

CITY OF SHERWOOD, OREGON

RESOLUTION

NO. 277

WHEREAS, the City Council is authorized and directed under the provisions of Ordinance No. 686, adopted October 19, 1977, to make and amend personnel rules and policies by resolution; and

WHEREAS, the Council by resolution No. 169 enacted November 9, 1977, adopted personnel policies, procedures and rules; and

WHEREAS, the Council finds that the following changes and amendments to those procedures are necessary and appropriate;

IT IS HEREBY RESOLVED:

That the Personnel Rules, Policies and Procedures of the City of Sherwood be and are hereby amended as follows:

ARTICLE 1: GENERAL

Section 1.3: Definitions are amended as follows.

- (A) Add: Permanent Part-Time Employee. An employee who is employed regularly for less than the normal number of working hours, but at least 20 hours per week or 1,040 hours in any calendar year.
- (B) Delete: Temporary Employee.
- (C) Add: Temporary Full-Time Employee. An employee who has been hired for a limited period not to exceed six months.
- (D) Renumber definitions.

Section 6.2 VACATION

Section 6.2.1 add: Permanent Part-Time employees shall be granted 1/2 full time vacation leave with pay.

Section 6.3 SICK LEAVE

Section 6.3.1 change to read: All permanent full-time City employees shall earn sick leave with full pay at the rate of one workday for each calendar month of service. Permanent part-time employees shall earn sick leave at the rate of 4 hours for each calendar month of service. Sick leave shall accrue from the date of employment, but shall not be taken until completion of the probationary period.

Section 6.10: MEDICAL AND HOSPITAL INSURANCE

Medical, hospital and vision coverage may be provided for temporary full-time and permanent part-time employees.

Adopted this 30th day of November, 1983

By Mary L. Tobias
Mary Tobias, Mayor

Attest:

Polly Blankenbaker
Polly Blankenbaker, Recorder