

City of Sherwood

RESOLUTION NO. 87-381

A RESOLUTION AMENDING CITY PERSONNEL RULES, ADOPTING A REVISED COMPENSATION PLAN, AND AMENDING AND ADDING TO CITY JOB DESCRIPTIONS, AS APPROPRIATE FOR FY 87-88, AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the City Council is authorized by City Ordinance No. 686, adopted November 9, 1977, to make and amend personnel rules and policies by resolution; and is also authorized by the current City Personnel Rules, originally adopted by Resolution No. 86-359, to approve changes to the compensation plan and to job descriptions; and

WHEREAS, the need for miscellaneous typographical corrections, and procedural clarifications to the Personnel Rules have been noted since its adoption; and

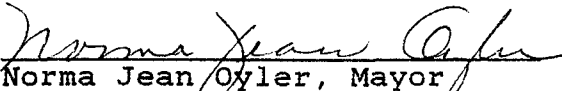
WHEREAS, the FY 87-88 City of Sherwood Budget, as approved by the City Budget Committee, and as scheduled for adoption on June 24, 1987, contemplates a revised table of salary ranges, and amendments and additions to City position descriptions.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. Adoption: That the City of Sherwood Personnel Rules, including classification range and salary range tables, and job descriptions, are hereby amended, and attached to and made part of this Resolution as Exhibit "A".

Section 2. Effective Date: This Resolution shall be effective on July 1, 1987, subject to the City Council adopting a FY 1987 - 1988 City Budget that is consistent with these changes to the Rules.

Passed by unanimous vote of the City Council on June 24, 1987.

  
Norma Jean Oyler, Mayor  
City of Sherwood

  
Polly Blankenbaker, Recorder

	<u>AYE</u>	<u>NAY</u>
OYLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BIRCHILL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEWART	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NIGHTINGALE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHAVEZ	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CITY OF SHERWOOD PERSONNEL RULES

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CITY OF SHERWOOD PERSONNEL RULES

ARTICLE 1

GENERALLY

1.1 Title

1.1.1 This Resolution shall be entitled "The City of Sherwood Personnel Rules." It may be cited as the "Rules" within the context of this document.

1.2 Purpose

1.2.1 The purpose of these Rules is to establish a system of personnel administration for the City of Sherwood based upon the principles of merit and fitness; and to implement fair and uniform procedures and regulations for the recruitment, hiring, development, and retention of an effective and responsible work force.

1.3 Captions.

1.3.1 The captions and headings in these Rules are for convenience and reference only, and are not to be used to interpret or define the provisions of its Sections.

1.4 Severability

1.4.1 If any Section or Subsection of these Rules shall at any time be deemed invalid or unenforceable, the remaining provisions shall not be affected thereby and shall remain valid and enforceable to the extent permitted by law.

1.5 Definitions

1.5.1 Anniversary Date: The first day following successful completion of one year of service and annually thereafter, unless adjusted as provided in these Rules.

1.5.2 Applicant: An individual who has completed and submitted an application for employment with the City.

1.5.3 Appointment: The offer to and the acceptance by a person of a position in the City service on either a temporary or regular basis.

1.5.4 Charter: The City of Sherwood Charter of 1984.

1.5.5 City: The City of Sherwood.

1.5.6 City Manager: The chief executive officer of the City of Sherwood or that chief executive officer's designee. Unless otherwise noted, all references to the City Manager in these Rules are deemed to include the Manager's designee.

1.5.7 Class: A group of positions which is sufficiently alike in general duties, responsibilities, and entrance qualifications to warrant use of the same class title, job specifications and pay range.

1.5.8 Class Title: The designation given to a class and each position allocated to a class.

1.5.9 Classification Plan: A written statement assigning certain positions in the City service into classes according to their general duties, responsibilities, entrance qualifications, requirements as to education, knowledge, experience and ability, and ranges of pay.

1.5.10 Classified Service: All positions and offices in the City service which are not specifically included in the unclassified service.

1.5.11 Compensation Plan: The official schedule of compensation for City employees as approved by the City Council, assigning each position to a pay range composed of successive pay rates.

1.5.12 Demotion: The assignment of an employee from a position in one class to a position in another class that has a lower pay range.

1.5.13 Department Head: The chief administrative officer of each department or that chief administrative officer's designee. Unless otherwise noted all references to department head in these Rules are deemed to include the department head's designee.

1.5.14 Disciplinary Probation: A condition where a

regular employee is placed on probation for disciplinary reasons.

1.5.15 Dismissal: A permanent separation of an employee from the employee's position.

1.5.16 Employee: An incumbent of a City job position; including individuals in a leave without pay status. This term includes all officers in the City service.

1.5.17 Examination: An oral interview, physical or written test, or the results of such interview or test, which is used to determine eligibility or relative merit, fitness and ability to discharge the duties of the position to which the applicant or employee seeks appointment or promotion.

1.5.18 Exempt Employee: An employee who holds an exempt administrative, professional or executive position.

1.5.19 Full-time Employee: An employee who is hired to work a predetermined schedule of forty (40) or more hours per work week.

1.5.20 Grievance: Any dispute or question concerning the interpretation or application of these Personnel Rules.

1.5.21 Immediate Family: An employee's spouse, children, stepchildren, parents, stepparents, siblings, or other bone-fide dependents.

1.5.22 Job Specification: A written statement describing the class title and general duties, responsibilities and entrance qualifications of the group of positions assigned to the class.

1.5.23 Layoff: An involuntary nondisciplinary separation from the City service for any reason which is in the best business interests of the City and necessitates a reduction in the number of City employees.

1.5.24 Leave Without Pay: An approved period of unpaid absence from the City service for a specified period of time with specific reemployment privileges.

1.5.25 Nonexempt Employee: Any employee who is not employed in an exempt administrative, professional or executive position.

1.5.26 Overtime: The authorized time worked by an employee in excess of the normal workday or workweek.

1.5.27 Overtime Pay: The compensation paid to an employee for authorized overtime work.



1.5.28 Part-time Employee: An employee who is hired to work a predetermined schedule of less than forty (40) hours per work week.

1.5.29 Pay Range: Four pay rates having a sequential relationship to one another, and assigned to a class of positions as the compensation for that class.

1.5.30 Pay Rate: The specific salary or hourly rate of pay for a position.

1.5.31 PERS: The State of Oregon Public Employees Retirement System.

1.5.32 Position: The duties and responsibilities assigned to an employee by a competent authority, requiring the full, part-time, or temporary employment of one person.

1.5.33 Probationary Employee: An employee who has not completed the probationary period.

1.5.34 Probationary Period: At least the first six (6) months of continual employment for all employees.

1.5.35 Promotion: The assignment of an employee from a position in one class to a position in another class with a higher pay range.

1.5.36 Qualified Health Care Provider: A physician, osteopath, nurse practitioner, physician's assistant or any other health care professional deemed qualified by the City Manager to render a medical judgment regarding an employee's ability to perform the duties and responsibilities of the employee's position.

1.5.37 Reclassification: The assignment of a position to a different class with either a higher or lower pay range due to a material change in the duties and responsibilities of the position.

1.5.38 Regular Employee: An employee who has successfully completed his or her probationary employment period.

1.5.39 Related by Blood or Marriage: Grandparents, parents, brothers and sisters and children are considered "related by blood or adoption." In-laws, co-habitants and spouses are considered "related by marriage."

1.5.40 Resignation: A voluntary separation from the City service.

1.5.41 Selection Procedure: Any written or oral test, physical examination, interview or other criteria which is used to measure an employee's or applicant's skills, knowledge or ability to discharge the duties and responsibilities of the

position to which the employee or applicant seeks promotion or appointment.

1.5.42 Seniority: The length of time an employee has been employed by the City, by a specific department or in a specific position, since the date of initial or any subsequent appointment.

1.5.43 Suspension: An enforced unpaid period of absence for disciplinary reasons or pending investigation of charges made against an employee.

1.5.44 Temporary Employee: An employee who is hired for a position for a limited period of time, not to exceed six (6) months.

1.5.45 Transfer: An assignment of an employee from one position to another in the same class or pay range.

1.5.46 Unclassified Service: All positions and offices in the City service which are excluded from the classified service, as per Section 4.1.2.

1.5.47 Workday: A consecutive twenty-four (24) hour period.

1.5.48 Workweek: A fixed and regularly recurring period of one hundred sixty-eight (168) hours.

## ARTICLE 2

### RECRUITMENT AND SELECTION OF EMPLOYEES

#### 2.1 Recruitment

2.1.1 Generally. The City Manager shall use whatever means are appropriate to recruit qualified applicants for any job vacancies, including, but not necessarily limited to, internal job postings, help-wanted advertisements or public and private employment agencies.

2.1.2 Publication. Any published announcements of position vacancies shall include the title of the class of positions for which applicants are sought, a brief description of the position's pay range or rate, minimum and/or preferred qualifications and principal duties, the dates applications will be accepted, and the place and manner of filing applications. All announcements shall state that the City is an "Equal Opportunity Employer." The City Manager may add any additional information to the published announcements, as deemed appropriate.

2.1.3 Forms. All applications for open positions shall be made on the forms provided and/or the manner required by the City. Any information submitted on the forms or any other required documents shall be verified and investigated prior to appointment by the City Manager, to the extent necessary to determine the applicant's qualifications for appointment. Any false information supplied as part of an application for employment may be grounds for rejection of the applicant or immediate dismissal of an employee.

#### 2.2 Selection

2.2.1 Merit and Fitness. The City Manager shall establish procedures for the initial selection or promotion of employees. All selection procedures and rules shall relate to the applicant's or employee's merit, fitness and ability to discharge the duties and responsibilities of the position to which the applicant or employee seeks appointment or promotion. Prior experience and training may be considered when evaluating an applicant's or employee's fitness for a particular position.

2.2.2 Procedures. Selection procedures may include examinations which measure the applicant's or employee's job-related ability, knowledge and skills. The appropriate form of each examination shall be determined by the City Manager and may include, but need not be limited to, oral, written, graded, pass-fail or physical examinations, resume analysis, employment references, reports of supervisors, performance evaluations and work sampling. The City Manager is responsible for setting any minimum qualifying scores or standards for any required examinations. All selection procedures shall comply with the City's Equal Employment Opportunity policies.

2.2.3 Examinations. Any physical examinations utilized as a selection procedure must be completed by a qualified health care provider before an applicant is appointed or an employee is promoted to a particular position. The City Manager may establish minimum medical and physical standards, where appropriate, which reasonably relate to the duties and responsibilities of a particular position. The standards may differ based on the duties and responsibilities of each position. No appointment or promotion shall be effective until the applicant or employee demonstrates satisfaction of any required minimum medical or physical standards. Failure to meet the required standards will result in disqualification for appointment or promotion to the position.

## 2.3 Employment of Relatives

2.3.1 Generally. Individuals who are related by blood, marriage or adoption will be given equal consideration for employment with other applicants for positions, or with other employees for transfers or promotions. They will not, however, be considered for positions when the City Manager determines a reporting, auditing or supervisory relationship would exist or where they would report directly to the same supervisor.

2.3.2 Marriage. If two (2) employees in the positions defined in Section 2.3.1 were to become related to one another, one must transfer to another department where the reporting, auditing or supervisory relationships would not exist or where they would not be reporting directly to the same supervisor. If a transfer cannot be accomplished due to the unavailability of an open position for which the employee is qualified, one of the employees must resign. The decision as to which employee will transfer or resign will be made in the first instance by the employees involved. If the employees do not decide which employee will transfer or resign within thirty (30) days of becoming related to one another, the City Manager shall determine which employee will transfer or resign based on the best business interests of the City.

