



CITY OF SILETZ

AGENDA

Meeting: City Council Work Session
Date: Monday, January 08, 2024
Time: 5:30 PM
Location: Council Chambers, City Hall

1. Call Meeting to Order and Establish a Quorum
2. Rate Study Review
 - Alternative 1
 - Alternative 2
 - Alternative 3
3. Employee Handbook Review
4. Job Classification and Wage Range: Administrative Assistant General/Clerk of Court
5. Planning: Year in Review and Planning for 2024
6. The City Council may convene into an Open Session and act on any of the above work session agenda items in accordance with Oregon Public Meetings Laws
7. Adjournment

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Meeting ID: 986 4090 3452

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Meeting ID: 986 4090 3452

Passcode: 859885

Rate Study Review

Barbara Chestler

From: Dessa Wells <DWells@rcac.org>
Sent: Friday, December 22, 2023 1:41 PM
To: Barbara Chestler
Cc: Jason Carman; Worman, William K
Subject: RE: Rate Study

Good Afternoon, Barbara,

In Rate Alternative 1

The base rate for all connections is based on their portion of the fixed expenses that the water system has, and the water allotted with the base rate. The fixed expenses include infrastructure maintenance and replacement. In this alternative, the base rate for the mobile home park and CTSI was reduced by 1.5% due to the fact that the city does not maintain infrastructure beyond the city meters associated with these accounts.

In your example of the 133 served beyond the city meter, the base rate would be $\$34.42 \times 133 = \$4,577.86$ per month plus the inclining rate for usage.

In Rate Alternative 2

The base rates are still set to recover the fixed expenses based on meter sizes. The mobile home park and CTSI are considered wholesale customers since they are purchasing water to resale to their customers. They will not be charged for the connections beyond the city's meters.

In your example of the 133 served beyond the city meter, the base rate would be \$480.84 per month plus \$4 per 1,000 gallons for usage. For this account, the average usage that we have is $959,644.3 \times \$4 = \$3,838.48$.

In Rate Alternative 3

The base rate for all connections is based on their portion of the fixed expenses that the water system has. There is no water allotted with this alternative.

In your example of the 133 served beyond the city meter, the base rate would be $\$33.65 \times 133 = \$4,475.45$ per month plus the inclining rate for usage.

Does this answer your question? If you like we can set up a time to discuss this further.

Respectfully,

DESSA WELLS

RCAC | Environmental

Assistant Field Manager | Washington & Oregon

360-558-2150 (cell)

RCAC is an equal opportunity provider, employer, and lender

City of Siletz Billing for Rate Alternatives

Alternative 1

City Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 2063.1	5/8	\$51.48	5,160	\$2.01	\$ 10.37	\$61.85	\$68.00

CTSI Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 1029.1	1	\$ 137.68	130	\$ 2.01	\$0.26	\$137.94	\$ 169.00

Alternative 2

City Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 2063.1	5/8	\$ 51.48	5160	2.01	\$ 10.37	\$ 61.85	\$ 68.00

CTSI Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 1029.1	1	\$ 48.05	130	\$ 4.00	\$ 0.52	\$ 48.57	\$ 169.00

Alternative 3

City Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 2063.1	5/8	\$ 50.48	6160	1.54	\$ 9.49	\$ 59.97	\$ 68.00

CTSI Customer	Meter Size	Base Rate	Usage in gallons	Usage Rate	Usage Total	Total Bill	2022 Billing
Acct. 1029.1	1	\$ 134.60	4130	\$ 1.54	\$ 6.36	\$140.96	\$ 169.00

*See the following page for 2022 bills

City of Siletz Billing for Rate Alternatives

CITY OF SILETZ AFTER HOURS CALL 265-4231		PLEASE RETURN THIS PORTION WITH PAYMENT		MAIL U.S. POSTAGE PAID PERMIT No. 1	
SERVICE ADDRESS		CITY OF SILETZ P.O. BOX 318 • SILETZ, OR 97380			
Swan Ave SE 198		BILLS DUE AND PAYABLE ON 1ST OF EACH MONTH. DELINQUENT ON THE 10TH OF MONTH			
METER READINGS		CONSUMPTION	BILLING DATE	DUE DATE	
PRESENT	PREVIOUS		11/30/2022	12/10/2022	
966,180	960,020	6,160	BILLING PERIOD		
			11/1/2022 to 11/30/2022		
Water	\$42.00	ACCOUNT NUMBER		BALANCE DUE	
Water Use	\$26.00	2063.1		\$267.00	
Sewer	\$69.00				
St. light	\$3.00				
Total Current Charges	\$140.00				
Previous Balance	\$127.00				
Grand Total	\$267.00				
		JENNIFER METCALF P.O. BOX 403 SILETZ OR 97380			
Due Date: 12/10/2022					
Account Number: 2063.1					

CITY OF SILETZ AFTER HOURS CALL 265-4231		PLEASE RETURN THIS PORTION WITH PAYMENT		FIRST CLASS MAIL U.S. POSTAGE PAID PERMIT No. 1	
SERVICE ADDRESS		CITY OF SILETZ P.O. BOX 318 • SILETZ, OR 97380			
Gaither ST S 254-260		BILLS DUE AND PAYABLE ON 1ST OF EACH MONTH. DELINQUENT ON THE 10TH OF MONTH			
METER READINGS		CONSUMPTION	BILLING DATE	DUE DATE	
PRESENT	PREVIOUS		11/30/2022	12/10/2022	
5,700,470	5,696,340	4,130	BILLING PERIOD		
			11/1/2022 to 11/30/2022		
Water	\$168.00	ACCOUNT NUMBER		BALANCE DUE	
Water Use	\$1.00	1029.1		\$388.00	
Sewer	\$216.00				
St. light	\$3.00				
Total Current Charges	\$388.00				
Grand Total	\$388.00				
		APARTMENTS - CTSI P.O. BOX 549 SILETZ OR 97380			
Due Date: 12/10/2022					
Account Number: 1029.1					



Corporate Office:
3120 Freeboard Drive, Suite 201
West Sacramento, CA 95691
(916) 447-2854 • Fax (916) 447-2878



Welcome to the
City of Siletz, Oregon
a "Fisherman's Paradise"

Drinking Water Rate Analysis

**Rural Community
Assistance Corporation**

Serving Rural Communities In: Alaska • Arizona • California • Colorado • Hawaii & other Pacific Islands
Idaho • Montana • Nevada • New Mexico • Oregon • Utah • Washington • Wyoming

The City of Siletz commissioned a drinking water rate analysis after seeking funding for a wastewater plant upgrade. As the City of Siletz looks forward to potentially taking on debt, the city wants to ensure that the drinking water rates are fair and equitable across its customer base while maintaining sustainability.

Current Rate Structure:

Customer Class	Base Rate (includes 1000 gallons)	
Inside City Residential	\$	42.00
CTSI	\$	42.00
Commercial	\$	42.00
Outside City Residential	\$	84.00
School	\$	462.00
Usage Rate	\$	0.50 per 100 gallons
Outside city usage rate	\$	1.00 per 100 gallons

Existing Reserves	Amount	
Debt Reserve	\$ 61,100.00	As per lending agreement(s)
Operating Reserve	\$ 45,000.00	Often in Checking Account
Emergency Reserve	\$ 100,000.00	Often in Savings Account
Capital Reserve	\$ 1,936,000.00	Mostly in CDs or other investments
Total	\$ 2,142,100.00	

Reserve Targets	Amount	Make Up Period	First Year Reserve Addition	Excess funds to be transfer to CIP
Debt Reserve	\$ 61,100.00		\$ -	\$ -
Operating Reserve	\$ 43,178.46		\$ -	\$ 1,821.54
Emergency Reserve	\$ 100,000.00		\$ -	\$ -
Available for Capital Reserve	\$ 1,937,821.54			

Current rate performance:

	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$ (282,706.13)	\$ (161,015.65)	\$ 427,710.90	\$ 482,631.36	\$ 502,625.15	\$ 969,245.64
TOTAL REVENUE	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 2,730,784.49
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 828,863.02	\$ 707,172.55	\$ 118,446.00	\$ 63,525.53	\$ 43,531.75	\$ 1,761,538.85
NET CASH FLOW (Contribution to Reserves)	\$ 127,933.84	\$ 110,202.58	\$ 80,711.48	\$ 32,785.93	\$ 12,792.14	\$ 364,425.97
Affordability	1.10%	1.10%	1.10%	1.10%	1.10%	

**Affordability is based on Inside City Residential Customer Class*

Findings from current customer data:

- True customer base is 711
- Customer classification should promote fairness
- Rates structure should be easy to administer, explain, and understand

Rate Alternative 1:

In this alternative, customer classes have been established using the current billing structure. The Base rates are set to recover the fixed expenses that the water system incurs. They are distributed fairly and equitably across the customer classes. Implementing American Water Works (AWWA) Principles of Water Rates recommendations for establishing meter size ratios for the base rate. For the outside-city residential customers, a 1.5 multiplier has been added in accordance with the AWWA differential approach to establish rates for outside-city customers to recover the cost of supplying services and maintenance associated with the demand of serving customers outside the city limits.

The RV Park has been added to the commercial customer class.

The base rate associated with CTSI and the mobile home park has been reduced by 1.5 due to the fact that the city does not maintain infrastructure beyond the city meters associated with these accounts.

