



**MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL EMPLOYEES**  
**HANDBOOK**

**Updated June 1, 2023**

## INDEX

<b>Introduction</b>	Page 3
<b>General Policies</b>	Page 3
Hours of work	Page 3
Attendance	Page 3
Personnel Records	Page 3
Leave of Absence Without Pay	Page 3
Outside Employment	Page 3
Employee Evaluations	Page 3
Trainings	Page 4
Political Activity	Page 4
Educational Opportunities	Page 4
Clothing Provision	Page 5
Reimbursement for Personal Mobile Devices	Page 5
<b>Compensation</b>	Page 5
Salary Administration	Page 6
Deferred Compensation	Page 6
Merit Pay	Page 6
Longevity Pay	Page 6
Overtime	Page 6
Working out of Classification Pay	Page 6
Work Week	Page 6
<b>Types of Leave</b>	Page 7
Holidays	Page 7
Vacation	Page 7
Sick Leave	Page 7
Executive Leave	Page 8
Military Leave	Page 8
Bereavement Leave	Page 8
Witness of Jury Duty	Page 8
Medical and Dental Appointments	Page 8
<b>Insurance Benefits</b>	Page 9

## INTRODUCTION

The purpose of this manual is to set forth personnel policies applicable to Management, Supervisory, and Confidential employees of the City. These policies apply to the job classifications listed on the salary schedule.

With the exception of the City Recorder, who is appointed by the City Manager, all positions listed on the salary schedule are classified under Civil Service and vacancies in any of the positions shall be filled in accordance with Civil Service rules and regulations.

## GENERAL POLICIES

### **Hours of Work**

The hours during which City offices and departments shall be open for business shall be determined by the City Commission and/or the City Manager.

### **Attendance**

Employees shall not be absent from work for any reason, other than sick leave, without prior authorization from the direct supervisor. Unless prior arrangements are made, an employee who fails to report to work shall notify their direct supervisor of the reason for being absent. If the absence continues beyond the first day, the employee shall notify the supervisor on a daily basis.

Employees are expected to be at work during inclement weather if City offices and departments are open. An employee who is unable to be at work shall not charge absence from work due to weather conditions as sick leave but may charge the absence as vacation or other accrued leave.

### **Personnel Records**

Human Resources shall maintain a personnel file on each employee of the City. A *Personnel Action* form shall be used as the single document to initiate and update personnel records and a copy shall be placed in the employee's personnel file.

### **Leave of Absence Without Pay**

An employee may be granted leave of absence without pay for a period not to exceed ninety (90) days by the City Manager. The leave shall not in any way prejudice the rights or benefits of the employee.

### **Outside Employment**

No employee shall accept outside employment that is incompatible with his or her City employment, or will detract from the efficiency or work performance, or is in conflict with the best interest of the City.

### **Employee Evaluations**

Each department director and/or manager shall provide an annual evaluation of employees in their department to measure each employee's work performance attainment level as outlined in Personnel Policy Number 610. In the same manner, all management staff shall receive an annual evaluation by the

City Manager or their respective Department Head each year, due no later than December 10<sup>th</sup> of any given year.

New hires and current employees who are promoted into a Management position, will receive performance reviews at three (3) and six (6) months.

### **Training**

Progressive Discipline and Supervisory Training - New management/supervisory employees or employees promoted into a supervisory position will complete training covering progressive discipline and other labor laws within the first 30 days in the position.

Conflict Management Training for Department Heads – Conflict Management Training will be conducted twice annually, if applicable, for any Department Directors or City Manager who has not participated in such training.

### **Political Activity**

City employees shall not hold a political office within Oregon City municipal government. Employees shall not use their official authority or influence to promote or oppose of any political cause or candidate. Furthermore, political activities of employees while on the job shall be restricted by Oregon law. Copies of these laws are available from the personnel manager.

Nothing in this section shall affect an employee's right to hold membership in and support a political cause or candidate, express their opinion on political subjects and candidates, and/or maintain neutrality.