## 2.4 Residency

2.4.1 Residency within the City of Sherwood shall not be a condition of initial appointment or continued employment, except as otherwise required by the provisions of State law, the City Charter, or applicable City ordinances and resolutions. Provided, however, that an employee's selection of residence shall not interfere with the daily performance of his or her duties and responsibilities. Telephones may be required of employees where assigned job duties and responsibilities dictate.

## 2.5 Probationary Employment

2.5.1 Purpose. The probationary employment period shall be considered an integral part of the employee selection and examination process. It shall be utilized to observe closely the employee's work, to secure the most effective adjustment of the new employee to his or her position, and for terminating any employee whose overall work performance does not meet required work standards.

2.5.2 Length. The probationary employment period shall be the first six (6) months for all employees, except for Police employees, for which the period shall be twelve (12) months. The six (6) month probationary employment period may be extended by the City Manager for any period not to exceed six (6) additional months.

2.5.3 Evaluations. During the probationary employment period, an employee's supervisor, department head or the City Manager shall evaluate the employee's performance at regular intervals. A written performance evaluation shall be completed on or before the end of the last month of probation or before the conclusion of any extended probationary period.

2.5.4 Dismissal. Employees may be dismissed at any time during the probationary employment period for failure to meet acceptable work standards, for reason of any of the criteria listed under Section 3.20.2, or for any other aspect of job performance or behavior that warrants dismissal, in the opinion of the employee's supervisor, department head or the City Manager. Employees who are terminated during the probationary period have no right to appeal their dismissal under Section 3.21.

## ARTICLE 3

### GENERAL PERSONNEL POLICIES AND PRACTICES

#### 3.1 Equal Employment Opportunity

3.1.1 Generally. The City's policy is to treat all applicants and employees fairly and to recruit, hire, train, promote, layoff, discipline, dismiss or conduct any other personnel actions without regard to the applicant's or employee's race, color, religion, creed, national origin, age, physical handicap, sex, marital or veteran status or any other basis prohibited by federal , state or local law.

3.1.2 Treatment and Conduct. No applicant or employee shall be subjected to intentional derogatory conduct or harassment, based on the employee's or applicant's race, color, religion, creed, national origin, age, physical handicap or sex, where such conduct has the purpose or effect of interfering with the individual's performance or creates an intimidating, hostile or offensive environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of employment, is used as a basis for employment decisions affecting an individual, or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

#### 3.2 Performance Evaluations

3.2.1 Generally. Employees shall be evaluated in writing during the probationary employment period as provided in Section 2.5. After successful completion of the probationary employment period, an employee's performance shall be evaluated in writing on or before the employee's anniversary date of employment. The employees supervisor, department head, or the City Manager may conduct oral or written performance evaluations at other times as are deemed necessary and appropriate.

3.2.2 Content. Performance evaluations shall be conducted in writing and completed by the City Manager, the employee's department head, or supervisor. The performance of each

individual duty as prescribed by the position's written job description shall be evaluated with the following summary ratings:

- a. Not Meeting All Requirements
- b. Not Current Job Requirement
- c. Making Satisfactory Progress
- d. Meeting All Requirements
- e. Exceeding Requirements

Each summary rating, with the exception of "meeting all requirements" shall be accompanied by a written statement describing job related performance, specific points on which that performance falls short, matches or exceeds expected standards, and reasonable and measurable criteria and deadlines for improving or sustaining performance.

3.2.3 Consequences. Any employee who receives a "not meeting all requirements" performance rating for any two (2) specific job duties on two (2) consecutive evaluations may be dismissed. If an employee's anniversary date or yearly performance appraisal falls during a leave without pay for thirty (30) days or longer, the anniversary date and performance evaluation shall be postponed until the employee has returned to work and completed as many days of continuous employment as the length of the leave without pay.

3.2.4 Form. Performance evaluations shall be in a form prescribed by the City Manager and approved by the City Council. The performance evaluation form shall become a part of these Rules and included as Appendix A. The City Manager may make administrative guidelines to assist supervisors and employees in the proper application of performance evaluation standards.

### 3.3 Promotions

3.3.1 The most senior current employee may be selected and promoted into an open position when the City Manager determines, after consideration of the criteria listed in Section 2.2, that the overall qualifications and abilities of outside applicants and current employees competing for an opening are equal. The City Manager shall have the discretion to determine seniority for purposes of selection and promotion.

### 3.4 Transfers

3.4.1 An employee may transfer from one City position to another without a break in service. An employee's request for a transfer shall be made in writing to the employee's department head. The department head shall refer the written transfer

request to the City Manager. The City Manager shall either approve or disapprove the request. Transfers will not be made unless the requesting employee is currently performing satisfactorily and an opening exists for which the employee meets the minimum qualifications.

### 3.5 Layoffs

3.5.1 Generally. Employees may be laid off whenever the City Manager determines that a shortage of work or funds, the abolishment of a position or other changes in the City's organization necessitate a reduction in the number of employees for the good of the City service.

3.5.2 Procedures Employees shall be selected for layoff based on merit and fitness. Performance evaluations may be undertaken and used as an aid to determining an employee's merit and fitness at the time of layoff. If the affected employees' merit and fitness is not an overriding factor in the City Manager's judgment, the least senior employee shall be laid off first. Laid off employees may appeal their layoff as provided in Section 3.21 of these Rules. The City Manager shall have the discretion to determine merit, fitness, and seniority for purposes of layoff.

3.5.3 Notice. Employees shall receive written notice of the cause(s) for the layoff. Written notice of layoff shall be delivered personally or mailed by registered, certified or other similar special mail to the employee at his or her last known address.

### 3.6 Outside Work

3.6.1 Permission Required. Full-time employees must obtain the City Manager's written approval before accepting outside employment or becoming self-employed. An employee's request for such permission shall be in writing. The City Manager shall obtain and consider the recommendations of the employee's department head before approving or disapproving such requests.

3.6.2 Impact. No request shall be approved unless it is demonstrated to the City Manager's satisfaction that such outside employment or self-employment will not detract from the efficiency of the employee's completion of his or her assigned duties, create a real or potential conflict of interest or the appearance of impropriety, or otherwise conflict with the best business interest of the City.

3.6.3 Revocation. Separate approval shall be obtained for each change in outside employment or self-employment. The City Manager shall have the right to revoke or suspend any previous approval given, if at any time it is determined that the



employee's outside employment or self-employment detracts from the efficiency of the employee's completion of his or her assigned duties, creates a real or potential conflict of interest or the appearance of impropriety, or otherwise conflicts with the best business interests of the City.

### 3.7 Solicitations

3.7.1 Generally. Employees may not solicit for any purpose other than City related business during working time. Working time includes both the soliciting and the solicited employee's working time. Reasonable forms of solicitation between employees will be permitted during nonworking times such as before or after work or during authorized meal or break periods.

3.7.2 Literature. Employees may not distribute literature for any purpose other than City related business during working time, or at any time in work areas.

### 3.8 Political Activities

3.8.1 Generally. Initial or continuing employment shall not be denied on the basis of membership in or support for a political party, candidate or philosophy. Except as may otherwise be allowed by Charter or ordinance, any person who runs for, is elected or appointed to, or holds or has held an elective City office shall not be eligible for initial or continuing employment with the City until one year after the last day the employee held such office.

3.8.2 Prohibited Activities. No employee, or elected official shall solicit any contributions, assessments or services on behalf of any candidate, political party, or organization from any City employee(s) during working time. Employees shall not accept solicitations from private individuals during working time. Any solicitation undertaken during nonworking time shall comply with the provisions of Section 3.7.

3.8.3 Political Parties. Nothing contained in this Section shall affect the rights of employees to be members of, support or otherwise participate in the activities of any political party or organization, to vote as the employee chooses, to express the employee's opinions on political subjects or candidates, to maintain political neutrality or to participate in nonpartisan activities of a civil, community, social, professional or other similar organization. Provided, however, that during working time no City employees may actively work for or against or attempt to influence the election or defeat of any candidate for Mayor or Council, the recall of the Mayor or any Council member, or the election or defeat of any other political candidate or ballot measure. Violations of this Section may be subject to the sanctions authorized by these Rules.

### 3.9 Conflicts of Interest

3.9.1 Generally. Employees shall not have any direct or indirect pecuniary interest in any contract, service, or work performed for the City nor shall employees profit directly or indirectly from any contract, purchase, sale or service between the City and any individual(s), partnership(s), association(s), organization(s), corporations(s), cooperative(s), or any other group of persons.

3.9.2 Prohibited Activities. No employee shall in connection with the performance of his or her duties accept any free or preferred services, benefits or concessions from any other group of persons. If an employee is given or offered any free or preferred services, benefits or concessions under circumstances which could be reasonably construed to create a conflict of interest or the appearance of a conflict of interest, the employee shall immediately report such activity to his or her supervisor. The supervisor shall in turn inform the department head and the City Manager.

3.9.3 Penalties. Any employee who violates the provisions of this Section may be subject to immediate discipline, up to and including dismissal.

### 3.10 Dress and Appearance

3.10.1 Employees shall wear appropriate attire for their position and department. The City Manager or department heads may issue rules regarding what is considered appropriate attire for their department and particular positions.

### 3.11 Personal Conduct

3.11.1 All employees shall conduct themselves in a manner which is appropriate for an employee of the City service and conduct interactions with the general public in a patient, courteous and conscientious manner. Job duties and responsibilities shall be performed in a manner that reflects positively on the City, and promotes the efficient allocation of public resources.

### 3.12 Safety

3.12.1 Responsibilities. All employees shall coordinate and cooperate with other employees and the City in an attempt to create and maintain a safe work environment. Employees shall study and observe all safe practices governing their work. Employees shall offer safety suggestions that contribute to a



notification of the City Mnager. Authorized persons may access an employee's personnel records only at such reasonable times as may be determined by the City Manager. Authorized inspections shall take place in the presence of the City Manager or the Director of Finance and Administrative Services.

3.13.3 Public Information. The following information from an employee's personnel file is available for public inspection, subject to any reasonable regulations on the time and manner of inspection that may be adopted by the City Manager: Employment application(s); examination materials; name and position title(s); prior position(s) held by a City employee; an employee's classified or unclassified status; the dates of appointment and separation of a City employee; and the compensation authorized for a City employee.

### 3.14 Business Travel

3.14.1 Reimbursement. Employees required to travel outside of the City on City business, including but not limited to meetings, conferences, conventions, court appearances, and seminars, shall be reimbursed for all reasonable expenses incurred. An employee scheduled to travel outside of the City on City business shall obtain prior approval from the City Manager as the the necessity of the trip, relevance and importance to the City's business, mode of travel, accommodations, fees and other anticipated expenses. Reimbursement for expenses shall only be for actual and reasonable expenses incurred in the course of performance of official duties as a City official. Employees shall be responsible for obtaining and submitting records verifying all individual expenses exceeding ten dollars (\$10.00).

3.14.2 Transportation. Transportation for official business purposes shall generally be by public carrier or City-owned vehicles. City-owned vehicles may be used for City business only. Subject to authorization of the City Manager, privately-owned vehicles may be utilized. Mileage reimbursement for the use of private vehicles shall be paid at the rate of twenty cents (\$.20) per mile. Employees shall be responsible for maintaining and submitting records verifying all mileage accrued. Mileage reimbursement is considered to cover all transportation expenses, including but not limited to gas and oil, insurance, storage, and parking.