Customer Class	Base Rate (includes 1,000 gallons)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
CTSI	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42
Commercial	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
Outside City Residential	\$ 77.22	\$ 84.94	\$ 108.11	\$ 139.00	\$ 223.94	\$ 1,081.08	\$ 1,621.62
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00
Mobile Home Park	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42	\$ 34.42

The usage rates have been converted to charge per 1,000 gallons and they are tiered and structured to support the conservation of water usage.

Customer Class	Usage Rate per 1,000 gallons			
	1,001-8,000	8,001-22,000	22,01-30,000	30,001 +
Inside City Residential	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
CTSI	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Commercial	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Outside City Residential	\$ 3.02	\$ 5.09	\$ 5.50	\$ 5.50
School	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Mobile Home Park	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50

While the base rate has increased for the inside city residential and commercial users, their water usage rates have decreased noticeably. Under the current rate structure, the usage rate is \$5.00 per 1,000 gallons.

In this alternative, the base rate is set to increase by 6% annually, while the usage rate is set to increase by 2%.

This rate alternative is considered affordable for the water system’s customers, not surpassing the 2.5% affordability factor recommended by the American Water Works Association.

How Rate Alternative 1 will perform:

Results of the new rates	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$ (288,435.92)	\$ (166,843.48)	\$ 422,110.45	\$ 476,586.04	\$ 496,389.68	\$ 939,806.77
TOTAL REVENUE	\$ 469,773.22	\$ 495,261.43	\$ 522,224.98	\$ 550,751.29	\$ 580,933.04	\$ 2,618,943.96
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 758,209.13	\$ 662,104.92	\$ 100,114.53	\$ 74,165.25	\$ 84,543.36	\$ 1,679,137.19
NET CASH FLOW (Contribution to Reserves)	\$ 54,835.18	\$ 62,760.77	\$ 60,620.95	\$ 41,675.73	\$ 52,053.84	\$ 271,946.47
Affordability	1.4%	1.20%	1.27%	1.34%	1.41%	

**Affordability is based on Inside City Residential Customer Class*

Rate Alternative 2:

In this rate alternative, the base rate associated with CTSI and the mobile home park has been converted to reflect these connections as wholesale customers since they purchase water for resale to their own customers. They will only be charged for the city’s meter connection, not the connections on the CTSI or mobile home park distribution lines, meaning that the current billing structure will need to be revised for this alternative.

Customer Class	Base Rate (includes 1,000 gallons)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
Wholesale	\$ 34.32	\$ 37.75	\$ 48.05	\$ 61.78	\$ 99.53	\$ 480.48	\$ 720.72
Commercial	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
Outside City Residential	\$ 77.22	\$ 84.94	\$ 108.11	\$ 139.00	\$ 223.94	\$ 1,081.08	\$ 1,621.62
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00

The usage rate for residential, commercial, and school are tiered as it is in the 1st rate alternative.

The wholesale usage rate is set at \$4.00 per 1,000 gallons.

Customer Class	Usage Rate per 1,000 gallons			
	1,001-8,000	8,001-22,000	22,01-30,000	30,001 +
Inside City Residential	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Commercial	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Outside City Residential	\$ 3.02	\$ 5.09	\$ 5.50	\$ 5.50
School	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Wholesale	\$ 4.00	per 1,000 gallons		

Rate Alternative 2 Performance:

In this rate alternative, the base rate is set to increase annually at 6% while the usage rate increases by 2%.

This rate alternative is also considered affordable for the water system’s customers.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5
Base		6.00%	6.00%	6.00%	6.00%
Usage		2.00%	2.00%	2.00%	2.00%

Results of the new rates	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$ (288,435.92)	\$ (166,843.48)	\$ 422,110.45	\$ 476,586.04	\$ 496,389.68	\$ 939,806.77
TOTAL REVENUE	\$ 445,066.41	\$ 467,079.54	\$ 490,319.64	\$ 514,858.45	\$ 540,771.99	\$ 2,458,096.04
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 733,502.33	\$ 633,923.03	\$ 68,209.19	\$ 38,272.42	\$ 44,382.30	\$ 1,518,289.27
NET CASH FLOW (Contribution to Reserves)	\$ 30,128.38	\$ 34,578.88	\$ 28,715.62	\$ 5,782.89	\$ 11,892.78	\$ 111,098.55
Affordability	1.17%	1.23%	1.30%	1.37%	1.44%	

**Affordability is based on Inside City Residential Customer Class*

Rate Alternative 3:

In rate alternative 3, the RV park and mobile home park were converted to the commercial customer classification.

To allow the City of Siletz to work more progressively toward full-cost pricing for providing water service, the water allotment of 1,000 gallons has been removed from the base rate. The current billing structure can be utilized for this alternative.

Customer Class	Base Rate (without water allotment)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 50.48	\$ 55.53	\$ 70.67	\$ 90.86	\$ 146.39	\$ 706.72	\$ 1,060.08
CTSI	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65
Commercial	\$ 50.48	\$ 55.53	\$ 70.67	\$ 90.86	\$ 146.39	\$ 706.72	\$ 1,060.08
Outside City Residential	\$ 75.72	\$ 83.18	\$ 105.87	\$ 136.12	\$ 219.30	\$ 1,058.68	\$ 1,588.68
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00

The usage rates are tiered to promote water conservation and full-cost pricing for water usage.

Customer Class	Usage Rate per 1,000 gallons			
	0-8,000	8,001-22,000	22,001-30,000	30,001 +
Inside City Residential	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50
Commercial	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50
Outside City Residential	\$ 2.31	\$ 3.02	\$ 5.09	\$ 8.25
School	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50

Rate Alternative 3 Performance:

In this rate alternative, the base rate is set to increase annually at 6% while the usage rate increases by 2%.

This rate alternative is also considered affordable for the water system’s customers.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5	
Base		6.00%	6.00%	6.00%	6.00%	
Usage		2.00%	2.00%	2.00%	2.00%	
Results of the new rates		2023	2024	2025	2026	2027 5 Years
TOTAL EXPENSES		-\$282,706	-\$161,016	\$427,711	\$482,631	\$502,805
TOTAL REVENUE		\$580,153	\$611,582	\$644,829	\$680,002	\$717,215
NET LOSS OR GAIN: (Short/Over to Reserves)		\$862,860	\$772,598	\$217,118	\$197,371	\$214,410
NET CASH FLOW (Contribution to Reserves)		\$161,930	\$175,628	\$179,384	\$166,631	\$183,670
Affordability		1.15%	1.21%	1.28%	1.35%	1.43%

Conclusion:

All three rate alternatives will produce revenue that will sufficiently cover the cost of providing drinking water service to its customers including debt service, while setting aside operating, emergency, and capital improvement reserves. Each alternative is under the 2.5% affordability factor that the American Water Works Association suggests as affordable.

Each alternative promotes fairness and equitability across the customer classes while promoting conservation.

However, while each alternative is compatible, Alternative 3 is the best approach to complete fairness, equitability, and full-cost pricing for providing drinking water service. This approach will help the City of Siletz to work progressively toward sustainability, allowing planning to be successful for many years to come. Alternative 3 implements an incremental rate increase annually to ease the burden on the customers from large rate increases. These incremental increases allow the city to set aside necessary reserves for the system's asset management and consider funding for Phase 1 of the system's upgrades while covering the cost of operating the water system. This planning is vital to maintain the quality, safety, and reliability of the drinking water system for current and future users.

Average Billing

Rate Alternative 1:

Select a customer class		Inside City Residential				Class #		1	
Average Bill Every M by Meter Size for the Inside City Residential Class									
Meter Size	Count	Meter Size	Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	387	5/8"	\$ 55.71	\$ 57.66	\$ 60.87	\$ 64.27	\$ 67.87	\$ 71.68	
Select a customer class		CTSI				Class #		2	
Average Bill Every M by Meter Size for the CTSI Class									
Meter Size	Count	Meter Size	Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	11	5/8"	\$ 43.56	\$ 35.08	\$ 37.16	\$ 39.36	\$ 41.69	\$ 44.17	
0.75	0	3/4"							
1	8	1"	\$ 49.23	\$ 37.43	\$ 39.55	\$ 41.80	\$ 44.18	\$ 46.71	
1.5	1	1.5"	\$ 44.10	\$ 35.29	\$ 37.37	\$ 39.58	\$ 41.92	\$ 44.40	
2	0	2"							
4	139	4"	\$ 72.31	\$ 46.89	\$ 49.20	\$ 51.65	\$ 54.23	\$ 56.95	
6	46	6"	\$ 69.65	\$ 45.80	\$ 48.09	\$ 50.51	\$ 53.07	\$ 55.77	

Rate Alternative 2:

