

City Council Work Session
Monday October 17, 2022, 4:30 PM
Siletz City Hall -215 W. Buford Ave.

Present: Mayor Worman, T. Retasket, M. Cummiskey, S. Trachsel
Staff: City Recorder B. Chestler
Guest: Pamela Bowles CIS HR Consultant

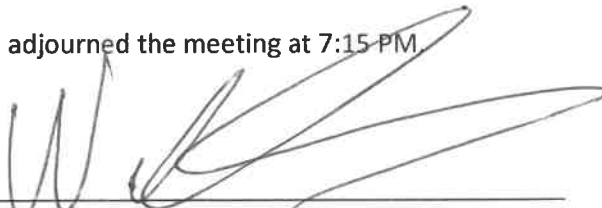
1. Call Meeting to Order and Establish a Quorum

Mayor Worman called the meeting to order at 4:30 PM and established a quorum.

2. Employee Handbook

The Human Resources Consultant from the city's insurance company, Citycounty Insurance Services (CIS) Pamela Bowles made introductions. She advised she was contacted by Recorder Chestler regarding creating a new employee handbook, as the city had not updated their handbook since 2016 and much of it was outdated and did not comply with Oregon Laws. Pam told council that our current handbook was more about procedures than policies and created promises to the employees - and in some instances - the current handbook gave rights to the employees that they do not have as we do not have a collective bargaining unit. She suggested that the city should work on an operations and procedural manual as a separate document. Pam went through the current handbook as a quick overview and addressed what was suggested being removed from each section. Then she went through each section of the proposed handbook and reviewed what the changes to Oregon Employment Laws were and explained what those changes meant to the city and gave examples where she could of how it applied. Discussed was protected classes, Oregon Family Medical Leave Act, bullying, harassment, at will employment, exempt and non-exempt employees. Suggested for the new handbook: Council should address who the contacts will be for questions throughout the handbook, determine if the city wants to name the EAP, revisit the classification of employees, renaming probationary period to introductory or trial service, address the compensatory time, vacation time caps, how office closures will be disseminated, reallocating the premises as smoke free and readdress when a class is not benefits illegible. For wage and hour questions Pam suggested writing our operations and procedures then submitting it to the Bureau of Labor and Industries (BOLI) and they will weigh in if it meets current laws. She stated that they would not make recommendations but offer best legal practices. Pam offered her business cards to everyone and stated she is available for questions and would assist us as needed to complete the handbook but reminded everyone she does not deal with wage and hour issues, that is BOLI.

There being no further discussion Mayor Worman adjourned the meeting at 7:15 PM.



Mayor Will Worman

ATTEST:



City Recorder Barbara Chestler