### 3.15 Attendance and Tardiness

3.15.1 Attendance Required. An employee shall be in attendance during all work hours designated by the City Manager or the employee's department head. Employees shall report to work and return from rest and meal periods, authorized leave and holidays at their scheduled time and/or date. Attendance records shall be maintained and made part of the employees personnel record.

3.15.2 Authorized Absence. Any employee unable to report to work for any reason other than personal illness or injury or any other reason authorized in Section 6.3 must obtain prior authorization for the absence from the employee's immediate supervisor. Any employee absent without prior authorization or notice to the appropriate supervisor shall be deemed to have forfeited any sick pay or other paid leave and may be disciplined.

3.15.3 Notice. Employees absent due to personal illness or injury or any other reason authorized in Section 6.3 shall notify their immediate supervisor no later than the start of the employee's regular shift. If the absence continues beyond the first working day, the employee shall notify the immediate supervisor of each day's successive absence before the start of the employee's regular shift, unless other arrangements are made by the employee with the immediate supervisor. If the employee's immediate supervisor is not available, the employee shall notify his or her department head regarding absences. For any absence due to personal illness or injury that exceeds three days, the employee's department head or the City Manager may require written verification of the illness from a qualified health care provider.

3.15.4 Penalties. Employees shall be disciplined up to and including discharge for excessive absenteeism and tardiness. The City Manager shall have the discretion to determine what constitutes excessive absenteeism and tardiness and the manner in which employees shall be disciplined. This determination may differ according to the needs of each City department or the duties and responsibilities of each position.

### 3.16 Work Schedules and Rules

3.16.1 Generally. The City Manager or department head may establish work hours and schedules and any necessary rules, regulations, and procedures, for employees, based upon the best business interests of the City and the particular needs of each department. Departmental rules, regulations and procedures shall be approved by the City Manager, and are made part of these Rules by reference. Provided however, that departmental procedures shall not nullify, modify, or run counter to these Rules.

3.16.2 Workday. The normal workday consists of eight (8) consecutive hours plus an unpaid sixty (60) minute meal period. The City Manager may establish other normal workdays or work weeks for individual employees or certain classifications.

3.16.3 Schedules. Work schedules shall be established by the department head. Employees are expected to work all of the hours and days assigned. Work schedules for those departments that are staffed twenty-four (24) hours a day shall be posted in

advance by the department head. The City reserves its right to modify any posted work schedule whenever such modifications are in the best business interest of the City.

### 3.17 Resignations

3.17.1 Notice. An employee may resign by giving his or her department head written notice of the effective date of resignation as far in advance as possible, but in all cases at least ten (10) business days before the effective date of resignation. The written notice shall state the reasons the employee is resigning. The department head shall forward the resignation notice to the City Manager, and may include a written summary of the employee's current work performance and any additional information regarding the employee's reasons for resignation.

3.17.2 Re-employment. An employee's failure to comply with Section 3.17.1 may be cause for denying reemployment with the City and/or payment of any earned but unused vacation benefits. The City Manager may waive the ten (10) day written notice requirement based upon the particulars of any given resignation and permit a shorter written notice period.

### 3.18 Physical Examinations

3.18.1 An employee may be required by the City Manager to submit to an examination by a qualified health care provider at any time, at City expense, for the purpose of determining the employee's current and continuing ability to perform all the duties and responsibilities of the employee's position. The qualified health care provider shall send a written report of the results of the examination to the City Manager. A qualified health care provider's opinion that the employee is currently unable to perform all the duties and responsibilities of the employee's position, shall result in the employee being placed on leave without pay status, unless some other reasonable accommodation can be made. The employee's ability to return to work shall be determined by the procedures set out in Section 6.6.

### 3.19 Disciplinary Actions

3.19.1 Oral Warnings. Whenever an employee's attitude, work habits or personal conduct falls to a level unacceptable to the employee's supervisor, department head or the City Manager, or whenever an employee's work performance is evaluated as not meeting all requirements, the employee generally should be informed of the unacceptable behavior or unsatisfactory performance and the means to correct the situation. Provided however if the seriousness of a specific incident or the whole pattern of the employee's past performance and conduct, justifies

more severe disciplinary action in the first instance, the supervisor may utilize other disciplinary actions specified in this Section, up to and including dismissal. A written note documenting the oral warning shall be placed in the employee's personnel file.

3.19.2 Written Warnings. If appropriate and justified, an employee who has received an oral warning may be given a reasonable time for improvement before further disciplinary action is taken. If the oral warning does not result in the expected improvement, or other aspects of the employee's job performance, attitude, work habits or personal conduct fall to or remain at unacceptable levels, or where more severe initial action is warranted in the first instance, the employee shall receive a written warning, unless more severe disciplinary action is to be taken pursuant to Section 3.19.3. This written warning shall detail the employee's unacceptable behavior and the means to correct the situation. A copy of this written warning shall be provided to the employee and placed in the employee's personnel file. In the case of unsatisfactory job performance the written warning may take the form of a special job performance evaluation, conducted as per Section 3.2.

3.19.3 Additional Actions. If an oral or written warning has not resulted in the expected improvement, or the seriousness of a specific incident or the whole pattern of the employee's past performance and conduct justifies the imposition of more severe disciplinary action in the first instance, an employee may be suspended without pay, demoted or placed on disciplinary probation by the employee's department head with approval of the City Manager. A written statement of the action taken, the reasons justifying the action, and the consequences of repeating or engaging in further or other unacceptable behavior shall be provided to the employee, and a copy shall be placed in the employee's personnel file. The written statement shall be delivered personally to the employee or mailed by registered, certified or other special mail to the employee's last known address.

3.19.4 Disciplinary Probation. Any disciplinary probation imposed under these Rules may be for any period of time up to and including six (6) months. During the disciplinary probation period, the employee must show the required improvement necessary to remain in the City service. If the employee fails to correct his or her performance or repeats the unacceptable conduct during the disciplinary probation period, the employee may be dismissed.

3.19.5 Suspension Without Pay. Any suspension without pay imposed pursuant to this Section shall not exceed thirty (30) calendar days. During the period the employee is suspended without pay, the City Manager shall investigate the circumstances leading up to the suspension. When the investigation is completed and a decision is made as to further disciplinary action the employee shall be informed in writing of the further action, if any. If the investigation indicates the employee

should not have been suspended, the employee shall return to his or her position and be paid for the time spent on suspension and all other benefits restored retroactively to the date of suspension. If the investigation indicated further disciplinary action is warranted, the discipline shall be imposed and the employee shall not be paid for the time spent on suspension.

### 3.20 Dismissal

3.20.1 Generally. The City Manager or department head may dismiss an employee if previous disciplinary actions have not resulted in the expected improvement. The City Manager or department head may also dismiss an employee without previous warning based on the seriousness of a specific incident or when the whole pattern of an employee's past performance and conduct justify the imposition of more severe disciplinary action in the first instance.

3.20.2 Criteria. Reasons for dismissal or other disciplinary action include, but are not limited to:

- a. Damage, destruction, unauthorized use, or misuse of public property;
- b. Unsatisfactory, incompetent, inefficient or negligent performance of assigned duties;
- c. Insubordination, profanity or displaying an ungovernable or bad temper;
- d. Conviction of a felony or misdemeanor;
- e. Off-duty misconduct which reflects unfavorably upon the employee's suitability for public employment;
- f. Excessive absenteeism or tardiness, unauthorized absences, or failure to return from a leave without pay on or before the designated date;
- g. Abuse of leave privileges;
- h. Real or perceived conflicts of interest or conduct which creates the appearance of impropriety;
- i. Acceptance of any valuable consideration given in the expectation of influencing the employee in the performance of the employee's duties;



- j. Untruthfulness, dishonesty, or falsification of records;
- k. Use of the employee's position for personal advantage;
- l. Insubordinate, uncivil, discourteous or disrespectful behavior towards co-workers, supervisors or the public;
- m. Failure to observe these Rules or other administrative rules;
- n. Willfully disobeying the lawful orders of a supervisor, department head, the City Manager or other authorized City official.
- o. Use of alcohol or controlled substances on the job, or working under the influence of such substances.

3.20.3 Notice. The employee shall be given prior written notice of intended dismissal including notice of the date when the action will become effective. A copy shall be placed in the employee's personnel file. The written notice shall be delivered personally to the employee when practicable, or mailed by registered, certified or other similar special mail to the employee's last known address. The notice shall include a statement of the reasons for the dismissal and cite those portions of these Rules that have been violated. The notice shall also inform the employee of his rights of post-dismissal appeal under these Rules. In a case of dismissal only, the notice shall inform the employee that the employee may request a pretermination hearing and written decision by the City Manager. If the employee requests such a pretermination hearing within two (2) working days of the notice of intended dismissal, the City Manager shall give the employee an opportunity to refute any of the charges or reasons stated for the proposed dismissal at an informal hearing for that purpose. The pretermination hearing shall be held, if practicable, within two (2) working days of receipt of the request for a pretermination hearing or at such other date as soon thereafter as the City Manager may set, provided that no termination shall be effective until after the requested pretermination hearing with the City Manager has been held and the City Manager's written decision has been made. If the proposed termination date set forth in the notice of intended dismissal is before the City Manager's decision is made, that dismissal date shall be deemed extended to the day following the date the City Manager's written decision is made. The hearing need not be an evidentiary hearing, but shall afford the employee an opportunity to respond to the charges or reasons given for the employee's dismissal, prior to dismissal. The City Manager may uphold, modify or reverse the dismissal action. Exercising the option to appeal a dismissal notice directly to the City Manager,

shall not result in the loss of any other appeal rights.

### 3.21 Grievances and Appeals

3.21.1 Generally. A regular employee in the classified service may appeal any warning, suspension without pay, lay off, demotion, disciplinary probation or dismissal as set forth in Sections 3.20 and 3.21, within five (5) working days after the effective date of the disciplinary action. If an employee fails to appeal such disciplinary action within five (5) working days after the effective date, the employee will be deemed to have waived any appeal of such rights under these Rules, except as provided in Section 3.20.3. Alternatively the employee may elect to appeal any warning, suspension without pay, lay off, demotion, disciplinary probation, or dismissal directly to the City Personnel Board as per this Section. If such employee files an appeal to the Personnel Board, the employee shall be deemed to have waived voluntarily any other grievance or appeal rights under Sections 3.19, 3.20, and 3.21 that have not previously been exercised.

3.21.2 Exceptions. An appeal by any employee of a warning, suspension without pay, layoff, demotion, disciplinary probation or dismissal, shall not forestall the effects of any disciplinary action. Provided, however, should the disciplinary action be reversed or modified on appeal, the employee generally will be returned to his or her position, be paid for any lost pay and have all other benefits restored retroactively to the date of disciplinary action, unless the appeal decision specifies otherwise. To the greatest extent practicable and when the best business interests of the City will not be harmed, the City Manager or department head may set the effective date of any disciplinary action, except for dismissal, to commence no less than five (5) working days from the date of the written notice of the disciplinary action.

3.21.3 Applicability. The appeal procedure applies to all regular employees in the classified service. Employees shall exhaust all appeal procedures before availing themselves of other methods of dispute resolution, including but not limited to, any federal, state, or local tribunal or court.