Average Bill Every M by Meter Size for the Inside City Residential Class									
Meter Size	Count	Meter Size	Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	375	5/8"	\$ 56.21	\$ 59.17	\$ 62.41	\$ 65.84	\$ 69.47	\$ 73.31	
Select a customer class		Wholesale				Class #		2	
Average Bill Every M by Meter Size for the Wholesale Class									
Meter Size	Count	Meter Size	Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	6	5/8"	\$ 50.63	\$ 43.38	\$ 45.62	\$ 47.99	\$ 50.49	\$ 53.14	
0.75	0	3/4"							
1	2	1"	\$ 85.93	\$ 87.98	\$ 91.66	\$ 95.53	\$ 99.60	\$ 103.88	
1.5	1	1.5"	\$ 44.10	\$ 64.23	\$ 67.98	\$ 71.96	\$ 76.18	\$ 80.64	
2	1	2"	\$ 1,216.49	\$ 1,061.99	\$ 1,087.21	\$ 1,113.17	\$ 1,139.91	\$ 1,167.45	
4	3	4"	\$ 1,673.09	\$ 1,815.50	\$ 1,871.03	\$ 1,928.83	\$ 1,989.00	\$ 2,051.67	
6	3	6"	\$ 537.58	\$ 1,128.06	\$ 1,179.45	\$ 1,233.60	\$ 1,290.66	\$ 1,350.81	

Rate Alternative 3:

Select a customer class **Inside City Residential** Class # 1

Average Bill Every M by Meter Size for the Inside City Residential Class

Meter Size	Count	Meter Size Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	387	5/8"	\$ 55.71	\$ 58.47	\$ 61.66	\$ 65.03	\$ 68.60	\$ 72.38

Select a customer class **CTSI** Class # 2

Average Bill Every M by Meter Size for the CTSI Class

Meter Size	Count	Meter Size Current	Year 1	Year 2	Year 3	Year 4	Year 5	
0.625	11	5/8"	\$ 43.56	\$ 35.79	\$ 37.86	\$ 40.04	\$ 42.35	\$ 44.80
0.75	0	3/4"						
1	8	1"	\$ 49.23	\$ 38.67	\$ 40.79	\$ 43.03	\$ 45.40	\$ 47.91
1.5	1	1.5"	\$ 44.10	\$ 34.88	\$ 36.93	\$ 39.09	\$ 41.38	\$ 43.82
2	0	2"						
4	139	4"	\$ 72.31	\$ 48.43	\$ 50.74	\$ 53.19	\$ 55.76	\$ 58.48
6	46	6"	\$ 69.65	\$ 47.67	\$ 49.97	\$ 52.39	\$ 54.95	\$ 57.66

City of Siletz working council meeting follow-up

How CTIS is currently being billed:

In this sample bill, CTIS is currently being charged 4 individual base rates for this single city meter connection.

CITY OF SILETZ
AFTER HOURS
CALL 266-4231

PLEASE RETURN THIS PORTION WITH PAYMENT

CITY OF SILETZ
P.O. BOX 318 • SILETZ, OR 97380

5,700,470 5,698,340 4,130

Water **\$168.00**

Water Use \$1.00

Sewer \$216.00

Slight \$3.00

Total Current Charges \$388.00

Grand Total \$388.00

APARTMENTS - CTIS
P.O. BOX 549
SILETZ OR 97380

Due Date: 12/10/2022
Account Number 1029.1

American Water Works Association meter ratio recommendations:

Meter Size. in.	Equivalent Meter Size Ratios Based on Investment
5/8	1.0
3/4	1.1
1	1.4
1 1/2	1.8
2	2.9
3	11.0
4	14.0
6	21.0
8	29.0

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Outside city customer 1.5 multiplier differential rate charge:

Rate Differential Approach

For many years in the United States, utilities have simply applied a *multiplier* to the retail rate schedule for inside-city (owner) customers to establish the rates applicable to outside-city (nonowner) customers (e.g., inside-city rate × 1.5 multiplier = outside-city rate).

City of Siletz working council meeting follow-up

Siletz fixed expense determination:

The amount of \$ 429,450 was determined to be the fixed expenses for Siletz when adding in the upgrades for phase one of improvements to the existing expenses.

Barbara Chestler

From: Dessa Wells <DWells@rcac.org>
Sent: Tuesday, January 2, 2024 1:53 PM
To: Barbara Chestler; Worman, William K
Subject: RE: Rate Study

Good Afternoon, Mayor Worman, and Ms. Barbara,
Happy New Year!

Please see my answers below in red to your questions.

Dessa,

Trying to under the base rate for all connections being based on their portion of the fixed expenses that the water system has. Where are those figures shown. Did it come from what our expenses were that we gave your from our accounting software? What is the equation?

We calculated the fixed expenses by combining the financial information that you provided with the asset management that we obtained by creating the asset inventory and including the improvements recommended in the Master Plan. The asset mgmt. calculates future replacement for the components of the system. In years 2023 and 2024 the system would be relying on reserves to cover these expenses, so the amount that was used is \$422,110.45.

Results of the new rates	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$ (288,435.92)	\$ (166,843.48)	\$ 422,110.45	\$ 476,586.04	\$ 496,389.68	\$ 939,810.07
TOTAL REVENUE	\$ 445,066.41	\$ 467,079.54	\$ 490,319.64	\$ 514,858.45	\$ 540,771.99	\$ 2,458,006.07
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 733,502.33	\$ 633,923.03	\$ 68,209.19	\$ 38,272.42	\$ 44,382.30	\$ 1,518,216.30
NET CASH FLOW (Contribution to Reserves)	\$ 30,128.38	\$ 34,578.88	\$ 28,715.62	\$ 5,782.89	\$ 11,892.78	\$ 111,098.55
Affordability	1.17%	1.23%	1.30%	1.37%	1.44%	

In Alternative two,

I do not understand where the Base Rate for the CTSI Customer came from.

In this alternative, both the mobile home park and CTSI are classified as "Wholesale" customers. A wholesale customer is a customer of a system that is supplied water to through a master meter that is going to resale that water to another customer group. In this case, the mobile home park and CTSI are purchasing water from the city to resale that water to the residents within their service area. Their service area is where they maintain and are responsible for the infrastructure. The principle in establishing rates for wholesale customers is to have a base rate that covers their share of the fixed expenses; however, the usage rate is set higher to recover the costs associated with the demand put on the city's system.

Customer Class	Base Rate (includes 1,000 gallons)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,010.00
Wholesale	\$ 34.32	\$ 37.75	\$ 48.05	\$ 61.78	\$ 99.53	\$ 480.48	\$ 720.71
Commercial	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,010.00
Outside City Residential	\$ 77.22	\$ 84.94	\$ 108.11	\$ 139.00	\$ 223.94	\$ 1,081.08	\$ 1,621.62
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00

Customer Class	Usage Rate per 1,000 gallons			
	1,001-8,000	8,001-22,000	22,01-30,000	30,001 +
Inside City Residential	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Commercial	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50
Outside City Residential	\$ 3.02	\$ 5.09	\$ 5.50	\$ 5.50
School	\$ 2.01	\$ 3.39	\$ 5.50	\$ 5.50

Wholesale	\$ 4.00	per 1,000 gallons	←
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I hope you found these answers helpful. Please let me know if you need more information.

Respectfully,

DESSA WELLS

RCAC | Environmental

Assistant Field Manager | Washington & Oregon

360-558-2150 (cell)

RCAC is an equal opportunity provider, employer, and lender



RCAC is the Environmental Finance Center for AK, ID, OR and WA

Employee Handbook Review

City of Siletz Employee Handbook

Siletz, Lincoln County Oregon



JANUARY 2024

Welcome!

Welcome to the City of Siletz; we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City of Siletz, you will become a productive and successful member of the City of Siletz's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Siletz and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Siletz with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Siletz that are inconsistent with its provisions.

This handbook does not create a contract of employment between the City of Siletz and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at the City of Siletz is "at will." That means that either you or the City of Siletz may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a written contract of employment). No supervisor, manager, or representative of the City of Siletz other than the mayor and human resources committee has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook unless the change or deviation is put in writing and signed by the City of Siletz.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook or any policies that are issued after the handbook, please ask the City Recorder.

Sincerely,

William "Will" Worman

Mayor

City of Siletz

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I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Management, elected officials, and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with Human Resources at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City of Siletz provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Siletz also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

The City of Siletz's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The City of Siletz supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Siletz pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Recorder.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

The City of Siletz prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City of Siletz prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether

others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Siletz–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Siletz’s employees. **Such harassment is prohibited whether committed by City of Siletz employees or by non-employees (including elected officials, members of the community, volunteers, interns, and vendors).**

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Siletz policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;

- Displaying racist symbols anywhere on City of Siletz property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the City Recorder or the Mayor. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Siletz's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Siletz will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Siletz's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Siletz cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Siletz, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused them harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

The City of Siletz prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has

reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the City Recorder or Mayor. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See *also* the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Siletz provides an Employee Assistance Program (EAP) through Cascade Centers to employees and dependents who are enrolled in the City of Siletz's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to www.cascadecenters.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Siletz cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

The City of Siletz is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Siletz to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Siletz regarding their experience and/or employment status, the employee should contact the City Recorder. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Siletz and employee do reach an agreement, the City of Siletz will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Siletz or making comments that would lower the City of Siletz in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Siletz and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

City of Siletz strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Siletz, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred, City of Siletz will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

Accommodations

City of Siletz will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of the City of Siletz.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City of Siletz) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Siletz, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the City Recorder and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City of Siletz and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the City Recorder to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Siletz will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Siletz's operations.

Although this policy refers to "employees," the City of Siletz will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the City Recorder and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Siletz and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Siletz and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Siletz prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Siletz; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Siletz. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Siletz to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law.

