

RESOLUTION NO. 08/09-14

BEFORE THE CITY COUNCIL OF THE CITY OF DAYTON
SITTING FOR THE TRANSACTION OF CITY BUSINESS

Title: A Resolution Adopting Amendment #1 to the City of Dayton Employee Handbook

WHEREAS, on December 6, 2004, the Dayton City Council adopted a City of Dayton Employee Handbook which became effective on January 1, 2005; and

WHEREAS, the purpose of the Handbook is to communicate with employees about the City's expectations for employees and to answer questions about basic employment issues; and

WHEREAS, the need for clarification of certain language, changes in City policy or state and federal law, and adoption of a new City Charter on March 8, 2005, make it necessary to make certain changes to the Handbook;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Dayton, Oregon:

- 1) **THAT** "Amendment #1 to City of Dayton Employee Handbook," (attached hereto as Exhibit A and by this reference incorporated herein) is hereby adopted; and
- 2) **THAT** this resolution shall become effective immediately upon adoption, as will the proposed changes with the exception of those that expressly state a different effective date.


ADOPTED this 2nd day of **September, 2008**.

In Favor Dickson, Evers, Webb, White

Opposed Hensley

Absent Blackburn

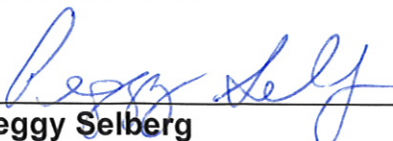
Abstained None



Jolie White, Mayor

 9/5/08
Date of Signing

ATTESTED BY:



Peggy Selberg
City Recorder

 9/2/08
Date of Enactment

Attachment - Exhibit A

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AMENDMENT #1 TO CITY OF DAYTON EMPLOYEE HANDBOOK

<u>Page #</u>	<u>Section</u>	<u>Description of Change</u>
1	Introduction	Correct Mayor name from “Jackie Brons” to “ Jolie White ”
3	2.2.2	Second line from top of page correct “oral” to “ aural ”
6	5.2	Add new Section 5.2.3: 5.2.3 Review the City of Dayton’s Policy on Use of City of Dayton Communications and Information Technology for a more detailed description of proper use of information technology.
12	5.20	Add new Section 5.20.6: 5.20.6 Review the City of Dayton’s Policy on Use of City of Dayton Communications and Information Technology for a more detailed description of proper use of information technology.
15	9.1	Change to read: 9.1 <u>Recognized Holidays:</u> The City observes the following holidays, as well as any other day designated a federal holiday for the President of the United States or a state holiday by the Governor, but not an observance or all national holidays. (No change to Holiday Chart)
16	10.2	Clarify the “Years Worked” column to read: 0 thru 5 yrs 6 thru 10 yrs 11 thru 15 yrs 16+ yrs
19	12.6	Correct first two sentences to read: The City provides group health insurance plans covering medical, dental, vision and prescription drugs for regular full-time employees who are regularly scheduled to work at least 20 hours per week. Under

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<u>Page #</u>	<u>Section</u>	<u>Description of Change</u>
		these plans, the City and eligible employees share in the costs of coverage of the employee, employee and one dependent, and employee plus two or more dependents. The ratio of sharing in costs shall be stated each year when Council approves the employee compensation package.
		Last two sentences remain the same.
20	13.2	Change last sentence to read: <u>Supplemental Insurance:</u> The City offers several supplemental insurance programs paid by employees. Please contact the City Recorder for additional information.
25	13.13	Change number to "13.14" and add new Section 13.13: <u>Domestic Violence Victim Leave</u> 13.13.1 If an eligible employee is a victim of domestic violence, sexual assault, or stalking or is the parent or guardian of a minor child or dependent who is the victim of domestic violence, sexual assault of stalking, an employee may be granted a leave of absence with pay not to exceed three business days. 13.13.2 The City Manager may grant an unpaid leave of absence to an eligible employee who is the victim of domestic violence, sexual assault, or stalking or is the parent or guardian of a minor child or dependent who is the victim of domestic violence, sexual assault of stalking. The employee's leave of absence may be limited if the City Manager finds that the employee's proposed absence will cause an undue hardship to the City. 13.13.3 "Eligible employee" is an employee who worked an average of more than 25 hours per week for the City at least 180 days immediately before the date the employee takes leave.
	Previous 13.14	Change numbering to "13.15"

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<u>Page #</u>	<u>Section</u>	<u>Description of Change</u>
	Previous 13.15	Change numbering to "13.16"
	14.0	Insert the following after the end of the third sentence: Employees are also expected to read and abide by the City's adopted Safety Plan.
	14.1	Change policy from "Smoke Free Work Environment" to "Tobacco Free Work Environment." Wherever the word "smoke" appears in this section, replace with "tobacco" Second sentence: Add the following at beginning of sentence: "Effective January 1, 2009,...."
32	16.9.1	Line 2 change "review" to "reconsider" Last sentence change "Council" to "Manager."
	16.9.2	Delete entire section. City Charter assigns responsibilities for employees solely to the City Manager. (This excludes the City Manager contract.)
	16.10.1	Change first sentence to read: Generally, a satisfactory solution to workplace problems can be worked out if the employee's supervisor and the City Manager knows about the problem. (All other language in section remains the same)
33	17.5.1	Insert "and other charter officials" after "City Manager"

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<u>Page #</u>	<u>Section</u>	<u>Description of Change</u>
34	Employee Handbook Acknowledgment of Receipt	<p>Paragraph 1, second line: Replace "January 1, 2005" with the date Council adopts the changes</p> <p>Paragraph 4, first line: Replace "Council" with "Manager"</p> <p>Paragraph 4, last line: Delete "Mayor" and replace with "City Manager"</p>