3.21.4 Waiver. If an employee fails to process any grievance or appeal within the time limits specified in these Rules and the time limits are not waived by the City, the employee's grievance or appeal will be deemed waived and such failure shall constitute a bar to any further appeal. If the City fails to answer a grievance or appeal at any step, the employee's grievance or appeal shall automatically progress to the next step and shall not be deemed waived. "Working days" as used in this Section shall not include Saturdays, Sundays and recognized City holidays. Nothing in this Section shall be construed to prevent the settlement of a grievance or appeal by mutual agreement of the parties at any time.

3.21.5 Procedure. The following steps shall be followed in submitting and processing a grievance or an appeal of a disciplinary action or dismissal:

- a. Step I: Any employee(s) shall first present any grievance or appeal to the immediate supervisor within five (5) working days after the grievance or appealed action arose. The supervisor and the affected employee(s) shall meet to discuss the grievance or appeal and attempt to resolve it within five (5) working days of the date the grievance or appeal was presented to the immediate supervisor.
  
- b. Step II: If the grievance or appeal is not resolved at Step I, the affected employee(s) shall reduce the grievance to writing and submit it to the department head within five (5) working days after the meeting with the immediate supervisor. The written grievance or appeal shall contain a description of the alleged problem, the date it occurred, the corrective action desired and a summary of what occurred during Step I of the grievance procedure. A meeting between the department head and the affected employee(s) shall be held and the department head shall respond in writing to the employee(s) within five (5) working days of the meeting.
  
- c. Step III: If the grievance or appeal is not resolved at Step II, the affected employee(s) may, within five (5) working days of receipt of the department head's written reply, present the written grievance or appeal to the City Manager, along with all pertinent correspondence, records and information accumulated to date. The City Manager shall meet with the affected employee(s) and the department head within five (5) working days after receipt of the grievance or appeal for the purpose of resolving the grievance or appeal. The City Manager shall respond in writing to the employee(s) within five (5) working days of the meeting. The

decision of the City Manager shall be final except as provided in Sections 3.20.3, 3.21.1, and 3.22.

### 3.22 Personnel Board.

3.22.1 Membership. The City of Sherwood Personnel Board shall consist of the members of the City Council.

3.22.2 Authority. The Personnel Board shall hear appeals by regular employees in the classified service regarding their suspension, layoff, demotion or dismissal. Any such appeal shall be filed in writing with the City Recorder within ten (10) calendar days after the employee received the written notice of suspension, layoff, demotion or dismissal. Employees who fail to file their notices of appeal as required by these Rules shall be deemed to have waived any right of appeal under this Section.

3.22.3 Notice. As soon as practicable after the notice of appeal is filed, the Personnel Board shall meet and consider the employee's appeal. The City shall provide written notice to the employee, the employee's representative(s), and the City Manager, as to the date, time, and place of the hearing.

3.22.4 Hearing. The Personnel Board shall hold a hearing on the employee's appeal. The employee, City employees and any other interested persons may give testimony at the hearing. The employee, his or her authorized representative(s), the City, and the City's authorized representative(s), may examine and cross-examine any witness with respect to facts which are material and relevant to the issues involved. The Personnel Board shall be responsible for the conduct of the hearing and may determine the order of the presentation of evidence, request the presence of witnesses, and examine or cross-examine any interested party and/or witness. All testimony taken at the hearing shall be under oath. The Personnel Board shall receive any evidence logically tending to prove or disprove a fact at issue, irrespective of the common law rules of evidence, but no decision or findings shall be based exclusively on hearsay evidence. Whenever any evidence is considered by the Personnel Board to be unnecessarily cumulative in effect, or not likely to prove or disprove a fact in issue, such evidence may be excluded.

3.22.5 Findings and Decision. Within ten (10) calendar days of the appeal hearing, the Personnel Board shall issue a written notice of decision upholding, modifying or reversing the appealed disciplinary action. The Board's report shall cite specific findings of fact supporting their decision, give specific directions as to any conditions or remedies attached to their decision and set an effective date. The written notice of decision shall be provided the employee, the employees representative(s) and the City Manager.

## ARTICLE 4

### CLASSIFICATION PLAN

#### 4.1 Coverage.

4.1.1 Applicability. All offices and positions in the City service shall be assigned to the classified or unclassified service. Unless specifically provided otherwise herein, these Rules shall apply only to employees in the classified service.

4.1.2 Unclassified. The unclassified service shall include the following positions: the Mayor, Council Members, Municipal Judge(s), the City Manager, members of boards, commissions, and other plural authorities, all other personnel appointed, elected, approved, or confirmed by the City Council, all personnel who serve without compensation, and all temporary part-time or volunteer personnel.

4.1.3 Classified. The classified service shall include those positions which are not specifically included in the unclassified service.

#### 4.2 Creation

4.2.1 Generally The City Manager shall annually prepare and submit a classification plan to the City Council for approval. The classification plan shall become a part of these Rules and be included and summarized in Appendix C, Table I, in the form of a Classification Range Table.

4.2.2 Classes. Positions shall be grouped into classes based on similarity in established duties, responsibilities, and entrance qualifications. No person shall be appointed to or employed in a position that has not been included in the classification plan. Each class of positions shall be given a class title.

4.2.3 Class Specifications. Class specifications in the form of a job description(s), shall be prepared for each class or position. Job descriptions shall become a part of these Rules and be included in Appendix D. Each specification shall include, but need not be limited to, the following information: the position title, a general statement of duties and responsibilities, a brief description of the job conditions and any entry level educational, work experience, or other relevant skills that must be possessed by any person to be considered for a position.

Specifications shall be updated no less than annually to reflect accurately any changes to the duties, responsibilities, entrance qualifications and other particulars.

#### 4.3 Purpose

4.3.1 The classification plan is to be used as a guide for recruiting and selecting applicants for employment, determining lines of promotion or demotion, developing employee training programs, determining the pay rate for various types of work, determining personnel costs and departmental budgets, and as a uniform way of referring to positions in the City service that is understood by all City employees and the general public.

#### 4.4 Administration

4.4.1 Responsibility. The City Manager is responsible for maintaining the classification plan and ensuring that the plan reflects the current duties, responsibilities and qualifications. When new positions are created, the City Manager shall review the positions, duties, responsibilities and qualifications and make recommendations to the City Council for any assigning or reassigning of positions to an existing class or to create a new class as provided in Section 4.2. Whenever there are material changes in the duties, responsibilities and qualifications of a position in an existing class, the City Manager shall review the changes and shall recommend any necessary and appropriate changes in the classification plan. The City Manager shall also periodically review the entire classification plan and recommend any appropriate and necessary changes in the assignment of positions to classes, class specifications or any other appropriate changes to the classification plan.

4.4.2 New Positions. Whenever a new position is created or the duties of an existing position materially change, department heads shall provide to the City Manager a written, comprehensive class specification, in the form of a job description(s), describing in detail the duties, responsibilities and qualifications of the affected positions assigned to the class. The City Manager shall investigate the suggested or actual duties, responsibilities and qualifications, and recommend to the City Council whatever action may be appropriate or necessary to accurately maintain the classification plan.

4.4.3 Incumbents. Incumbent employees who consider their position improperly classified may submit a request for consideration for reclassification in writing to their immediate supervisor. The immediate supervisor shall review the request with the department head. If the department head finds that the position's duties, responsibilities or qualifications have changed materially so that the position's classification is inappropriate, the department head shall make a recommendation as to reclassification to the City Manager. If the department head

finds reclassification is not appropriate, the department head shall inform the employee in writing of this decision and the reasons for the decision. In those cases where the department head has recommended reclassification to the City Manager, the City Manager shall review this recommendation and make the final recommendation to the City Council regarding granting or denying the reclassification request.

4.4.4 Appointment. When a position is reclassified from one class to a higher or lower class, the method of filling the position shall be in accordance with Sections 2.1, 2.2, 2.3, 3.1, 3.3 and 3.4. Provided, however, whenever the reclassification would result in a demotion of an incumbent employee, the incumbent employee may be appointed to the reclassified position, upon the recommendation of the department head and after approval by the City Manager. And provided further, however, that whenever the reclassification is a result of the employee's diligent and appropriate assumption of difficult and additional duties and responsibilities, so that the position warrants a higher classification, the department head may recommend to the City Manager that the incumbent be appointed to the reclassified position without examination. The City Manager shall consider the department head's recommendation and make the final decision regarding how such a reclassified position shall be filled.

## ARTICLE 5

### COMPENSATION PLAN

#### 5.1 Creation and Coverage

5.1.1 Generally. The City Manager shall develop a compensation plan consisting of a minimum step, two intermediate steps, and a maximum pay rate step, and merit pay provisions, grouped into pay ranges. Each class of positions shall be assigned a pay range. Pay rate steps between the minimum and intermediate steps shall increase two and one-half percent (2 1/2%), and shall increase five percent (5%) between the last intermediate step and the maximum pay rate. There shall be a minimum three percent (3%) difference between the maximum and minimum steps of any two consecutive pay ranges. This compensation plan and any subsequent changes shall be approved by the City Council. The compensation plan shall become a part of these Rules and be included and summarized in Appendix B, Table II, in the form of a Salary Range Table.

5.1.2 Pay Rates. Pay rates for each class shall be coordinated based upon the range of pay for other classes, the requisite duties, responsibilities, and entry level qualifications of positions in each class, the rates of pay for similar work in the public and private sector, cost of living data, suggestions from department heads and other employees, fringe benefits, the City's financial policies and position, or any other relevant considerations. Nothing contained in these Rules, the compensation plan, or the City's past practices or customs shall prevent the City from reducing its work force, laying off, promoting, demoting, reclassifying or dismissing employees or otherwise managing and directing the operation of the City government and City employees as deemed necessary and proper.

5.1.3 Applicability. The provisions of the compensation plan shall be applicable to all employees whose positions are listed in the classification plan.

#### 5.2. Maintenance of Compensation Plan

5.2.1 Responsibility. The compensation plan is intended to provide appropriate and equitable compensation for all positions in the classification plan, taking into consideration those factors listed in Section 5.1.2. The City Manager shall annually study all factors affecting the level of pay ranges and rates, and recommend appropriate adjustments in the pay ranges to the City Council.



5.2.2. Amendment. The use of pay rate steps and merit pay is intended to provide administrative flexibility in recognizing individual differences among incumbents appointed to positions in the same class and to provide an incentive for employees to advance and improve their performance. Upon the recommendation of the City Manager, the City Council may approve the raising or lowering of the pay range for any or all classifications when deemed in the best business interest of the City.

### 5.3 Within-the-Range Pay Increases

5.3.1 Minimum Rate. The minimum pay rate step established for a class is the normal hiring rate, except in unusual cases where circumstances warrant appointment of a new employee at a higher rate step. Appointments above the minimum pay rate step shall be approved by the City Manager, based on a consideration of whether the applicant's current qualifications are in excess of the entry level qualifications required for the class, whether there is a shortage of qualified available applicants at the minimum pay rate, and whether qualified applicants decline employment at the minimum pay rate, or other factors in the best business interests of the City.

5.3.2 Advancement. Advancement to successive pay rate steps in the pay range within a class shall be based on the employee's efficient and fully satisfactory performance of the duties and responsibilities of the position. The top-step of the pay range is considered the normal pay rate for an incumbent who is meeting all the requirements of his or her duties.