### **Educational Opportunities**

The City shall reimburse employees for tuition and other costs of courses taken which relate to the employee's work provided that:

1. The course is approved in advance by the City Manager.
2. The employee receives a grade of "C" or better or a "Pass" grade if the class is graded on a "Pass-Fail" basis.
3. The employee is not receiving reimbursement for tuition from other sources.
4. Adequate funds are available.
5. If the City pays for any textbooks or other publication associated with courses, those items shall become the property of the City.

If the employee leaves the City while attending school or within one calendar year of completing courses for which the City has paid, the City's share of the costs in the twelve months preceding separation will be deducted from the employee's final payment of salary, wages, bonuses or accrued vacation. If the amount of the final payment is not sufficient to cover costs, the employee will be required to reimburse the City for the amount due at the time of separation.

### **Clothing Provisions**

The Department Director shall determine the extent to which uniforms, special items of clothing, or required personal equipment (e.g., firearms) are provided to city personnel including the granting of pay in lieu of provision of such items.

### **Reimbursement for Personal Mobile Devices**

Use of personal cell phones for City business is limited to Management employees. Upon the recommendation of the Department Director and the approval of the City Manager, a management employee may be required or permitted to use a cellular phone or data device as part of their job. In lieu of using a City issued cell phone or data device a management employee may elect to obtain monthly reimbursement for a personal cellular phone plan that the employee would use for City business.

The reimbursement for business use of personal cell phones is classified as a nontaxable benefit to the management employee. Such reimbursements will be processed through payroll and included in your monthly paycheck. Reimbursement shall be \$75.00 per month for a data device (smart phone) with data plan, and \$25.00 per month for a simple cellular telephone plan. A management employee seeking reimbursement of personal cell phone charges shall complete the authorization form. If authorized by the Manager, Department Director and the City Manager, a monthly payment of a portion of the fees shall be made by the City directly to the employee.

Roaming charges for City business, which are in excess of any benefit provided by the employee's cell phone plan, which are separately noted, will be reimbursed to the employee over and above the reimbursement noted herein. Such use shall be considered a benefit of employment. Charges, which are in excess of the employee's personal cell phone plan base charge and are not roaming charges, will not be reimbursed even if the call was for City related business.

Any personal cell phone plan selected by the employee for reimbursement must provide the designated minimum number of minutes provide for a cost-free call from municipal telephone systems in Oregon City and a copy of the contract or billing statement with the cellular phone provider must be presented to the City along with authorization form.

### **COMPENSATION**

The City Commission will set the salary schedule upon the recommendation of the City Manager. The salary schedule shall be reviewed annually by the City Manager who will submit recommendations for changes to the City Commission. A classification/compensation study shall be completed periodically as to stay competitive among comparable cities.

Employees shall be paid in accordance with Federal, State and City regulations, policies and procedures including the current salary schedule. The basic salary schedule should not be considered to include allowances for authorized travel or other expenses incurred on City business or allowances made to employees for the official use of personally owned vehicles.

### **Salary Administration**

Management employees will be eligible for an increase (step) each January 1 up to the top step of the classification salary grade. Increases will be granted in conjunction with a satisfactory performance evaluation.

### **City Paid Deferred Compensation**

The City will contribute three percent (3%) of employees' base salary per month to a Section 457(b) deferred compensation plan for management staff.

The City will contribute six decimal two seven percent (6.27%) of employee's base salary per month to a Section 457(b) deferred compensation plan for executive staff.

### **Merit Pay**

Management employees are eligible for an annual merit payment of up to 3% of annual wages. Merit will be granted in conjunction with annual performance evaluations due in December.

### **Longevity Pay**

Longevity pay is provided to management, supervisory and confidential employees who are receiving longevity pay as of July 1, 1999 and in the percentage amount that those employees are receiving on July 1, 1999. Longevity pay is otherwise terminated for management, supervisory, and confidential employees.

### **Overtime**

Overtime compensation shall be paid only to those employees who qualify under the Fair Labor Standards Act for hours worked in excess of a forty (40) hour workweek.