G. Reporting Improper or Unlawful Conduct — No Retaliation

Employees may report concerns about the City of Siletz's compliance with any law, regulation, or policy using one of the methods identified in this policy. The City of Siletz will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Siletz;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Siletz; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Siletz will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

In addition to the City of Siletz's Open-Door Policy employees who wish to report improper or unlawful conduct should first talk to their lead. If you are not comfortable speaking with your lead, or you are not satisfied with your lead's response, you are encouraged to speak with the City Recorder. Leads are required to inform the City Recorder about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Siletz were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Siletz's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Siletz; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Siletz will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes they are disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Siletz policy).

In addition, the City of Siletz prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Siletz employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Siletz may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Siletz determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Classification and Compensation

A. Probationary Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Siletz, are hired into a probationary training period that generally lasts no less than 180 days. The Probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the

Probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Siletz meets your expectations of an employer.

At or before the end of the probationary period, a decision about your employment status will be made. The City of Siletz will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and City of Siletz may terminate the employment relationship during the Probationary period for any lawful reason. Further, completion of the Probationary period or continuation of employment after the probationary period does not entitle you to remain employed by City of Siletz for any definite period of time. Both you and City of Siletz are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

City of Siletz classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in City of Siletz's benefit programs.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits except those mandated by applicable law.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Siletz rules and procedures.

C. The Workweek

The workweek is a seven-day work period. Typically, business hours are from Monday through Friday, 8:00 a.m. through 5:00 p.m.

D. Meal Periods and Rest Breaks

Non-exempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break

should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that City of Siletz may pay the employee for that work or request the supervisor to adjust that work day.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact the City Recorder.

Length of Work Period	Requirement	
	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1

E. Pay Plan

The City had adopted a pay scale for all positions in the City. The pay scale shall be reviewed annually by the City Council. The pay scale includes each classification, a minimum and maximum rate of pay, and such intermediate rates as are considered necessary and equitable. Flat and hourly rates may be used in place of monthly salary ranges when appropriate.

Cost of living adjustments reflected in a percentage increase to the pay plan base may be considered from time to time at the discretion of City Council

Each classification shall have a minimum and maximum salary range set forth in the pay scale, which shall contain all classifications, each having incremental steps with a differential between each step. The salary range assigned to each classification shall

be such as to equitably reflect the differences in the responsibilities and duties between it and other classifications, taking into account salary rates, benefits paid, and other relevant factors.

The City Recorder is responsible for maintaining and administering the pay scale. It is the policy of the City that every department use the pay scale in the same manner. A copy of the pay scale will be maintained in City Hall as a matter of public record.

The rate of pay for temporary employees shall be at least the higher of state or federal minimum wage and will be set by the City Council to attract qualified personnel. Employees classified as temporary shall not be eligible for City sponsored medical/dental and retirement (SEP plan) benefits.

Regular employees are hired on a monthly salary. Full Time Employees (FTE) is defined as working 40 hours per week. Full Time Employees receive all benefits, unless special provisions are made between the City Council, the City Attorney and the Employee. Employees who work under 40 hours/week will have their benefits pro-rated.

F. Classification Plan

The City classification plan includes titles, specific job descriptions including duties, distinguishing features, key performance areas, supervision received/exercised, knowledge, skills and abilities required, essential functions, mental aptitudes, basic acuities, experience/training and minimum qualifications. All positions with similar work and responsibilities are assigned to a single classification title.

Class specifications are descriptive and not restrictive and are intended to indicate the kinds of duties that may be assigned to any classification, while providing supervisors the flexibility of making daily work assignments.

A copy of the approved classification plan for each position will be maintained in City Hall as a matter of public record.

G. Change of Classification

Positions may be changed from one class to another, provided the minimum requirements of the job are met. The City may reclassify positions within the financial limitations of the current City budget using the following criteria:

- Positions are classified in a range and vacancies are filled at the established range.
- Merit increases within classification ranges will be granted in step increments only. Requests for increases must include a satisfactory performance rating for the employee and require the approval of the City Council
- Normally an employee will be appointed or reinstated at the entrance rate for the class.

- If an appointing power believes it is necessary to make an appointment or reinstatement above the entrance rate, authorization must be obtained from the City Recorder/Mayor before the effective date of hire and prior to the offer of employment. A written explanation for the higher rate of pay must be prepared by the appointing power and presented to the City Recorder/Mayor.
- The City Recorder / Mayor will consider the qualifications of the candidate, availability of applicants and salary relationship with other similar positions in ruling on the request. An employee may also request of the supervisor that their position be reviewed to determine whether it is properly classified. The City Recorder will make the necessary investigation of any such request.
- Any proposed changes in job classification will be documented in written form and presented to the City Council for approval.

H. Salary Increases

As needed, the City shall analyze compensation policies, cost of living, fluctuations in the personnel requirements of the City, and salary range for each position classification, to determine whether adjustments should be made in compensation, either generally or in specific position classifications.

Increases will not be automatic but are based on consideration of individual employee performance, job related educational achievement, disciplinary actions required, and annual evaluations which are reviewed and discussed with each employee, and maintained in the employee's permanent file.

I. Step Increments

The following criteria is considered when awarding a performance increase

- Value to the City because of additional skills, abilities, and productivity.
- Willingness to increase skills and abilities through on-the-job training and educational opportunities.
- Attitude, working relationships with others, punctuality, and good public relations
- An annual performance increase may be withheld providing that the employee shall have been previously notified either by an unsatisfactory annual evaluation or letter of reprimand, given at least 30 days prior to the end of the fiscal year, that such withholding action may be taken and shall become effective upon notice given by the City Council through the City Recorder.
- Such action may be appealed by a regular employee.

J. Non-Disciplinary Demotion

An employee demoted to a classification with a lower salary range than that previously assigned, provided such action was for other than disciplinary reasons, no decrease in

pay will occur, and the employee will be paid at his/her current salary rate (a redlined employee) until the new pay range increases to the employee's current level)

K. Reclassifications

An employee whose position is reclassified from one classification salary range to another shall be paid at the same rate for which they were paid in the previous classification salary range or the lowest step in the new salary range, provided such step in the new classification is higher.

L. Overtime

Time-and-a-Half

City of Siletz pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. See "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay. A work week that includes both regular time and paid leave time must not exceed 40 hours.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by City of Siletz on a particular job on a shift commencing on a day other than a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis. When work is assigned by the City of Siletz on a holiday it will be paid at time and half to non-exempt employees. Assignment will generally be in order of seniority to the employees.

When overtime is required by City of Siletz on a holiday, City of Siletz will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such holiday.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory (Comp) Time

Comp Time is provided only "when budgeted funds are not available to pay overtime, Maximum Accrual of Compensatory Time shall conform with the Fair Labor Standards Act (160 hours of work equals 240 hours of compensatory time); accrued for on-call and holiday must be used that fiscal year (June – July).

M. On-call -Public Works Employee

Public Works Employees shall be assigned to rotating on-call duty. Public Works employees shall be assigned to "on call" duty for seven consecutive days on a rotating basis. **On-call employees shall remain within thirty (30) minutes of response time and adhere to the drug and alcohol policy of the City.**

N. Timekeeping Requirements

Non-exempt employees must accurately record time worked on a timesheets for payroll purposes. Employees are required to record their own time at the beginning and end of each work period. Employees also must record their time whenever they leave the building for any reason other than City of Siletz business. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record their time may be subjected to discipline as well.

Salaried exempt employees also may be required to record their time on either a timecard or timesheet. These employees will be instructed separately on this process.

O. Employee-Incurred Expenses and Reimbursements

The City of Siletz will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Siletz will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on City of Siletz-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Siletz will reimburse/pay for are:

- *Conferences or Workshops:*
- *Education:*
- *Meals:*
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Siletz.

P. Payroll Policies

You will be paid twice a month. Pay periods run from the 11th through the 25th and the 26th through the 10th.

Paydays are generally the 15th and last working day of each month, for both non-exempt and exempt employees.

The City of Siletz does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account and employee will be given a statement regarding their pay and deductions.

The City of Siletz makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Siletz has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to the City Recorder. City of Siletz will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Siletz's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

Q. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify the City Recorder to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Direct Deposit/Bank Information;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.
- Garnishment ordered by the courts for child or spousal support.

Employees may not intentionally withhold information from City of Siletz about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City of Siletz may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

R. Performance Reviews

All City of Siletz employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and

discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

City of Siletz's goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Siletz will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Siletz business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via text message no later than 1/2 hour before the start of the employee's shift/workday. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of the City of Siletz to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date. For regular, full-time employees, vacation accrues as follows:

YEARS OF EMPLOYMENT

VACATION PERIOD

1 thru 5 years.....	96 hours or 12 days
6 thru 10 years.....	120 hours or 15 days
11 thru 15 years.....	144 hours or 18 days
16 or more years.....	168 hours or 21 days

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week. For example, a regular, part-time employee who usually works 20 hours per week would earn 40 hours of vacation upon completing their first year of service.

Vacation does accrue between employment anniversary dates and may not be taken until it is earned.

C. Sick Leave

The City of Siletz provides eligible employees with unpaid sick leave in accordance with Oregon's Paid Sick Leave Law. This policy is updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Recorder. Please also refer to the Oregon Sick Leave Law poster that is posted at City Hall and is incorporated here by reference.

