall exercise his authority as the elected Executive Officer in accordance with these personnel policies, rules and procedures. Nothing herein shall be deemed to limit the authority of the Mayor to revoke any power hereby delegated. In the event the Mayor revokes any delegated power he shall, in written form, advise the City Council at its next council meeting. The Mayor shall hear all appeals to decisions of the City Administrator relating to these rules. The Mayor shall be the supervising authority for the City Administrator.
- 6.3 City Administrator: Except as otherwise provided herein the appointing authority for all Department Heads and

other employees of the City is hereby delegated to the City Administrator. The City Administrator shall be the supervising authority for all Department Heads. The City Administrator's appointing authority with respect to Department Heads shall be subject to the approval of the City Council. The City Administrator may delegate the appointing authority to Department Heads if he deems it to be appropriate. The delegation of appointing authority may be made only in written form. The City Administrator shall be responsible for (1) administering all the provisions of these Personnel Policies and Procedures and for establishing such additional personnel rules not specifically reserved to the Mayor or City Council, as necessary for the efficient administration of the City; and (2) preparing or causing to be prepared and recommending to the Mayor and City Council personnel rules, revisions and amendments to such rules as are consistent with good personnel management practices. The City Administrator shall approve all step increases within a position class. The City Administrator shall approve all job descriptions, promotions, demotions, paid leave of absence and other personnel acts not exclusively reserved to the Mayor or Council. The City Administrator shall make recommendations for the hiring, discharge or lay off of any Department Head to the Mayor and Council. The City Administrator shall hear all appeals of employees.

- 6.4 Department Heads: Department Heads shall be responsible for the development and the administration of the department rules and regulations. Department Heads shall perform reviews for hiring and evaluation of employee performance and shall make recommendations to the City Administrator for promotions, step increases, demotions, paid leave or lay offs and discharge of employees. The Department Heads shall have the authority to exercise other disciplinary action, major or minor, not otherwise reserved to the City Council, Mayor or City Administrator. The Department Heads shall have the authority to establish the time and place of work consistent with the employee job description. The Department Heads may authorize unpaid leave of absence. The Department Heads may delegate their supervisory or appointing authority to other management personnel except as specifically prohibited by these rules.
- 6.5 Employees: It shall be the duty of each employee to clearly understand his job class and assignment, goals, both immediate and long-range. The employee shall discuss

openly during the evaluation review any needs for training, supplies, equipment to provide a productive work environment. It shall be the duty of the employee to take the initiative by meeting with his supervisor if he disagrees with any review or disciplinary action and to follow the grievance procedure set forth herein. The employee shall be expected to get themselves to and from their regular and routine place of work.

Section 3: Section 7.0 PROCEDURES of the Personnel Rules is hereby amended by the addition of the following section:

7.1.1.7 In the event any allegations are made against an employee for conduct which would lead to disciplinary action, all evidence, memorandums, allegations and other materials relating thereto shall be expunged from the personnel files if, upon hearing, the matter is resolved in favor of the employee and the employee requests that the materials be expunged. All allegations, materials and evidence relating to disciplinary action shall remain confidential and dissemination of such materials shall be restricted to those persons directly involved in the disciplinary proceeding.

Section 4: Section 7.0 PROCEDURES of the Personnel Rules is further amended by adding the following section:

7.6.15.1 Investigations: In the event any allegation is made against any employee which charges that the employee committed an act of a criminal nature or an act involving moral turpitude or dishonesty, the charges shall be brought to the attention of the Mayor prior to the initiation or any investigation. Thereafter, the investigation shall be conducted by a committee composed of not less than three members, one of whom must be a member of the City Council. Prior to the initiation of the investigation, the City Attorney shall be advised. The City Attorney shall act as an advisor to the investigating committee. The investigating committee shall report its findings to the employee's immediate supervisor or other person as recommended by the City Attorney and said supervisor or person shall thereafter proceed in accordance with these rules or in accordance with law as appropriate. Members of the investigating committee shall be selected by the City Council.

Adopted by the Common Council of the City of Troutdale this 13TH day  
of MAY, 1980.

YEAS: 5

NAYS: 0

Signed by the Mayor this 17<sup>th</sup> day of May, 1980.

R. M. Sturges  
R. M. Sturges, Mayor

ATTEST:

Jean J. [Signature]  
City Recorder