### **Working Out of Classification Pay**

Working out of classification is defined as occurring when an employee is assigned to perform duties of a higher job classification, per the City Manager's approval.

Manager's working in a higher classification for two or more days, will be compensated at 10% above their current base salary or at the step closest to but not less than that amount in the salary range of the higher classification, whichever is greater.

The City retains the right to determine when it is practical and efficient to assign employees to perform out of class work. Nothing in this handbook shall be interpreted as a guarantee that an employee shall be assigned to work out of classification in the absence of a manager.

### **Work Week**

The normal workweek for City employees shall be forty (40) hours.

## **TYPES OF LEAVE**

### **Holidays**

All employees are entitled to the following holidays with pay:

- New Year's Day – January 1<sup>st</sup>
- Martin Luther King Jr. Day – Third Monday in January
- Floating Holiday in Lieu of Lincoln's Birthday – February 12<sup>th</sup>
- Presidents Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4<sup>th</sup>
- Labor Day – First Monday in September
- Veteran's Day – November 11<sup>th</sup>
- Thanksgiving Day – Fourth Thursday in November
- Day After Thanksgiving – Fourth Friday in November
- Floating Holiday in lieu of Christmas Eve Day – December 24<sup>th</sup>
- Christmas Day – December 25<sup>th</sup>

In addition, any day designated by the President of the United States or the Governor of the State of Oregon as a legal holiday will be granted.

When one of the above-mentioned holidays falls on Sunday, the following Monday shall be observed as the holiday; when one of the above-mentioned holidays falls on Saturday, the preceding Friday shall be observed.

Floating holiday leave bank accrual caps at 40 hours.

### **Vacation**

Management employees earn vacation each month at the following rates:

<b>Years of Employment</b>	<b>Hours per month</b>
0 – 4 years	10.00 (120 hrs and 15 days, 3 weeks)
5 – 14 years	12.00 (144 hrs and 18 days, 3.6 weeks)
15+ years	17.00 (204 hrs and 25.5 days, 5.1 weeks)

Employees shall not be eligible for vacation leave during their first 3 months of employment although vacation leave shall be credited from the date of employment. The total amount of accumulated vacation leave shall not exceed 360 hours at any time.

Employees shall be paid for any unused vacation in the event of separation of employment for any reason.

### **Sick Leave**

Employees earn sick leave with pay at the rate of ten (10) hours per month. There is no maximum on the number of sick leave hours an employee may accrue. Newly hired employees shall be able to accrue and use sick leave from the beginning date of employment.

An employee who is unable to perform their duties by reason of personal illness or injury, necessity for medical or dental care, or exposure to contagious disease, may utilize their accrued sick leave. If an emergency in the employee's immediate family requires attendance of the employee on a working day, the employee may utilize accrued sick leave as stated under Policy Number 330 in the Personnel Policy Manual – *Family Leave*. A physician's certificate may be required for payment of sick leave in excess of five (5) working days.

No sick leave with pay shall be granted for any injury or sickness resulting from outside employment.

The City does not compensate employees for unused sick leave.

**Sick Leave Conversion (Incentive)** - Excluding the first forty (40) hours of leave protected under the Oregon Sick Time law, the Oregon Family Leave Act (OFLA), and the Family and Medical Leave Act (FMLA), any employee who uses eight (8) hours or less of unprotected leave, from the pay year beginning with the January pay period and ending with the December pay period, shall be granted sixteen (16) hours off to be scheduled in the manner of compensatory time or vacation. The sixteen (16) hours must be taken in the following calendar year or is forfeited.

#### **Executive Leave**

This policy applies to Department Directors and the City Manager who regularly attend meetings and work sessions of the City Commission, Planning Commission and other public bodies throughout the year.

Effective July 1, 2014, eligible employees shall receive paid Executive Leave annually at the rate of four (4) hours each month per fiscal year, which may be taken for personal purposes in whole day increments. Executive Leave may accrue to a maximum of twelve (12) days **(96 hours)**.