Eligibility and Accrual of Sick Leave

Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment; paid sick leave may be used as it is accrued.

Employees accrue and may use up to 96 hours of unpaid sick leave per calendar year. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of service. Unpaid sick leave shall be taken in hourly increments.

Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek.

Carryover

Sick leave is meant to be used or carried over; any unused sick leave has no monetary value and will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Employees may carry over up to a maximum of 1040 hours of accrued and unused sick leave. Sick leave accrual is capped at 1040 hours.

Use of Sick Leave

Up to 360 hours of unpaid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
 - a. "family member" is defined as a spouse or domestic partner, child (biological, adopted, stepchild, or foster child), or spouse or domestic partner's child, or the child's spouse or domestic partner, parent (biological, adoptive, stepparent, foster parent or legal guardian), the parent of spouse or domestic partners, or parent's spouse or domestic partner, sibling or stepsibling or their spouse or domestic partner, grandparent or grandparent's spouse or domestic partner, grandchild or grandchild's spouse or domestic partner, or any person connected to the employee like a family member. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
2. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
3. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Siletz. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with City of Siletz's call-in procedures. See Section III.A.

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the City of Siletz and our operations, City of Siletz may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City of Siletz may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Sick Leave Abuse

If City of Siletz suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, City of Siletz may require documentation from a healthcare provider of the need of the employee to use sick time, regardless of whether the employee has used sick time for more than three consecutive days. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays and Floating Holidays

City of Siletz recognizes eleven holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Personal Holiday
- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as a holiday. When an authorized holiday falls on an employee's regularly scheduled day off, the holiday "Sunday or Saturday" rule applies.

To be eligible for holiday pay, an employee must have worked their regularly scheduled hours the workday before and the workday after the holiday or have been in paid leave status.

Any hourly, non-exempt employee required to work on a holiday will receive payment or straight compensation time for the hours worked.

Personal Day

Employees may select one additional day of with pay (known as "personal day") during a calendar year, on any day they choose. Typically, employees may not take more than one floating holiday in conjunction with consecutive vacation days.

Floating holidays may only be used in full-day increments; partial days are not allowed.

Employees must coordinate requests for floating holidays with their manager.

E. Family Medical Leave

Statement of No FMLA/OFLA Coverage

City of Siletz employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that City of Siletz will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

F. Leave Donation

The City of Siletz has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. A "medical emergency" is defined as a medical condition of the employee that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Please refer to the City of Siletz's Leave Donation Policy for additional guidelines.

Any City of Siletz employee who has worked at least six months in a benefits-eligible position is eligible to participate in the program as a recipient. Any employee who has sick, or vacation time available may participate in the program as a donor. Donations may be made between employees. The City of Siletz will keep donations confidential and donors will remain anonymous.

Employees seeking donated leave must provide the City of Siletz with medical verification of the need for the time off, which includes a certification of the employee's medical emergency and need for time off, and an estimated return-to-work date (if any).

Employees who receive donated leave may receive no more than 280 hours within a calendar year. Any paid sick leave not used by the recipient for the specified incident will be returned to the donor employee.

Employees may donate a minimum of 4 hours, up to a maximum of 80 hours of accrued leave in a calendar year.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to the City Recorder.

G. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to employees who have worked for City of Siletz for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is unpaid; it will be deducted from the employee's sick leave bank (as provided by Oregon law). "Family Member" family member" is defined as a spouse or domestic partner, child (biological, adopted, stepchild, or foster child), or spouse or domestic partner's child, or the child's spouse or domestic partner, parent (biological, adoptive, stepparent, foster parent or legal guardian), the parent of spouse or domestic partners, or parent's spouse or domestic partner, sibling or stepsibling or their spouse or domestic partner, grandparent or grandparent's spouse or domestic partner, grandchild or grandchild's spouse or domestic partner, or any person connected to the employee like a family member This leave will be administered in accordance with Oregon's sick leave law. Please see the City Recorder for more information.

H. Jury and Witness Duty

Jury Duty

City of Siletz will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay they receive, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to City of Siletz upon receipt.

Except for employee absences covered under City of Siletz's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available

vacation time to cover their absence from work. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

I. Religious Observances Leave and Accommodation Policy

The City of Siletz respects the sincerely held religious beliefs and observances of all employees. The City of Siletz will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on City of Siletz's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City Recorder, and may require the requesting employee to provide proof of the "sincerely held" religious belief

J. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to the City Recorder as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, City of Siletz may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

K. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Recorder as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. City of Siletz will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give City of Siletz notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on City of Siletz. Please contact the City Recorder immediately with requests for reasonable safety accommodations.

L. Military Leave

Employees who wish to serve in the military and take military leave should contact the City Recorder for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact the City Recorder for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both City of Siletz policy and that of its health insurance provider are entitled to the benefit options offered by City of Siletz. The City strives to provide excellent, equitable cost-effective benefits for its employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Employees will have the option to select City provided, and voluntary products each year during open enrollment.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City of Siletz. These

documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Siletz, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City Recorder.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Cascade Centers and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Cascade Centers also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting the City Recorder, or you can contact Cascade Centers directly at 1-800-433-2320, or at [ww.cacadecenters.com](http://www.cacadecenters.com).

C. Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

If you are injured on the job, City of Siletz wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the City Recorder.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, City of Siletz will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. City of Siletz does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by City of Siletz, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, The City of Siletz will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with City of Siletz. While you are on modified or transitional work, you are still subject to all other City of Siletz rules and procedures.

Overlap with Other Laws

City of Siletz will account for other leave and disability laws that might also apply to your situation. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by applicable Oregon laws covering disabilities in the workplace.

D. Retirement Plan

The City of Siletz provides retirement benefits for its qualified employees through the City's simplified Employee Pension (SEP) Plan, and through F.I.C.A. (Social Security). Employees who work in excess of 120 hours per month or 1440 hours per year are eligible for the City's SEP plan retirement benefits after 6 months of employment. The City contributes six percent (6%) of the employee's gross wages into the SEP Plan, which **must** be matched by a minimum three (3%) percent employee contribution. Contributions to F.I.C.A. are shared between the City and the employee.

V. Personnel Procedures

A. Vacancy or New Positions

Vacant or new city positions may be filled by a transfer or promotion of a current city employee, or by recruitment of a new employee. When it is determined that a position needs to be filled, the City Council and City Recorder will proceed to recruit, test and select an individual for the position.

B. Recruitment

All new or vacant positions shall be publicized. Announcements shall specify the title and salary range, the date of closing for the acceptance of applications, the nature of the work to be performed, education and experience required, including any other pertinent information such as physical requirements or on-call requirements.

C. Application for Employment

Application forms will be furnished by the City Recorder to all applicants. An application must be on file for each person considered for the position. Resumes must be included with the application form. The file of applications for each opening will be retained by the City for three (3) years after the date of hire. Rejected or unsolicited applications will be kept for a minimum of six (6) months and then destroyed.

D. Qualification Standards

The City Recorder shall review each application to ascertain the individual applicant's education, experience, and other qualifications for the position offered, concentrating on the essential functions of the job, reporting the results to City Council.

Qualifications of an applicant for a position in city Service shall be ascertained on the basis of one or more of the following.

- Information contained on the application form
- Written, performance or physical tests, or any combination thereof.
- Qualifications required under law
- Other requirements as specified in the job description

Due to the nature of the essential functions required to successfully perform these jobs, applicants who are otherwise qualified shall be offered employment, subject to the results of a drug screen and if deemed necessary a physical. Medical examinations shall be conducted by a licensed physician, as directed by the City pursuant to these policies, for the sole purpose of determining specifically whether the applicant can safely perform the essential functions of the position offered, prior to final appointment/hire. Any examinations required for various positions will be scheduled and administered by the appropriate Supervisor in consultation with the City Recorder.

E. New Appointments and Hires

Normally new employees are hired at the first step of the pay plan for their classification. In instances where a new or promoted employee has experience or skills which are above those required for the position, or unusual difficulty is experienced in filling the position, the City reserves the right to hire at above the minimum salary.

F. Promotions

To be eligible for promotion, an employee must meet minimum requirements of the higher-level classification and must have a satisfactory or better performance rating in the present position. Final decisions whether to promote a current employee or hire outside the City Services to fill vacant positions, resides with the City Council.

Merit promotions may be granted by the City Council on recommendation of the employee's Supervisor when an employee has demonstrated performance above and beyond the basic requirements of the job and superior to the performance of other employees.

A promotion may take place whenever an employee moves from one job classification into another job classification at a higher grade. When an employee is so promoted, they shall be entitled to the step in the higher grade that represents an increase over the salary range previously received in the lower grade. An opportunity to apply for any available promotional opportunity may first be offered to qualified regular employees within the City before new applicants will be considered.

Following a promotion, a full-time regular employee will be in a probationary period for not less than six (6) months, nor more than one (1) year. During that period such employee's vacation and sick leave, and all other benefits will remain the same as prior to the promotion. The employee will be evaluated on their performance in the promoted position, the same as a new appointment/hire.

In the event probation is not satisfactorily completed in the opinion of the appointing authority, and upon notice being given, the employee in a promoted position will have the right to appeal under the appeal procedures.