5.3.3 Timing. An employee may be considered for advancement to a higher pay rate on his or her yearly anniversary date of employment. Provided however that probationary employees may be considered for advancement to a higher pay rate upon successful completion of probationary employment as provided in Section 2.5. The anniversary date of employment shall be adjusted for employees on leave without pay status as provided in Section 6.6.6. Normally an employee shall only be advanced to the next successive pay rate step in the pay range. Provided however that the City Manager may advance an employee to a higher rate upon his or her anniversary date of employment based on a determination that such advancement would be in the best business interest of the City.

### 5.4 Merit Pay

5.4.1 Eligibility. An employee shall be eligible for a merit pay award on his or her first anniversary date following advancement to the maximum or top-step of the pay range for their class or position, and on each successive anniversary date, provided the employee remains at the top-step of the pay range within that class.

5.4.2 Standards. An eligible employee as per Section 5.4.1 shall receive a merit pay award in increments equal to two percent (2%) of gross salary, for each "exceeding requirements" rating received on their annual performance evaluation, to a maximum of ten percent (10%), provided that all other rated job duties on their annual performance evaluation do not fall below "meeting all requirements". The total merit pay award shall be paid as a lump sum at the time of the first regular payday following approval of award by the City Manager, or in four equal quarterly increments at the employee's option.

5.4.3 Approvals. All merit pay awards shall be approved by the City Manager, who shall determine that the performance evaluation was fair and accurate; consistent with the general standards of job performance and conduct applied to other positions in the City service; and that adequate funding exists for an ongoing merit pay program. The City Manager may deny or reduce any merit pay award at his or her discretion.

#### 5.5 Pay Rates on Promotion, Demotion or Transfer.

5.5.1 Promotion. When an employee is promoted, the employee's pay rate in the new position shall be at least a five percent (5%) increase from the pay rate from which the employee was promoted. The anniversary date of an employee who is promoted shall be adjusted so that it falls one year from the effective date of the promotion.

5.5.2 Demotion. When an employee is demoted pursuant to Section 3.19.3, the employee's pay rate in the new position shall be the pay rate in the new classification which is the smallest decrease from the pay rate from which the employee was demoted. If the employee was demoted, but not pursuant to Section 3.20.3, the employee's pay rate in the new position shall be any appropriate pay rate in the new classification that is less than the pay rate from which the employee was demoted. In either case, the demoted employee's department head shall make a recommendation to the City Manager as to an appropriate pay rate and the City Manager shall review and approve the recommended lower pay rate or determine what is a more appropriate pay rate. The anniversary date of an employee who is demoted shall be adjusted so that it falls one year from the effective date of the demotion.

5.5.3 Transfer. When an employee transfers from one position to another in the same class, the employee shall continue to be paid at the same pay rate and the employee's anniversary date shall not be adjusted.

## 5.6 Pay Periods

5.6.1 Workweek. For payroll and accounting purposes, the workweek begins with the start of the first shift after 12:01 a.m. Sunday and ends at the conclusion of the last shift that started before midnight on Saturday.

5.6.2 Pay Day. Employees will be paid once a month on the last day of each month, provided, however, that a draw of up to thirty percent (30%) of gross monthly salary may be requested for payment on the fifteenth (15) day of each month. When the normal payday or drawday falls on a Saturday, Sunday, or holiday, employees shall be paid on the last working day preceding that Saturday, Sunday, or holiday.

5.6.3 Advances. Employees may request payroll advances when the normal payday or drawday falls during any authorized leave, or in other circumstances as may be authorized by the City Manager. Payroll advances may not exceed ninety percent (90%) of the normal net pay scheduled for that payday or drawday.

## 5.7 Overtime

5.7.1 Generally. Non-exempt employees will be paid on an hourly basis and only for the time actually worked. The regular workweek for non-exempt employees is forty (40) working hours, but on some occasions overtime work may be required. No employee may refuse to work assigned overtime.

5.7.2 Compensatory Time-Off. All authorized overtime work by non-exempt employees shall be compensated for with time off in lieu of pay, at the rate of one and one-half (1 1/2) hours for each hour of employment worked in excess of the employees normal eight (8) hour day and forty (40) hour workweek. An employee shall receive cash payment for all overtime accumulated in excess of forty (40) hours, and shall be paid for all unused compensatory time-off upon termination or resignation. Such excess or unused compensatory overtime shall be paid at the employee's regular rate of pay. Compensatory time-off accrued as per Section 5.7.3 shall not be counted for the purposes of paying out excess or unused overtime.

5.7.3 Public Works. Non-exempt employees in the Public Works Department shall be responsible for serving emergency standby duty, as scheduled by their supervisor or department head. During the normal workweek, no additional compensation shall be due for standby duty, except for actual overtime hours worked as specified in Section 5.7.1. On weekends, that are not part of the employees normal workweek, non-exempt employees shall accrue two (2) hours of compensatory time off for every full twenty-four (24) hour standby shift served. Provided however that if the employee is called to active duty, compensation shall be paid as specified in Section 5.7.2.



ARTICLE 6

FRINGE BENEFITS

6.1 Holidays.

6.1.1 When Observed. The City shall observe the following holidays on the dates indicated:

- a. New Years Day                      January 1
- b. President's Day                      Third Monday in February
- c. Memorial Day                        Last Monday in May
- d. Independence Day                    July 4
- e. Labor Day                            First Monday in September
- f. Veteran's Day                        November 11
- g. Thanksgiving Day                    Fourth Thursday in November
- h. Christmas Day                        December 25

6.1.2 Exceptions. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

6.1.3. Floating Holiday. In addition to the holidays listed in Section 6.1.1, regular full-time employees shall receive one (1) floating holiday per calendar year. Floating holidays may be scheduled by the employee with a minimum of two (2) weeks advance written approval by their immediate supervisor or department head. Floating holidays not used are lost and cannot be carried over for use in subsequent calendar years. Upon termination an employee shall not receive pay for an unused floating holiday.

6.1.4 Holiday Pay. Full-time employees who do not work on a holiday shall receive eight (8) hours holiday pay at their regular rate of pay, provided they have worked the last scheduled work day before and the first scheduled work day after the holiday. Part-time and temporary employees do not receive holiday pay. Employees who are on leave without pay status are not entitled to receive holiday pay. An unexcused absence from scheduled work on a holiday will result in loss of holiday pay for that holiday.

6.1.5 Exchange Holidays. Non-exempt employees who work on a holiday for which an exchange holiday is not given shall be

paid for the first eight (8) hours worked on the holiday at the rate of two (2) times the employee's regular rate of pay, provided, however, that part-time and temporary employees who work on a holiday shall be paid for all hours actually worked at their usual rate of pay.

6.1.6 Leave Provisions. If a holiday falls during a period of a full-time employees approved vacation or sick leave, the employee shall receive holiday pay and the absence shall not be charged against the employee's accumulated vacation or sick leave benefits.

## 6.2. Vacations.

6.2.1 Rate of Accrual. Vacation benefits are determined by a regular employee's length of continuous service with the City. Full-time employees with one year or less of service shall be granted ten (10) days of vacation with pay and subsequently shall receive ten (10) days plus one-half (1/2) day of vacation with pay for each additional year of service. Part-time employees vacation shall receive and accrue vacation benefits at one-half (1/2) the rate of full time employees.

6.2.2 Exceptions. Employees earn but cannot use vacation benefits until they have successfully completed their probationary employment. Temporary employees do not earn vacation benefits. Inter-departmental transfers shall not cause a break in an employee's years of continuous service for the purpose of computing the amount of vacation benefits earned. Employees do not earn vacation benefits during a leave without pay.

6.2.3 Rate of Pay. Vacation pay is determined by the regular employee's regular rate of pay at the time the vacation benefits are used. Vacation pay shall be the amount the regular employee would have earned had the employee worked a regular schedule during the vacation period.

6.2.4 Carry-Overs. Vacation benefits not used during the year they are earned may be carried over and must be used in the succeeding anniversary year. Provided, however, in no case shall an employee accrue more than thirty (30) days of vacation leave at the end of any calendar year without the written approval of the City Manager. The City Manager may approve accruals and carry-overs of more than thirty (30) days of vacation leave or for more than one succeeding year when the employee was unable to take time off due to City staffing and work load requirements, or other legitimate reasons that made use of the excess accrued vacation benefits unfeasible.

6.2.5 "Cash Out". Regular employees shall be paid in one lump sum for any accrued but unused vacation benefits upon layoff, resignation or dismissal, unless the employee fails to provide the required notice, if any.

6.2.6 Scheduling. Vacations shall be scheduled by the employee's department head based upon staffing and workload requirements. Employees may request in writing that their vacation be scheduled at a particular time and the department head may give consideration to such requests that are consistent with the department's staffing and workload requirements. An employee's department head may change or cancel previously approved vacation schedules whenever necessary to meet the operating needs of the department.

6.2.7 Minimums. The minimum unit of vacation benefits that can be used at one time is four (4) hours.

### 6.3 Sick Leave.

6.3.1 Rate of Accrual. All regular full-time employees shall earn sick leave benefits at the rate of one (1) work day for each calendar month of continuous employment. All regular part-time employees shall earn sick leave benefits at the rate of one-half (1/2) work day for each calendar month of continuous employment. No sick leave benefits are earned by employees on leave without pay or by temporary employees. Sick leave benefits are earned from the date of employment, provided however, that employees may not use sick leave benefits until their probationary employment is successfully completed.

6.3.2 Carry-Overs. Sick leave benefits not used during the calendar year they are earned may be carried over and used during succeeding calendar years. Employees may accumulate unlimited sick leave benefits and such benefits may be carried over into successive calendar years without any restriction or penalty so long as the employee remains employed by the City.

6.3.3 "Cash-Out". Employees shall not be paid for any unused sick leave benefits upon termination of employment, provided however, that unused leave shall be reported to PERS for the purposes of calculating retirement benefits.

6.3.4 Rate of Pay. Sick leave benefits shall be paid at the employee's regular rate of pay at the time the benefits are used. Sick leave pay shall be the amount the regular employee would have earned had such employee worked their regularly scheduled work day.

6.3.5 Applicability. Sick leave benefits may be used by regular employees for any absence due to personal injury, illness or temporary disability, except as provided in Section 6.10.2, which keeps the employee from performing the employee's regular duties, for personal medical or dental appointments, or for absences occasioned by the illness or injury of a member of the employee's immediate family, or the need to accompany a member of the employee's immediate family to a medical or dental appointment. Sick pay benefits may be used for actual periods of temporary disability associated with pregnancy or childbirth.





6.5.2 Excess Leave. Emergency leave may not exceed three (3) days in any calendar year. Emergency leave in excess of three (3) days shall be treated as vacation leave with pay pursuant to Section 6.2, or leave without pay should all vacation leave be exhausted.

## 6.6 Leave Without Pay.

6.6.1 Generally. Leave without pay may be granted to any regular employee by the City Manager for any period of time up to twelve (12) months for personal, professional, or family reasons, or for time beyond the medically certified period of temporary disability following childbirth. The City Manager shall have the discretion to grant leaves without pay for other reasons consistent with the best business interest of the City. Temporary employees shall not be granted leave without pay.

6.6.2 Authorization. All leave without pay must be requested by the regular employee in writing as soon as the need for such a leave is known. All written requests shall state the reason for the leave and the amount of leave time needed. Written requests shall be submitted to the employee's department head, and referred to the City Manager with the department head's recommendation.

6.6.3 Return to Work. Failure or inability to return from any leave without pay on or before a designated date, will be considered a voluntary resignation and cause for denying re-employment with the City. Employees on leave without pay may to work return early provided notice is given to their department head at least seven (7) working days in advance.

