



# RESOLUTION NO. 2024-3913

**A Resolution Approving the Adoption of the 2024 Edition City of Newberg Employee Handbook and Authorizing the City Manager to Publish Minor Amendments on an Ongoing Basis.**

## Recitals:

1. The City Human Resources Department, City County Insurance, Miller Nash, and our unions have developed and or reviewed the City of Newberg Employee Handbook 2024 for compliance with current State and Federal employment law and operational functionality.
2. The City's last update of the Employee Handbook was in 2019.
3. City staff recommends acceptance of the City of Newberg Employee Handbook 2024 edition by the City Council.

## The City of Newberg Resolves as Follows:

1. The City Council of Newberg resolves to adopt the 2024 Employee Handbook and to empower the City Manager to publish minor amendments on an ongoing basis.
2. The City Council directs the City Manager and Human Resources Department to distribute the updated City of Newberg Employee Handbook 2024 edition to all staff.

**Effective Date** of this resolution is: January 21, 2024.

**Adopted** by the City Council of Newberg, Oregon, this 16<sup>th</sup> day of January, 2024



Rachel Thomas, City Recorder

**Attest** by the Mayor this 16<sup>th</sup> day of January, 2024.



Bill Rosacker, Mayor