G. Transfers

Employees may be transferred from one position to another with approval of the City Council and the affected supervisors, provided the employee meets at least the minimum qualifications for the new positions.

1. Transfer, by employee request, can be accomplished at the same salary level, or a lower level, provided minimum qualifications for the new position are met.
2. The City has the right to temporarily assign an employee to any position, in any department, when it is deemed to be in the best interest of the City, provided the employee being transferred meets the minimum qualifications for the

position. No regular employee in a classification will be laid off while there are temporary, hourly or probationary employees in that department performing similar duties in the same classification.

H. Layoffs

The City Council may lay off employees due to organizational changes, lack of funds, or curtailment of work. When layoffs are required, they shall be based on relative seniority and the ability to perform the work. Classification transfers may be used to retain the best qualified employees. The City will make every effort to give employees reasonable notice of intent to lay off.

I. Re-employment

Regular and probationary employees with a satisfactory record of services who resign their positions will be allowed to apply for vacancies under the same conditions.

In the event the position from which the employee was laid off becomes available within twelve (12) months after the effective date of the layoff, the employee who was laid off will be rehired if they are available and accept the position within five (5) days following notice by the City that the position is available.

VI. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

City of Siletz works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to City of Siletz's reputation.

City of Siletz expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on City of Siletz property, on City of Siletz time, while driving City of Siletz vehicles (or personal vehicles while on City of Siletz business), or in other circumstances which adversely affect the City of Siletz operations or safety of City of Siletz employees or others.
 - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover"

adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.

- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Siletz property, on City of Siletz time, while driving City of Siletz vehicles (or personal vehicles while on City of Siletz business), or in other circumstances which adversely affect City of Siletz operations or safety of City of Siletz employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on City of Siletz property or on City of Siletz time.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
 - As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City of Siletz property, or possessing, items or objects on City of Siletz property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Siletz property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Siletz property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its

use does not present a safety hazard or otherwise adversely impact an employee's performance or City of Siletz operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Siletz operations or safety of City of Siletz employees or other persons, City of Siletz may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City of Siletz with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as City of Siletz will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

Testing

City of Siletz reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City of Siletz vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when City of Siletz reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, City of Siletz may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the Mayor or the Mayor's designee.

- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Recorder. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Recorder. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Siletz property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, City of Siletz may search furniture, equipment or other property provided to the employee by City of Siletz, including but not limited to, clothes (uniforms), locker,, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by City of Siletz to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

City of Siletz recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. City of Siletz is willing to help such employees obtain appropriate treatment.

An employee who believes that they have a problem involving the use of alcohol or drugs should ask a supervisor or City Recorder or Human Resources Committee for assistance.

City of Siletz will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and City of Siletz to the extent its existing benefits package covers some or all of the program costs.

Although City of Siletz recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City of Siletz policy is discovered, the employee's willingness to seek City of Siletz or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and to specify the performance required for the employee to achieve in order to continue to be employed by City of Siletz. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information

to any other person, agency, or City of Siletz is prohibited unless written authorization is obtained from the employee.

B. Mobile Devices Policy

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City of Siletz-provided mobile devices may not violate City of Siletz's policies against harassment and discrimination. Thus, employees who use a personal or City of Siletz-provided mobile device to send a text or instant message to another employee (or to a resident or someone not employed by the City of Siletz) that is harassing or otherwise in violation of City of Siletz's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or City of Siletz-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from the City Recorder. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a nonexempt employee's obligation from recording time for all hours worked.

Employee Use of City of Siletz -Provided or Paid for Mobile Devices

Mobile devices are made available to City of Siletz employees on a limited basis to conduct City of Siletz's business. Determinations as to which employees receive City of Siletz-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City of Siletz may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City of Siletz away from the office (see the City Recorder for more information).

Employees who receive a mobile device from City of Siletz must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from City of Siletz must acknowledge and understand that because the mobile device is paid for and provided by City of Siletz, or subsidized by City of Siletz, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if City of Siletz has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other City of Siletz policy. Employees should have no reasonable expectation of privacy in a City of Siletz-provided or -paid for mobile device. An employee who refuses to provide City of Siletz access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's City of Siletz-provided mobile device.

Mobile Devices and Public Records

City of Siletz-related business conducted on City of Siletz-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against City of Siletz or individual employees.

Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used during working hours, or at any City of Siletz-sponsored function unless authorized to do so by the City Recorder.

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Siletz vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by City of Siletz.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Siletz-authorized or City of Siletz-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages while driving on City of Siletz business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of City of Siletz Email and Electronic Equipment and Services

City of Siletz uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City of Siletz property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via City of Siletz's electronic equipment or services is the sole property of City of Siletz.

Use

All of City of Siletz's electronic equipment and services are provided and intended for City of Siletz business purposes only and not for personal matters, communications or entertainment. Access to the Internet, websites and other electronic services paid for by City of Siletz are to be used for City of Siletz business only. This means, for example, that employees may not use the City of Siletz-provided Internet, or City of Siletz electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Siletz's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or City of Siletz, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other City of Siletz-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Siletz-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Siletz email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using City of Siletz electronic equipment and services are not private. Any data created, received or transmitted using City of Siletz equipment services are the property of City of Siletz and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on City of Siletz's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect City of Siletz's ownership of the electronic information, electronic equipment or services, or City of Siletz's right to inspect such information. City of Siletz reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of City of Siletz's electronic equipment and services, including all communications and internet usage and resources/sites visited. City of Siletz will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on City of Siletz's computer systems or mobile devices without approval from the City of Siletz's Information Technology contractor. All software installed on City of Siletz's computer systems must be licensed.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Siletz management. No employee can examine, change or use another person's files, output, username or password unless they have explicit authorization from Information Technology to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

City of Siletz's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate City of Siletz's policies on harassment and discrimination.

D. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial website, social networking website, web bulletin board or a chat room, whether or not associated or affiliated with City of Siletz, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of City of Siletz or City of Siletz's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City of Siletz policies, including City of Siletz's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City of Siletz-owned or maintained website without identifying yourself as an City of Siletz employee.

Express only your personal opinions. Never represent yourself as a spokesperson for City of Siletz, unless you are authorized by your manager/supervisor to do so. If City of Siletz is a subject of the content you are creating, be clear and open about the fact that you are a City of Siletz employee, and make it clear that your views do not represent those of City of Siletz or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the residents we serve, City of Siletz's employees and elected officials, and suppliers or other third parties who do business with City of Siletz.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Siletz employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Siletz policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Siletz policy.

Maintain the confidentiality of City of Siletz's confidential information. Do not post internal reports, policies, procedures or other internal, City of Siletz-related confidential communications or information. (See "Confidential City of Siletz Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Siletz operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Siletz's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

City of Siletz's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's username and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by City of Siletz.

Nothing in this policy prohibits City of Siletz from requiring an employee to produce content from their social media or internet account in connection with a City of Siletz-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

E. Confidential City of Siletz Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Siletz policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Siletz) may be removed from our premises without permission from the Human Resources Committee. Likewise, any materials developed by City of Siletz's employees in the performance of their jobs is the property of City of Siletz and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained regarding the City of Siletz's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

At City of Siletz, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Siletz or the City of Siletz 's citizens.

We at the City of Siletz are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Siletz from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Siletz's or Oregon's ethical standards, please talk with the City Recorder. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

G. Open-Door Policy

City of Siletz's Open-Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Siletz's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in City of Siletz, please raise them first with your immediate

supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Recorder or the Human Resources committee.

H. Outside Employment

Generally, employees may obtain employment with an employer other than City of Siletz or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City of Siletz time (including the employee's work time), City of Siletz facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Siletz. In other words, the employee may not engage in private business interests or other employment activities on the City of Siletz's time or using the City of Siletz's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Siletz.

The City of Siletz requires employees to report outside employment to their supervisor before the outside employment begins. Thereafter, an employee must provide an update to their supervisor on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

I. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Siletz property; or in a City of Siletz vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Siletz employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Siletz (see "Holidays" section, above), City of Siletz is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the Mayor (or their designee) will decide whether to and to what extent the City of Siletz will close. *Information about a closure will be transmitted to employees, via text message to their phones.*

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your lead person or the City Recorder. Paid leave time may be used, otherwise the day will be unpaid. If staff cannot reach the office and are able to serve City of Siletz from home, you should do so subject to approval by your department lead or the City Recorder or Mayor. Safety and a trustworthy approach are your guides.

L. Driving While on Business

Employees using a private vehicle to conduct City of Siletz's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Siletz business use should make any necessary arrangements with their insurance carriers.

The City of Siletz may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment.

While on City of Siletz business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in

their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a City of Siletz-owned vehicle or while on City of Siletz business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

M. Workplace Violence

The city of Siletz recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by City of Siletz.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Siletz, or that threaten the safety, security or financial interests of City of Siletz. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer, or elected official. Employees should make such reports directly to the City Recorder, or to 911 in case of imminent threat to life or safety.

The city of Siletz also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

N. Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by City of Siletz pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Siletz; these areas are not private.*

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

O. Smoke-Free Workplace

The city of Siletz provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes or vape pens), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City of Siletz property, vehicles or facilities/buildings.

the city of Siletz buildings and vehicles are tobacco and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, the City of Siletz prohibits tobacco/marijuana use in or around City of Siletz vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of City of Siletz's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. City of Siletz has established employee smoking areas that your supervisor can show you.