Newly hired Department Directors who begin employment between July 1 and December 31 are entitled to the full accrual of six (6) days of Executive Leave. Newly hired Department Directors who begin employment between January 1 and June 30 are entitled to three (3) days of Executive Leave.

#### **Leave of Absence with Pay**

#### **Military Leave**

An employee who is a member of the National Guard or other reserve forces of the Armed Services of the United States and, who is ordered by appropriate authorities to attend to duties shall be granted a leave of absence with pay up to fifteen calendar days or eleven working days.

#### **Bereavement Leave**

In the event of a family death, an employee may be granted a leave of absence with pay for a period up to three (3) days. Additional paid bereavement leave may be granted on an individual basis by the City Manager. Such leave of absence must be approved by the City Manager prior to absence of the employee.

When an employee participates in or attends a funeral service, the employee may be granted a reasonable period of time off. Such leave must be approved by the City Manager prior to absence of the employee.

In addition, employees are entitled to utilize up to eighty (80) hours of sick leave for bereavement leave in accordance with the Oregon Family Leave Act (OFLA). For information regarding OFLA bereavement leave rights, employees should contact the Human Resources Department. Part-time employees covered by this Agreement who are not eligible for OFLA may utilize their sick leave based on prorated FTE.

#### **Witness or Jury Duty**

When an employee is called for jury duty or subpoenaed as a witness, the employee shall be granted leave of absence with pay. Mileage reimbursement is payable to the employee; however, the employee shall be required to transfer any other compensation received for the performance of such duty to the City.

#### **Medical and Dental Appointments**

When an employee's work schedule is such that the employee cannot schedule medical and dental appointments before or after normal working hours, the employee shall be granted a reasonable period of time off with pay for the appointment. Such time off shall be coordinated with the employee's supervisor. Every attempt must be made by the employee to schedule these appointments, so they do not interfere with their work schedule.

### **INSURANCE BENEFITS**

Employees and dependents are covered by a comprehensive hospitalization, medical, dental, and optical insurance program. The City has the option of choice of insurance carriers and determining levels of coverage under these programs.

Outside consultants may be utilized to aid in analyzing new proposals for insurance coverage. In the event the City changes carriers the new carriers shall provide coverage equal to or better than the coverage provided to maintain two health insurance carriers one of which shall be Kaiser Foundation. In the event a married couple is employed by the City, the City or the employee may request a meeting to discuss a mutually agreeable alternative to dual coverage. Coverage shall be maintained at the equivalent level in effect upon execution of this Agreement.

Employees on the Kaiser Permanente medical plan shall pay ten percent (10%) of the monthly premium.

Employees on the Moda medical plan shall pay a percentage of the monthly premium based on their family status. The percentage of the monthly premium to be paid is as follows:

- A. An employee with a single person family status shall pay six (6%) percent of the monthly premium.
- B. An employee with a 2-person family status shall pay eight (8%) percent of the monthly premium; and
- C. An employee with a more than 2-person family status shall pay ten (10%) percent of the monthly premium.

Employees and dependents are covered under a group term life insurance program with premiums paid by the City. This program provides \$50,000 coverage for the employee and \$2,000 coverage for each of the employee's dependents.

Employees are covered under a group disability (salary continuation) program with premiums paid by the City. The program provides the employee a guarantee of sixty-six and two thirds (66 2/3%) percent of their regular monthly salary beginning ninety days after the onset of a disability, injury or sickness.

**For employees hired November 16, 2005 and prior:** The City will pay the medical insurance premiums (Single employee rate) for all employees covered in this Handbook, as shown on the salary schedule, who retire from City employment and who are collecting retirement benefits from the Oregon Public Employees Retirement System. At age 65 any insurance coverage provided by the City shall be coordinated with Medicare Insurance Coverage. **For employees hired November 17, 2005 or later:** Any employee with a hire date of 11/17/05 or after is not eligible for this post-retirement benefit.

The City's obligation under any of these programs is to purchase and continue to make premium payments on the insurance policies. No claim may be made against the City as a result of denial of benefits by the insurance carrier.