6.6.4 Benefits. Holiday pay, sick leave and vacation benefits are not earned while an employee is on leave without pay. The City will not pay any portion of the employee's group medical and life insurance premiums while the employee is on leave without pay, though the employee, may elect to personally continue such coverage as provided under the terms of such policies. At the City Manager's discretion, an employee may be required to use any earned but unused vacation and holiday benefits before a leave without pay is granted.

6.6.5 Re-employment. Employees returning from an approved leave without pay are entitled to return to their same position or a similar position of the same pay and classification. Provided, however, if the employee's anniversary date fell during a leave without pay, the employee's anniversary date shall be adjusted as provided in Section 3.2.

6.6.6 Certificates. Employees who are granted a leave without pay for medical or disability reasons must exhaust all accrued sick leave benefits prior to commencing leave without pay. Any employee returning from a leave without pay due to medical or disability reasons must provide a qualified health care provider's certification of the employee's ability to return

to work. If the employee was placed on leave without pay status pursuant to the terms of Section 3.18, the certificate shall, if possible, be from the health care provider who previously examined the employee.

## 6.7 Military Leaves of Absence.

6.7.1 Reserve Duty. Any employee required to attend initial or annual military reserve training or other short-term military duty shall be compensated at their normal rate of pay for their normal workday or workweek for the period of short-term military duty, in accordance with applicable Oregon Revised Statutes.

6.7.2 Extended Duty. An employee required to enter the State or Federal armed services for an extended tour of duty shall receive an extended military leave of absence. An employee who voluntarily enters the State or Federal armed services for an extended tour of duty shall not be eligible for extended military leave of absence. Employees shall receive pay for all earned and unused vacation benefits as soon as the extended military leave begins.

6.7.3 Re-employment. Employees who leave work for required service in the armed services or military reserves are entitled to re-employment consistent with any applicable State of Oregon or Federal laws.

## 6.8 Social Security.

6.8.1 The City and all full-time, part-time, and temporary City employees, shall participate in the Social Security System.

## 6.9 Educational Assistance.

6.9.1 Generally. The City's policy is to encourage employees to obtain additional training and education which will facilitate their advancement in City employment and will be consistent with the best business interest of the City.

6.9.2 Plan Provided. The City may provide an education assistance plan for regular employees to improve their current and future job-related skills, knowledge and abilities. The City Manager shall have the discretion to determine whether the training or course work for which the employee requests educational assistance is related to the employee's present position or a position to which the employee may reasonably expect to be promoted.

6.9.3 Reimbursement. Employees must make a written application for educational assistance to their department head who will refer the request to the City Manager with a

recommendation. If the request is approved by the City Manager, the cost of tuition, shall be reimbursed to the employee after the employee provides official transcripts or other proof of satisfactory completion of the course and receipts for all tuition. Satisfactory completion shall be considered the award of a passing grade, certificate of completion or a grade C or better. The cost of books and other required course materials shall be the responsibility of the employee.

## 6.10 In-Service Training

6.10.1 Opportunity. In-service training opportunities for employees shall be encouraged. The City Manager may develop training programs to meet City-wide personnel and operational needs, or to prepare employees for promotion, when it is determined such programs will improve the efficiency or effectiveness of the services rendered by City employees.

6.10.2 Scheduling. Training sessions may be held during regular working hours at the discretion of the City Manager. Employees shall be paid for any time spent in such authorized training sessions.

6.10.3 Compensation. Employees shall generally not be compensated for any time spend at training sessions held outside of the employee's regular working hours. Provided, however, the City Manager has the discretion to compensate employees for time spent in training programs outside of regular working hours, if attendance is deemed desirable or a requirement of continued employment or professional standing, and the training session is related to the employee's current duties or reasonably anticipated future duties.

## 6.11 Workers' Compensation.

6.11.1 Coverage. The City and all full-time, part-time and temporary City employees shall participate in the State of Oregon Workers' Compensation Program.

6.11.2 Exceptions. Any on-the-job injuries or occupational illnesses shall be reported as provided in Section 3.12. An employee shall not receive sick leave benefits during any period when the employee is eligible to receive workers' compensation benefits.

## 6.12 Group Insurance Programs

6.12.1 Coverage. All regular full-time employees may participate in the City's group medical-hospital, dental, vision, and life insurance programs according to each program's eligibility requirements. Coverage shall extend to the employees spouse and dependents. Part-time employees may participate in

the City's group medical-hospital insurance program only, and coverage shall apply only to the part-time employee and shall not extend to any member of their immediate family. The City may contribute towards premium cost. Any premium costs not covered by the City shall be paid by the enrolled employee by means of a payroll deduction. The terms, condition and extent of the City's group insurance programs may be modified or cancelled at any time.

#### 6.13 Retirement Plan.

6.13.1 Enrollment. Upon successful completion of probationary employment all regular full-time City employees shall participate in PERS. Provided however that individuals actively enrolled in PERS as a result of prior employment shall be immediately re-enrolled upon hire. The City shall pay the full total cost of the retirement plan for each regular full-time employee.

**APPENDICES**

**SHERWOOD EMPLOYEE EVALUATION**

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Evaluation for:

Date:

Job Title:

Department:

Evaluation Period:

Purpose:

Evaluator:

Job Title:

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Specific Duty	Performance Summary
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Evaluation for:

Date:

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Evaluators Comments: Required for "Not Current Job Requirement" ratings and any other job related comments.

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Employees Comments: May relate to this evaluation or any other employment related issues or concerns.

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# Action Plan Sheets Attached: Oral Interview Date:

Employees Acknowledgment:

Evaluators Signature:

Department Head or City Manager Acknowledgment:

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RESOLUTION 86-350  
EFFECTIVE JULY 1, 1986

Evaluation for:

Date:

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Action Plans: Required for "Not Meeting All Requirements",  
"Making Expected Progress", and "Exceeds  
Requirements" evaluations. Suggested for  
"Meeting All Requirements" evaluations.  
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TABLE I  
STANDARD SALARY RANGE BY CLASSIFICATION

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
OFFICE CLERK LIBRARY ASSISTANT	3	\$ 984	\$ 1008	\$1,034	\$1,085
SECRETARY PUBLIC SERVICES CLERK UTILITY WORKER	5	\$1,270	\$1,302	\$1,334	\$1,401
SR. UTILITY WORKER	6	\$1,443	\$1,479	\$1,516	\$1,592
POLICE OFFICER	7	\$1,640	\$1,681	\$1,723	\$1,819
POLICE SERGEANT PUBLIC WORKS FOREMAN LIBRARIAN	8	\$1,863	\$1,910	\$1,958	\$2,055
POLICE CHIEF DIR. FIN & ADMIN. SERV. DIR. OF PUBLIC WORKS	10	\$2,406	\$2,466	\$2,527	\$2,654

**TABLE II**  
**STANDARD SALARY RANGE TABLE**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>
1	\$ 762	\$ 781	\$ 801	\$ 841
2	866	887	910	955
3	984	1008	1034	1085
4	1118	1146	1174	1233
5	1270	1302	1334	1401
6	1443	1479	1516	1592
7	1640	1681	1723	1809
8	1863	1910	1958	2055
9	2117	2170	2224	2336
10	2406	2466	2527	2654
11	2733	2802	2872	3015
12	3106	3183	3263	3426

City of Sherwood, Oregon  
Library Department

LIBRARIAN

**BASIC FUNCTION:** Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Library Department services.

**SPECIFIC DUTIES:**

1. Coordinates and supervises all activities directed towards operating and maintaining department services and the public library building.
2. Coordinates functions of the library with municipal, County, State and federal agencies, library support organizations and the Library Board of Trustees.
3. Selects, trains, supervises and evaluates library staff and volunteers.
4. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and increasing use of the public library system.
5. Develops and implements goals, operational policies, and programs for the library, including preparation of an annual budget.
6. Performs basic library tasks on a regular basis, including circulation desk attendance and book shelving and cataloging.
7. Establishes, maintains and updates library files, records and book, periodical and other library material catalogs.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Librarian is responsible for administering a library with an operating budget of \$84,610.00 (FY 86-87), and for managing a permanent staff of two. The Librarian must perform his or her duties in a manner that reflects positively on the City and the

library and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the library.

**SUPERVISION:** Reports to the City Manager. Supervises library assistants, volunteers and community service personnel.

**JOB CONDITIONS:** Normally works a 40 hour week in a library setting on a flexible schedule, frequently with no other individuals on duty. Rarely required to work extended hours, but may work evenings and Saturdays. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, elected and appointed officials, library patrons and library support groups, other library, governmental and granting agencies, and vendors. Contacts can be complex and may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Bachelors degree in library science or other applicable discipline preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by two years employment in a senior and independent supervisory capacity with a library organization required. Prior employment with a public library preferred. Must be knowledgeable and skilled in all aspects of library procedures and programs, and be familiar with a broad range of literature and books. Must be able to communicate effectively with adults and children, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 8, \$1,863.00 to \$2,055.00 monthly (FY 87-88)

City of Sherwood  
Library Department

LIBRARY ASSISTANT

**BASIC FUNCTION:** Processes, catalogs and shelves library books and periodicals and assists patrons in finding and borrowing library materials.

**SPECIFIC DUTIES:**

1. Prepares library books and other materials for circulation including covers, labels, and donation plates.
2. Assists patrons in finding and borrowing books and other library materials, issues library cards and provides general information on library services.
3. May develop and coordinate programs, events, and book collections for special groups of library patrons, such as children and seniors.
4. Collects, sorts and shelves or reshelves books and other library materials and conducts an annual inventory of the library collection.
5. Assists in cataloging library books including assigning subject headings and dewey classification numbers and listing in the computer.
6. Performs miscellaneous clerical tasks such as light typing, copying, mail sorting, and routine cleanup of Library facilities.
7. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Library Assistant is responsible for assisting patrons, and for the accurate and orderly cataloging of books and other library materials. The Library Assistant must perform his or her duties in a manner that reflects positively on the City and the Library.

**SUPERVISION:** Reports to the Librarian. No Supervisory or lead responsibilities but may assist volunteers.

RESOLUTION 86-350  
Amended Reso. 87-381, June 24, 1987

**JOB CONDITIONS:** Normally works a 20 hour week in a library setting on a flexible schedule which may include evenings and Saturdays. Regularly is the only staff member on-duty during hours library is open to the public.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with library patrons. Contacts are normally routine, non-adversarial and non-stressful.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics, and general education subjects required. Additional education in library sciences, office practices and other disciplines applicable to library employment preferred.

**EXPERIENCE/SKILLS:** Prior employment in a library and a knowledge of basic library and cataloging procedures and familiarity with books and literature preferred. Must be able to communicate effectively with both adults and children and to deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 3 \$492.00 - \$542.50 (FY 87-88)

City of Sherwood, Oregon  
Finance and Administrative Services Department

DIRECTOR

**BASIC FUNCTION:** Chief financial officer of the City. Coordinates, supervises and administers municipal budgetary, financial and accounting tasks and manages City recordkeeping and clerical functions, including those associated with Municipal Court activities.