P. Hiring of Family Members

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Siletz subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or Human Resources. The employees and City of Siletz will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Siletz will make the final decision, based on the City of Siletz's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Siletz. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

Q. Residency Requirement

Employees are encouraged to live within the city limits. However, residency will not be a condition of employment or continued employment, except that residency outside the city limits is subject to approval on the basis of availability for on-call, call-back and emergency services, depending on job-related necessities.

VII. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Siletz's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Siletz records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Siletz property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Siletz equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City of Siletz property.
- Carrying firearms or any other dangerous weapon on City of Siletz premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City of Siletz property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Siletz employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Siletz.
- Misrepresentation of City of Siletz policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Siletz. Employees may not use the City of Siletz's name, logo, likeness, facilities, assets or other resources of the City of Siletz for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City of Siletz policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Siletz or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with City of Siletz on time, and/or whose City of Siletz -provided services are disconnected. This includes, without

limitation, situations where the employee writes a check to City of Siletz that is refused for payment due to non-sufficient funds.

- Harassment or discrimination that violates City of Siletz policy.

This statement of prohibited conduct does not alter City of Siletz's policy of at-will employment. Except for employees subject to a contract of employment, City of Siletz remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Siletz standards, City of Siletz will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City of Siletz policies, procedures and rules and for other inappropriate behavior or conduct, City of Siletz may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The city of Siletz may also choose to send the employee to a training or an education opportunity.

The Mayor and City Council shall constitute an appeals board to review any alleged violation or misapplication of the personnel rules contained herein. The decision of such appeals board, when reduced to writing shall be final.

In all cases, the City of Siletz will determine the nature and extent of any discipline based upon the circumstances of each individual case. City of Siletz may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when City of Siletz deems such action appropriate. The City of Siletz retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a contract of employment).

C. Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give the City of Siletz as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave City of Siletz, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the City Recorder or Human Resources before making a final decision.

Employees must return all City of Siletz property, including phones, computers, identification cards, credit cards, keys, and manuals, to the City Recorder on or before their last day of work.

D. References

All requests for references or recommendations must be directed to the City Recorder. No lead, supervisor or employee is authorized to release references for current or former employees. Leads and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, City of Siletz discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

Employee Acknowledgement

Acknowledgment of Receipt of 2023 Personnel Policies

City of Siletz Personnel Handbook- November 2023

I acknowledge that I have received and will read a copy of City of Siletz's 2023 Personnel Policies in the City of Siletz Personnel Handbook. I also understand that a copy of the Personnel Policies in the City of Siletz Personnel Handbook is available to me at any time to review at City Hall.

I understand that City of Siletz has adopted the Personnel Policies in the City of Siletz Personnel Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City of Siletz's sole discretion. I also understand that the Personnel Policies in the City of Siletz Personnel Handbook have control over any other contradictory statements, I acknowledge that the Personnel Policies in the City of Siletz Personnel Handbook are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either City of Siletz or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review City of Siletz's policies regarding equal employment opportunity and that the City of Siletz aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources committee, the City Recorder, or any trusted lead or supervisor.

During my employment with City of Siletz, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as they are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Print Employee Name

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

CITY OF SILETZ POLICIES REGARDING:

On-Call
Employee Healthcare Benefits
Comp Time
Vacation

On-call -Public Works Employee

Public Works Employees shall be assigned to rotating on-call duty. Public Works employees shall be assigned to "on call" duty for seven consecutive days on a rotating basis, from Thursday at 4:30 PM through the following Thursday at 7:30 AM. On-call duty is defined as being "in the state of work" or a "ready-to-go status". Within 30 minutes of duty station and complying with the drug and alcohol policies of the city. The on-call employee will be compensated in their paycheck, listed as "on-call pay". The maximum on-call pay hours per day is 15. On-call pay is compensated at a flat rate of \$250.00 per week. A city vehicle and phone will be provided to the on-call employee to ensure communication access and mobility. **On-call employees shall remain within thirty (30) minutes of response time and adhere to the drug and alcohol policy of the City.** The on-call employee shall complete and submit a time record form showing the dates and times of on-call activities to the Public Works Superintendent for approval and forwarding to the City Recorder so that a record of actual work time spent while on call can be maintained by the City Recorder. If a call-out is warranted while on "on-call duty", 2 hours of OT will be paid to the employee. If more than 2 hours are warranted the superintendent must be contacted and further time may be subject to comp time rules.

Employee Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both City of Siletz policy and that of its health insurance provider are entitled to the benefit options offered by City of Siletz. The City strives to provide excellent, equitable cost-effective benefits for its employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. The total cost to provide the benefits program described in this handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation. Siletz offers medical insurance for all of its benefits eligible regular, full-time employees unless otherwise established by law. The City of Siletz pays the cost of individual coverage for its regular, full-time employees and their dependents who are eligible to participate in the plan. Part-time employees are not eligible for health-insurance coverage.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City of Siletz. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Siletz, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City Recorder.

Compensatory (Comp) Time

Comp Time is provided only when "budgeted funds" are not available to pay overtime. Maximum Accrual of Compensatory Time shall conform with the Fair Labor Standards Act (160 hours of work equals 240 hours of compensatory time); accrued for on-call and holiday must be used that fiscal year (June – July). Any amount of compensatory time accrued must be used or will be cashed out at the end of the fiscal year.

The City will not allow hours to be carried over into the next fiscal year.

Vacation

Vacation time must be used in the anniversary year after which it is earned. The maximum vacation time that can be carried from year to year will be 80 hours. Unless approved by the City Council. Any vacation time accrued above 80 hours must be used by the end of the calendar year.

Earned vacation must be taken. Employees are entitled to be paid in lieu of taking time off for vacation. At the time of termination/resignation/retirement, an employee shall be paid for all accrued vacation time. However, no payment will be made for termination during an employee's probationary period, Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

**Job Classification and Wage Range:
Administrative Assistant General/Clerk of Court**

OLD

Administrative Assistant General

	Base	Max	Probation	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E	STEP-F	STEP-G
Yearly	\$36,068.00	\$ 42,000.00	36,500.00	37,000.00	37,740.00	38,494.80	39,264.70	40,049.99	40,850.99	41,668.01
Monthly			3,041.67	2,844.80	3,145.00	3,207.90	3,272.06	3,337.50	3,404.25	3,472.33



This position was originally part-time. In August of 2023, it went to Full Time. I took where the position was currently at made that the base. Now we have added additional duties to the Job Description. The council had asked to review this and change the range. This is what this is. In reviewing the budget this still maintains the budget overall.

NEW

Administrative Assistant General/Clerk of Court

	Base	Max	Probation	STEP-A	STEP-B	STEP-C	STEP-D	STEP-E	STEP-F	STEP-G
Yearly	\$40,000.00	\$ 45,000.00	39,500.00	40,000.00	40,800.00	41,616.00	42,448.32	43,297.29	44,163.23	45,046.50
Monthly			3,291.67	3,333.33	3,400.00	3,468.00	3,537.36	3,608.11	3,680.27	3,753.87

Planning: Year in Review and Planning for 2024

MEMORANDUM TO COUNCIL

RE: **Work Session:** Year in Review & Goal Setting 2024

Fr: Contract Planner, Kevin A. Cronin

Date: January 4, 2024

ISSUE: City staff would like to brief the Council on accomplishments in 2023 and develop goals for 2024.

HISTORY: With a new year upon us, the City Council can set goals specific to city planning and development issues. Goal setting is an important process that can help set a direction for policy work and administrative tasks as well as finding potential funding sources to help implement the goals.

For example, city staff would like to apply for a planning grant from the Oregon Department of Land Conservation & Development (DLCD) that is expected to be available in early 2024. DLCD will be requesting additional funds from the Oregon Legislature during the upcoming special session. In order to adequately prepare for this opportunity, and assist staff with work priorities, the City Council can set goals to solidify support for a grant proposal. Staff would like the Council to discuss and identify housing and development issues, challenges, and opportunities and how we can potentially improve the zoning code to increase housing production. This is a follow up from our successful effort in refining the accessory dwelling unit (ADU) related codes in 2023. Staff will present a short slideshow at the next City Council meeting to facilitate a discussion.

ACTION: There is no action requested. Staff will take notes from the work session, organize a set of goals, and use the goals to apply for a DLCD grant after it is announced.

Enclosed:

- DLCD Grant Packet 2023

PLANNING ASSISTANCE

PROGRAM DESCRIPTION

The Department of Land Conservation and Development (DLCD) provides resources to help Oregon communities prepare and update local land use plans and implementing ordinances to respond to growth management and resource protection issues and changes in state agency programs and requirements.

By the end of the 2023 legislative session, DLCD anticipates the Oregon Legislature to appropriate funds to DLCD for the purpose of providing planning assistance to local governments to:

- 1) Develop, adopt, and implement plans needed to support housing production, affordability, and choice, including housing capacity analyses (HCA) and housing production strategies (HPS) under Goal 10.

Please note: DLCD does not recommend commencing a housing capacity analysis in the 2023-25 biennium as administrative rules will be updated by January 1, 2025, consistent with House Bill 2001 (2023 Session). If your city has an upcoming HCA deadline, please contact the housing team.

