

A RESOLUTION REGARDING THE CITY'S PERSONNEL RULES

WHEREAS, a series of comprehensive personnel rules, policies and procedures have been adopted by the Council, and

WHEREAS, certain deficiencies have been identified within those rules, NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THAT

SECTION 1.

The following shall be added to the City's personnel policies and codified by the City Administrator into the body of the City's personnel policies when completed.

- 1.1 A regular and periodic indoctrination, orientation and information program shall be established by the City's Personnel Unit. A formal training program shall be established within each City Department and coordinated by the City's Personnel Unit. Each City employee shall be encouraged to participate in identifying their training needs.
- 1.2 An emergency operating procedure shall be developed by the City Administrator.
- 1.3 Time sheets shall be completed by each employee and signed by the employee. A Standard Operating Procedure for payroll accounting shall be as established by the Finance Director/City Recorder.
- 1.4 A grievance shall be defined as a complaint against the application of rules by management authority. An appeal shall be a complaint against the decision of management pursuant to the rules.
- 1.5 Discharge or dismissal of an employee shall be by appointing authority based on cause, by due process by proper authority and subject to appeal by the employee. The employee is to be given a written warning and notified that discharge may result if personnel rules are violated. A pre-termination hearing shall be held prior to any final decision. The decision by the appointing authority shall be final, subject to appeal. A post termination hearing, informing the employee of the decision and the right to appeal, shall be held unless the employee refuses to appear, in which case the employee shall be notified of the decision and right to appeal in writing.
- 1.6 Major disciplinary actions resulting in over three days suspension, demotion, or dismissal shall result in an automatic review by the Administrator without a formal appeal by the employee.
- 1.7 The appointing authority may suspend an individual immediately pending the outcome of an investigation or final action. Such suspension shall be without pay but subject to full pay restitution if investigation findings are in the employee's favor. If no action, or if minor disciplinary action, is taken during the suspension period then the employee shall be eligible for retroactive pay even though it was for time not worked. If major disciplinary action, or discharge, results during the suspension period the employee shall not be eligible for that pay.
- 1.8 Training. All classes must be authorized in writing by the City Administrator or his designee if the class is to be reimbursed in any portion. Such authorization must be in advance.

- 1.9 The City Administrator shall develop an out of state conference and training guideline. All out of state conferences further than 300 miles away shall be approved by the Council either in the budgetary process directly, or by the Mayor by separate action if by general appropriation authority.
- 1.10 The City Administrator shall develop a Standard Operating Procedure or Policy Statement for approval by the Mayor regarding professional associations of City employees.
- 1.11 Department Heads who serve at the pleasure of the Council shall be eligible for a 90 calendar day severance pay if termination is based on discretionary and judgemental factors. If termination is for cause, then the severance amount shall be determined by the Council, if any.
- 1.12 A formal education and training Policy Statement shall be developed by the City Administrator and submitted to the Mayor for his approval and signature.
- 1.13 The City Administrator shall have the authority to award merit increases within established pay ranges to all employees; however, this authority shall not be greater than 7.5% of the budget estimate when applied to Department Heads. Council may review performance and salary with each Department Head and may make such adjustments in salary as Council deems appropriate.
- 1.14 Salary Classification and compensation plans shall be analyzed by the Executive Department annually. All employment applications to the City shall be made to the City's Personnel Unit in the Executive Department.
- 1.15 An employee shall be determined to have resigned his position if he fails to report to work for three working days without authorization, or fails to provide proper notice to his Supervisor if sick. An employee may be reinstated in full and good standing with the recommendation of the Supervisor to the City Administrator.
- 1.16 Like time off for Department Heads shall be approved by the City Administrator. Like time off for the City Administrator shall be approved by the Mayor. A reasonable effort shall be made to take like time off privileges during the course of a normal work week rather than in lieu of vacation.

SECTION 2.

The City Administrator shall direct the codification of these foregoing amendments to the personnel policies and procedures as appropriate and implement them in a consistent and timely fashion.

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TROUTDALE THIS 10th DAY OF June 1980.

YEAS: 6
 NAYS: 0

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

Signed 6/12/80

ATTEST:

Jerri L. Widner
 Jerri Widner,
 Finance Director/City Recorder