**SPECIFIC DUTIES:**

1. Performs required tasks and maintains associated records for all basic municipal accounting and financial services, including budget preparation and monitoring, "Bancroft" and other bond funds, investments and payroll.
2. Coordinates functions of the department and City with other agencies concerned with financial matters such as the County Assessor, Oregon Department of Revenue, benefit and insurance providers, auditors, banks, and bond agents.
3. Establishes and supervises the maintenance of all official City records including liens, minutes, ordinances, resolutions, personnel files, and municipal court actions, and compiles data based on these records as required.
4. Selects, trains, supervises and evaluates all department staff.
5. Develops and implements goals, operational policies and programs for the entire City government and for the department, including preparation of the annual City budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and local government finances, particularly in responding to basic public inquiries.
7. Performs the duties of City Recorder as defined by State Statute and the City Charter, including acting as secretary to the City Council.
8. Performs various clerical duties as required including data processing, typing, utility billing, telephone and office reception, and tasks associated with municipal court.

9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Director is responsible for administering a department with an operating budget of \$108,329.00 (FY 86-87) and for managing a permanent staff of three. As chief financial officer of the City, the Director has responsibility for the fiscal administration of a General Fund of \$540,300.00, five utility enterprise funds of \$715,744.00, seven special funds of \$300,523.00 and two bonded debt funds of \$1,194,974.00 (all FY 86-87). The Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the City Manager. Regularly supervises Public Services Clerk, Office Clerk, Accounting Clerk, volunteers, and community service personnel.

**JOB CONDITIONS:** Normally works a 40-50 hour week in an office setting. Frequently required to work extended hours, evenings and some weekends. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, vendors, contractors, consultants, and most other individuals and groups doing business with the City. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to an associate degree in business or accounting required. Bachelors degree in business, finance, public administration, or similar discipline preferred.



**EXPERIENCE/SKILLS:** Level of experience typified by three years of employment in a senior and independent supervisory capacity as an accounting manager, comptroller or financial manager required. Experience with a public agency, particularly at the municipal level in the State of Oregon, preferred. Must possess advanced bookkeeping, recordkeeping and accounting skills, be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 10, \$2,406.00 to \$2,654.00 monthly (FY87-88)

City of Sherwood, Oregon  
Finance and Administrative Services Department

PUBLIC SERVICES CLERK

**BASIC FUNCTION:** Performs and coordinates most tasks associated with City utility billings, police records and municipal court citations and records, and performs other office tasks as required.

**SPECIFIC DUTIES:**

1. Processes and maintains water, sewer and other utility service accounts including billings, collection and posting of receipts, opening and closing accounts, delinquency actions and associated records.
2. Maintains police logs, case files and other records and distributes reports and records to other public safety agencies and insurance companies as directed.
3. Serves as the Municipal Court Clerk including maintaining the court calendar, processing and accounting for citations, preparing warrants for arrests and suspensions, establishing court records and similar tasks.
4. Acts as a general receptionist and provides the general public and other individuals and groups with information and assistance on City services, particularly in utility, and police and court matters.
5. Transcribes, types, collates and processes City records, correspondence, reports, contracts and similar documents.
6. Assists in basic bookkeeping tasks for City accounts and in processing general billings, invoices, fees and charges, purchase orders and similar documents.
7. Compiles data and makes reports, including property lien searches, based on a variety of municipal records, as assigned or required.
8. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Public Services Clerk is responsible for coordinating records and accounts for City utilities, police and municipal court functions. The Public Services Clerk must perform his or her duties in a manner that reflects positively on the City and the department.

**SUPERVISION:** Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

**JOB CONDITIONS:** Normally works a 40 hour week in an office setting. Required to attend 2-4 evening municipal court sessions per month and to accurately and efficiently process large volumes of utility and court records within limited time periods while maintaining routine office services.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, utility customers, individuals responding to police and court actions, the general public and other individuals and groups doing business with the City. Contacts are normally routine but may be of an adversarial and stressful nature, particularly in cases of delinquent utility accounts and Municipal Court actions.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices, and accounting preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by one years' employment in a general secretarial, bookkeeping or similar office position required. Prior municipal level or other government experience preferred. Must possess basic bookkeeping, record keeping, accounting and typing skills, be able to communicate effectively, both orally and in writing, be able to deal patiently, courteously and conscientiously with the general public, and to independently prioritize workload. Experience in the use and operation of word processing and microcomputer equipment also required.

**COMPENSATION:** Grade 5, \$1,270.00 to \$1,401.00 monthly (FY 87-88)

**RESOLUTION 86-350**  
Amended Reso. 87-381, June 24, 1987

City of Sherwood, Oregon  
Finance and Administrative Services Department

OFFICE CLERK

**BASIC FUNCTION:** Performs secretarial, reception, record-keeping and other office tasks, and provides information and assistance on City services to the general public and other individuals and groups.

**SPECIFIC DUTIES:**

1. Transcribes, types, copies, collates, processes and distributes office records, correspondence, reports, agendas, contracts and similar documents, including agenda packets for Council and other City meetings.
2. Performs general telephone and office reception tasks and provides the general public and other individuals and groups with information and assistance on all aspects of the City's services.
3. Maintains and indexes City records and files, including ordinances and resolutions, and compiles data based on these records as required.
4. Coordinates miscellaneous office management tasks such as supplies, petty cash, appointments, travel arrangements and mail handling.
5. Assists in processing City billings, invoices, fees and charges, purchase orders and similar documents.
6. May assist in maintaining City financial accounts and records and in the preparation of utility billings as required.
7. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Office Clerk is responsible for providing accurate and timely clerical services supporting the delivery of City services. The Office Clerk must perform his or her duties in a manner that reflects positively on the City and the department.

**SUPERVISION:** Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

**JOB CONDITIONS:** Normally works a 20 hour week in an office setting. May work up to a 40 hour week in cases of staff absences. Required to accurately and efficiently produce large volumes of typed material within limited time periods while maintaining routine office services.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with the general public, utility customers, vendors, City employees, and other individuals and groups doing business with the City. Contacts are normally routine but may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by one years employment in a general secretarial, clerical or similar office position preferred. Must be able to type approximately 50 WPM with good grammar, spelling, punctuation and accuracy. Possession of basic recordkeeping and bookkeeping skills preferred. Must be able to communicate effectively, both orally and in writing, be able to deal patiently, courteously and conscientiously with the general public, and to independently prioritize workload. Experience in the use and operation of word processing and microcomputer equipment also required.

**COMPENSATION:** Grade 3, \$492.00 to \$542.50 monthly (FY 87-88)

City of Sherwood, Oregon  
Finance and Administrative Services Department

SECRETARY

**BASIC FUNCTION:** Performs secretarial and clerical tasks for the department, and to the City Manager, Mayor, City Council and Planning Commission, and provides information and assistance on City services and regulations to the general public and other individuals and groups.

**SPECIFIC DUTIES:**

1. Serves as recording secretary for City Council and Planning Commission meetings, and prepares associated minutes of the meetings.
2. Compiles and prepares Council, Planning Commission and other agenda packets, makes associated legal notifications, and checks all packets for completeness.
3. Transcribes, processes, distributes and records ordinances and resolutions considered by the Council.
4. Maintains files of official agreements, petitions, land use actions, ordinances, resolutions, and deeds.
5. Transcribes, types, copies, collates, processes and distributes office records, correspondence, reports, contracts and similar documents.
6. Performs general telephone and office reception tasks, and provides the general public and other individuals and groups with information and assistance on all aspects of the City's services.
7. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Secretary is responsible for providing accurate and timely secretarial services supporting the delivery of City services. The Secretary must perform his or her duties in a manner that reflects positively on the City and the department.

**SUPERVISION:** Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

**JOB CONDITIONS:** Normally works a 20 hour week in an office setting. Required to attend 2-4 evening City Council or Planning Commission meetings per month. May work up to a 40 hour week in cases of staff absences. Required to accurately and efficiently produce large volumes of typed material within limited time periods while maintaining routine office services.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with the general public, Council and Commission members, developers and contractors, utility customers, vendors, City employees, and other individuals and groups doing business with the City. Contacts are normally routine but may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by one years employment in a general secretarial, clerical or similar office position preferred. Must be able to type approximately 50 WPM with good grammar, spelling, punctuation and accuracy. Proficiency in taking shorthand, briefhand or an acceptable substitute and in basic recordkeeping required. Must be able to communicate effectively, both orally and in writing, be able to deal patiently, courteously and conscientiously with the general public, and to independently prioritize workload. Experience in the use and operation of word processing and microcomputer equipment also required.

**COMPENSATION:** Grade 5, \$635.00 to \$700.50 monthly (FY 87-88)

City of Sherwood, Oregon  
Police Department

POLICE CHIEF

**BASIC FUNCTION:** Chief law enforcement officer of the City. Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Police Department services, and assumes the duties of a line Police Officer as required.

**SPECIFIC DUTIES:**

1. Coordinates and supervises all regular department activities directed toward enforcing the criminal and traffic laws, regulations and ordinances of the State of Oregon and the City of Sherwood.
2. Coordinates functions of the department with the Courts, and municipal, County, State, federal and other law enforcement, public safety, and social service agencies.
3. Provides for and coordinates all criminal investigations undertaken by the department.
4. Selects, trains, supervises and evaluates all department staff.
5. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and law enforcement, including crime prevention and safety programs.
7. Performs the duties of a Police Officer, primarily in a patrol capacity, on a regular basis.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar and incidental duties as required.



**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security of the City's residents, businesses, and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Chief is responsible for administering a department with an operating budget of \$216,366 (FY 86-87), for providing services in the areas of patrol, investigation and public safety education, and for managing a permanent staff of four. The Police Chief must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the City Manager. Regularly supervises the Police Sergeant, Police Officers and Reserves.

**JOB CONDITIONS:** Frequently works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stress situations, make independent decisions and produce positive results with limited resources. Regularly exposed to life threatening or potentially life threatening situations.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, elected and appointed officials, other law enforcement agencies, social service and similar organizations, businesses, vendors, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to bachelors degree in law enforcement or a discipline applicable to a career in public safety administration such as criminal justice, public administration or social services preferred. Must possess or be able to obtain upon hire a valid Oregon drivers license, and CPR, Advanced BPST, radar, and radiotelephone operator certifications.

**EXPERIENCE/SKILLS:** Level of experience typified by five years employment in the law enforcement field with three of those years in a senior and independent supervisory capacity required. Prior employment with a recognized BPST agency preferred. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communications equipment. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and

community needs, and deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 10 \$2,406.00 to \$2,654.00 monthly (FY 87-88)

City of Sherwood, Oregon  
Police Department

POLICE SERGEANT

**BASIC FUNCTION:** Enforces the criminal and traffic laws, regulations and ordinances of the State of Oregon and City of Sherwood, and assists in the general administration of the department and supervision and training of staff.

**SPECIFIC DUTIES:**

1. Regularly patrols all areas of the City performing security checks, observing and responding to unusual or unsafe circumstances and conditions, enforcing traffic safety laws, and responding to a wide variety of radio dispatches.
2. Conducts criminal investigations in consultation with the Police Chief, including interviewing, apprehension and evidence preservation.
3. Assists in the selection, training, supervision and evaluation of department staff.
4. Assists in developing and administering the goals, operational policies and programs of the department and acts for the Police Chief in his or her absence.
5. Assists the general public by providing information on community and State laws, responding to complaints, conducting vacation checks and giving other assistance as needed.
6. Appears in court as a witness in support of department citations and arrests and on other matters as applicable.
7. Participates in crime prevention and public relation programs and performs other duties directed toward reducing alcoholism and substance abuse, family disputes, juvenile delinquency and other social and criminal problems.
8. Prepares and maintains incident and investigative reports, logs, personnel documents and other records.
9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Sergeant is responsible for the efficient delivery of quality law enforcement services, particularly through the line supervision of Officers and Reserves. The Police Sergeant must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the Police Chief. Supervises Police Officers and Reserves.