- 2) Develop, adopt, and implement urbanization and public facilities plans to support development readiness or amend an Urban Growth Boundary where a need is identified.
- 3) Update local development codes and comprehensive plans to comply with applicable state housing statutes and reduce regulatory barriers to housing production.

DLCD is appropriated these funds until the end of the 2023-25 biennium (June 30, 2025), at which point unspent funds are reverted to the General Fund. To provide as much time as practicable to support project timelines, DLCD is beginning the application process before the beginning of the 2023-25 biennium to provide jurisdictions as much time as possible to complete this work.

Please note that, at the time of publication of these application materials, the Legislature has not yet approved funding for certain kinds of housing planning assistance. As such, while DLCD can confirm some funding availability, the full scope and amount of funding availability is tentative at this time.

The deadline for all housing planning applications is **July 31, 2023**.

WHO CAN APPLY

Planning Assistance applications will be accepted from the following applicant types. For applicants requesting multiple services, please submit a separate application form for each project.

Cities and Counties

- Any city or county with an applicable statutory requirement related to housing, including:
 - Goal 10 planning (housing capacity analysis and housing production strategy) for cities above 10,000 population
 - Goal 14 planning (UGB amendments, land exchanges, and urban/rural reserves) where a need has been identified
 - Middle housing requirements under ORS 197.758
 - Other housing-related statutory requirements, such as accessory dwelling units, manufactured/prefabricated homes, and clear and objective standards.
- A city or county optionally seeking to facilitate housing production, affordability, and choice within their community.

Note: A third party may apply on behalf of a city or county. Grant or consultant support awarded to a city or county will be contingent on the ability of the city or county to manage and participate in a project.

Regional Entities

- Counties, regional governments, or councils of government seeking to pursue a regionally-based project or support one or more cities or counties with a housing-related project or projects.

GRANT PROGRAM CONTACTS

DLCD staff are available to answer your questions regarding application requirements and status. **The first point of contact is the regional representative for your jurisdiction.** You can find the regional representative assigned to your jurisdiction or region at <https://www.oregon.gov/lcd/CPU/Pages/Regional-Representatives.aspx>.

If you cannot contact your regional representative, please contact:

For housing-related questions, please contact the housing team:
Housing.dlcd@dlcd.oregon.gov

For grant- or application-related questions:
Angela Williamson, Grants and Periodic Review Administrative Specialist
DLCD.GFGrant@dlcd.oregon.gov or (971) 239-2901

ELIGIBLE PROJECTS AND EVALUATION CRITERIA

Planning Assistance is used to help complete projects necessary for local governments to achieve the following priorities:

Project Evaluation Criteria and Priorities

1. The project fulfills a housing-related statutory obligation.
2. The project facilitates housing production, affordability, and choice where it is needed most.
3. The project emphasizes fair and equitable housing outcomes.

The Planning Assistance evaluation review criteria, explained in sections 1 through 5 below, address program priorities, considerations to ensure appropriate use of funds, and other program objectives. Please address these, as applicable, in your application attachment.

Projects are not expected to satisfy non-mandatory criteria, but those that rate well under one or more of them will have an improved likelihood of receiving grant or consultant support.

1. Project Objectives

The *project objectives* are clearly stated; address the problem, need, opportunity, and issues; are defined in a manner consistent with the statewide planning goals; and directly relate to a clear statement of expected outcomes. The project objectives need to be reasonably achievable.

2. Program Priorities

The project addresses the *program priorities* as follows:

1. The project fulfills a housing-related statutory obligation.

First priority for grant and consultant support will be for projects fulfilling a housing-related statutory obligation, including the on-going implementation of Goal 10 and related provisions. Funding will be awarded in consideration of statutory applicability, deadlines, and local capacity to fulfill statutory requirements. Examples of projects include, but are not limited to projects in which a local government is required to:

- Develop a housing capacity analysis in accordance with ORS 197.296 or ORS 197.297 and OAR chapter 660, divisions 7 and 8.
Please note: DLCDC recommends against a city commencing a housing capacity analysis in the 2023-25 biennium as administrative rules will be updated by January 1, 2025, consistent with House Bill 2001 (2023 Session). If your city has an upcoming HCA deadline, please contact the housing team.
- Adopt a housing production strategy in accordance with ORS 197.290 and OAR chapter 660, division 8.
- Adopt a housing coordination strategy in accordance with House Bill 2001 (2023 Session).
- Amend local development codes to comply with the provisions of ORS 197.758 allowing middle housing.
- Amend local development codes to comply with other housing-related statutory requirements, including:
 - ORS 197.307 – clear & objective requirements
 - ORS 197.312 – accessory dwellings
 - ORS 197.314 – manufactured/prefabricated housing
 - Other housing-related statutory requirements
- Amend an Urban Growth Boundary when a housing need is identified in a housing capacity analysis.

2. The project facilitates housing production, affordability, and choice where it is needed most.

Additional prioritization will be given to projects that substantially encourage housing production, affordability, and choice, especially in communities facing severe disparities in cost burden and other housing outcomes. This includes prioritization for smaller, capacity-constrained jurisdictions seeking to support housing production. Examples of potential projects include, but are not limited to:

- Any project included in criterion #1 that is not statutorily required.
- Develop or adopt a plan or action that facilitates housing production, affordability, and choice, such as a code audit/amendment, local affordable housing funding strategy, or local program related to housing.
- The adoption of urban reserves to facilitate future Urban Growth Boundary amendments where a need is identified.
- Facilitate an Urban Growth Boundary land exchange to bring land into the UGB that is more likely to support the development of needed housing.
- Adopt or amend a concept area & development readiness plan that enables and facilitates housing production in an identified area within an Urban Growth Boundary.

3. The project emphasizes fair and equitable housing outcomes.

Additional prioritization will be given to projects that emphasize equitable outcomes & engagement and affirmatively further fair housing, which means:

“meaningful actions that, when taken together, address significant disparities in housing needs and access to opportunity and replace segregated living patterns with truly integrated and balanced living patterns to transform racially and ethnically concentrated areas of poverty into areas of opportunity and foster and maintain compliance with civil rights and fair housing laws.”

3. Project Description

The *approach, budget (if requesting a direct grant), products, and timing* are defined for every task and are reasonable considering the benefits of the project and the work proposed is reasonably likely to achieve the project objectives.

A sample work program is provided as a template that jurisdictions may use for this purpose. If an applicant expects the project to look substantially similar to the template, they do not need to submit a separate project scope. However, if the applicant expects the project to include significant differences from the provided templates, they must submit a project scope thoroughly tailored to the expected work for the project (see the attached application for detail on what to include).

Priority will be given to proposals that provide detailed project descriptions with well-defined tasks, products, and timelines.

4. Grantee Capacity

The application and past performance on grant-funded projects (where applicable) demonstrate that there is *adequate local capability* to successfully manage the project. Past performance on grant-funded projects will affect the prioritization of submitted proposals.

5. Leverage

The applicant demonstrates commitment to the project through contribution of *matching contributions*. Matching funds are *not mandatory* for an application to be successful, but a demonstration of local commitment can tip the balance in favor of some proposals. Matching funds do not need to be from the applicant's budget – they could come from another state agency, a federal agency, or a foundation. In-kind and other non-cash match are also considered, such as staff time dedicated to a project.

REVIEW PROCESS

Applications will be reviewed considering the evaluation criteria explained above. The department will award those applications that best satisfy these criteria.

The department will notify applicants of award decisions at the earliest time possible. To start projects as soon as possible, DLCD is aiming to notify applicants of award decisions within 30 days, but this is subject to change. Unsuccessful applications may be reconsidered if additional assistance becomes available.

Once awards are determined, the DLCD grant manager will work closely with the grantee to complete the scope of work and execute a grant agreement. Again, this will be completed at the earliest time possible; it usually takes 60 to 90 days after the award to complete a grant agreement and several months to execute a contract with a DLCD-provided consultant. DLCD staff aims to **execute grant agreements by approximately November 1, 2023 and consultant contracts by January 1, 2024**. This process can take longer depending on the complexity of the scope of work.

ELIGIBLE COSTS

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees, postage, supplies, and printing. Equipment purchases and indirect costs, including general administrative overhead and software costs, are not eligible.

Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the grant agreement, and any other work completed before grant agreement execution.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule specified in the grant agreement.

APPLICATION INSTRUCTIONS

1. Complete the grant application. Be specific and thorough in describing all proposed grant products as described in the application form. Submit application materials by **July 31, 2023** to:

By e-mail to: DLCD.GFGrant@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.

2. Include a resolution or letter from the governing body of the city or county demonstrating support for the project. The application must include a resolution or letter from the governing body of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

3. DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

Important Planning Assistance Dates

Date	Planning Assistance Milestone
June 1, 2023	Application period opens; materials distributed
June 5, 2023 10:30a – 12p	Open Forum for follow-up question & answer Zoom link Meeting ID: 265 799 1542 Passcode: 664570
July 31, 2023	Application period closes; materials submittal deadline
September 1, 2023	Anticipated funding decision; award notices sent
October – November 2023	Direct grant agreements anticipated execution
November – December 2023	Consultant contract anticipated execution
May 31, 2025	Project completion deadline

The City Council may convene into an Open Session and act on any of the above work session agenda items in accordance with Oregon Public Meetings Laws