**JOB CONDITIONS:** Regularly works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stress situations and make independent decisions. Regularly exposed to life threatening or potentially life threatening situations.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, other law enforcement agencies, social service and similar organizations, businesses, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Graduation from high school or equivalent required. Must possess Basic BPST Certificate or be able to obtain same within nine months of hire. Must possess or be able to obtain upon hire a valid Oregon drivers license and radiotelephone operator certification.

**EXPERIENCE/SKILLS:** Level of experience typified by two years employment in the law enforcement field required. Prior employment with a recognized BPST agency or in a supervisory law enforcement position preferred. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communication equipment. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, and conscientiously with the general public.

**COMPENSATION:** Grade 8, \$1,863.00 to \$2,055.00 monthly (FY 87-88)

City of Sherwood, Oregon  
Police Department

POLICE OFFICER

**BASIC FUNCTION:** Enforces the criminal and traffic laws, regulations and ordinances of the State of Oregon and City of Sherwood, primarily in the course of regular community patrol.

**SPECIFIC DUTIES:**

1. Regularly patrols all areas of the City, performing security checks, observing and responding to unusual or unsafe circumstances and conditions, and responding to a wide variety of radio dispatches.
2. Enforces the traffic safety laws of the City and State including issuing citations, investigating accidents and traffic control.
3. Assists senior department staff in conducting criminal investigations including interviewing, apprehension and evidence preservation.
4. Assists the general public by providing information on community and State laws, responding to complaints, conducting vacation checks and giving other assistance as needed.
5. Appears in court as a witness in support of department citations and arrests and on other matters as applicable.
6. Participates in crime prevention and public relation programs and performs other duties directed toward reducing alcoholism and substance abuse, family disputes, juvenile delinquency and other social and criminal problems.
7. Prepares and maintains incident and investigative reports, logs and other records.
8. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police

Officer is responsible for the efficient delivery of quality law enforcement services, particularly in the area of patrol. The Police Officer must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the Police Chief or Police Sergeant depending on shift assignment. No supervisory responsibility under normal circumstances but must be prepared to lead in emergency situations or as assigned.

**JOB CONDITIONS:** Regularly works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stress situations and make independent decisions. Regularly exposed to life threatening or potentially life threatening situations.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, other law enforcement agencies, social service and similar organizations, businesses, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATIONAL/LICENSES:** Graduation from high school or equivalent required. Must possess Basic BPST Certificate or be able to obtain same within nine months of hire. Must possess or be able to obtain upon hire a valid Oregon drivers license and radiotelephone operator certification.

**EXPERIENCE/SKILLS:** Level of experience typified by one to two years employment in the law enforcement field preferred. Prior employment with a recognized BPST agency desirable. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communication equipment. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 7, \$1,640.00 to \$1,809.00 monthly (FY 87-88)

City of Sherwood, Oregon  
Public Works Department

DIRECTOR

**BASIC FUNCTION:** Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Public Works Department services, including street maintenance, utility and park operations, and building code enforcement.

**SPECIFIC DUTIES:**

1. Coordinates and supervises all regular department activities directed towards operating and maintaining municipal parks, water, sanitary sewer, street, and storm drainage facilities and associated equipment.
2. Coordinates functions of department with municipal, county, State and federal agencies, Fire District officials, advisory committees, builders, engineers, and planners for all public works, building code enforcement and parks tasks.
3. Selects, trains, supervises and evaluates department staff.
4. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual department budget.
5. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government, utilities and public works.
6. Performs the duties of a construction project inspector or manager, and the duties of other Public Works personnel as required.
7. Coordinates the establishment, maintenance and updating of public works project files, City mapping and associated records.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar or incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets, and other public facilities. The Public Works Director is responsible for administering a department with an operating and capital budget totalling \$755,978.00 (FY 86-87) and eight functional divisions (Streets, Water, Sewer, Storm Drainage, Equipment Rental, Parks, Building Inspection and Building Maintenance), and for managing a permanent staff of five. The Public Works Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

**SUPERVISION:** Reports to the City Manager. Regularly supervises Public Works Foreman and Building Official and may supervise other Public Works employees.

**JOB CONDITIONS:** Normally works a 40-50 hour week in both office and field settings. Subject to call-out at all times. Frequently required to work extended hours and to inspect or participate in department activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgement, make independent decisions and produce positive results with limited resources.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with other City employees, elected and appointed officials, other public works and governmental agencies, contractors, builders, engineers, planners and related professionals, public and private utility companies, vendors, local businesses, residents and visitors. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to an associate degree in civil engineering or a discipline applicable to a career in public works administration required. Additional education in civil engineering and public administration preferred. Must possess or be able to obtain upon hire a valid Oregon drivers license.

**EXPERIENCE/SKILLS:** Level of experience typified by five years employment in the engineering, public works or construction fields with two of those years in a senior and independent supervisory capacity required. Prior employment with a local government agency preferred. Must be able to accurately read and interpret project plans and specifications, be able to communicate effectively, both orally and in

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writing, be knowledgable in the use and operation of a wide variety of tools and heavy construction equipment, be able to budget and prepare capital plans, to work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and to deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 10, \$2,406.00 to \$2,654.00 monthly  
(FY87-88)

City of Sherwood, Oregon  
Public Works Department

FOREMAN

**BASIC FUNCTION:** Supervises, coordinates and schedules Public Works Department field operations and tasks relating to the maintenance of public facilities and equipment, and performs the duties of project inspector and utility workers.

**SPECIFIC DUTIES:**

1. Monitors and inspects public facilities and equipment, determines maintenance needs and assigns and schedules Public Works crews to appropriate projects.
2. Assists in coordinating the work of contractors, utilities, architects and Public Works crews on City construction projects and performs the duties of a construction project inspector.
3. Assists in developing and administering the goals, operational policies and programs of the department and acts for the Public Works Director in his or her absence.
4. Assists in the selection, training, supervision and evaluation of department staff.
5. May perform the duties of other Public Works personnel as assigned or required.
6. Assesses material and equipment needs, maintains inventories, develops specifications and advises Public Works Director on purchasing matters.
7. Establishes and maintains Public Works project and operational reports and records.
8. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The Foreman is responsible for the efficient utilization in the field of Public Works Department personnel, equipment and resources in maintaining these public facilities and providing high quality service to the community. The Foreman must perform his or her duties in a manner that reflects positively on the City and the Department

RESOLUTION 86-350  
Amended Reso. 87-381, June 24, 1987

**SUPERVISION:** Reports to the Director of Public Works. Supervises Senior Utility Worker, Utility Workers, volunteers, and community service personnel.

**JOB CONDITIONS:** Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

**EXTERNAL CONTACTS:** Regular contact with contractors, vendors, other City employees, utility personnel and residents and visitors to the community. Contacts are occasionally complex and may be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics and general education subjects required. Additional education in engineering, construction techniques or public administration preferred. Must possess or be able to obtain upon hire a valid Oregon drivers license and State Waterworks certification.

**EXPERIENCE/SKILLS:** Level of experience typified by three years employment in the general construction trades or public works with extended experience in a regular supervisory or lead capacity required. Prior employment with a municipal public works department that included duties in a broad range of typical public works services preferred. Must be knowledgeable and skilled in the use and operation of a wide variety of tools and heavy construction equipment and in the application of basic construction and building practices.

**COMPENSATION:** Grade 8, \$1,863.00 to \$2,055.00 (FY 87-88)

City of Sherwood, Oregon  
Public Works Department

SENIOR UTILITY WORKER

**BASIC FUNCTION:** Performs a variety of skilled and manual tasks in the maintenance and construction of City buildings, water, sewer, drainage and street systems, parks and other municipal facilities and equipment.

**SPECIFIC DUTIES:**

1. Performs major and complex maintenance and repair tasks on streets, sewers, water systems and similar public works facilities including installing new services and replacing deteriorated surface and subsurface structures.
2. Performs basic maintenance and upkeep tasks on parks, public buildings and other facilities including groundskeeping, minor carpentry and plumbing, trash pickup and general custodial care.
3. Operates a variety of standard and specialized public works vehicles such as dump trucks, backhoes, and street sweepers, and numerous power and other tools such as jackhammers, torches, welders and saws.
4. Provides for project inspection, facility and material testing and material estimates and acts as Public Works crew leader in the absence of senior department staff.
5. Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
6. Reads and inspects City water meters and shuts off and/or restores service to delinquent accounts, as required.
7. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The Senior Utility Worker is responsible for providing skilled maintenance and repair services for these facilities. The Senior Utility Worker must perform his or her duties in a manner that reflects positively on the City and the department.

RESOLUTION 86-350  
Amended Reso. 87-381, June 24, 1987

**SUPERVISION:** Reports to the Public Works Foreman. May lead Utility Workers, temporary help, volunteers, and community service personnel on assigned projects.

**JOB CONDITIONS:** Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

**EXTERNAL CONTACTS:** Some contact with residents, visitors, contractors and vendors in the course of providing construction and maintenance services. Contacts are normally routine but may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICNESES:** Functional competency in reading, writing, mathematics and general education subjects required. Must possess or be able to obtain upon hire a valid Oregon drivers license. Possession of State Waterworks certification preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by two years employment in the major construction trades or public works required. Some supervisory experience desirable. Must be knowledgable and skilled in the operation of trucks and specialized heavy equipment, such as backhoes, in the maintenance of buildings, streets, parks, and sewers and other public works facilities, and familiar with a broad range of construction techniques. Specific experience in the carpentry, masonry, and pipe laying trades preferred.

**COMPENSATION:** Grade 6, \$1,443.00 to \$1,592.00 monthly (FY 87-88)

City of Sherwood, Oregon  
Public Works Department

UTILITY WORKER

**BASIC FUNCTION:** Performs a variety of semi-skilled and manual tasks in the maintenance and construction of City buildings, water, sewer, drainage and street systems, parks and other municipal facilities and equipment.

**SPECIFIC DUTIES:**

1. Performs basic maintenance and repair tasks on streets, sewers, water systems and similar public works facilities including installing new services, replacing deteriorated surface and subsurface structures and doing line cleanouts.
2. Performs basic maintenance and upkeep tasks on parks, public buildings and other facilities including groundskeeping, minor carpentry and plumbing, trash pickup and general custodial care.
3. Operates a variety of standard public works vehicles such as dump trucks, street sweepers, tractor mowers, and numerous power and other tools such as jackhammers, torches, welders, and saws.
4. Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
5. Reads and inspects City water meters and shuts off and/or restores service to delinquent accounts, as required.
6. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The Utility Worker is responsible for providing routine maintenance and repair services for these facilities. The Utility Worker must perform his or her duties in a manner that reflects positively on the City and the department.

**SUPERVISION:** Reports to the Public Works Foreman. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

**JOB CONDITIONS:** Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents, and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

**EXTERNAL CONTACTS:** Some contact with residents and visitors in the community in the course of providing construction and maintenance services. Contacts are normally routine but may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics, and general education subjects required. Must possess or be able to obtain upon hire a valid Oregon drivers license. Possession of State Waterworks certification preferred.

**EXPERIENCE/SKILLS:** Basic experience and skills in the operation of trucks and standard equipment used in the maintenance of buildings, streets, parks and sewers and other public works facilities required. Additional experience in the carpentry, masonry, and pipe laying trades preferred.

**COMPENSATION:** Grade 5, \$1,270.00 to \$1,401.00 monthly (FY 87-88)