

RESOLUTION NO. 347

A RESOLUTION AMENDING RESOLUTION NO. 229, SECTION 3.6(C) ESTABLISHING PROGRAM RECOGNIZING COST EFFECTIVE EFFORTS OF EMPLOYEES; SECTION 6.3(B)(4) MATERNITY LEAVE TO INCLUDE FEDERAL LAW, 1978 AMENDMENTS TO CIVIL RIGHTS ACT OF 1964; SECTION 6.3(F) TRANSFER UNUSED SICK LEAVE TO CITY'S RETIREMENT PROGRAM (PERS); SECTION 6.4 LEAVE OF ABSENCE.

WHEREAS, the Wilsonville City Council has received and accepted recommendations to amend Resolution No. 229 adopting Personnel Rules, Policies and Procedures for the City of Wilsonville presented by the City Administrator at a regular meeting of the Council on August 1, 1983.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Wilsonville does hereby adopt the following amendments to Resolution No. 229, Personnel Rules, Policies and Procedures:

Section 3.6 - Cost Consciousness

- A. City employees shall practice every economy possible in the discharge of their duties.
- B. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.
- C. The City shall establish a program to recognize cost

effective efforts of the employees.

1. Cost savings project or programs to be documented by direct supervisor to include:
 - a. What the project was
 - b. Where the project was
 - c. How the results were achieved
 - d. How much annual savings was estimated or actually occurred.
2. Direct supervisor to report information to department head by memo to include all information mentioned above with a recommendation that employee receive recognition by the City Council for job well done.
3. The department head and city administrator to review all the information provided by the supervisor and report all information at the next scheduled City Council meeting.
4. The City Council would then determine the degree of recognition whether it be verbally or monetary for the cost saving program developed by the employee.

Section 6.3 - Sick Leave

- A. All full time City employees shall earn sick leave with full pay at the rate of one work day for each calendar month of service. Sick leave shall accrue from the

date of employment, but shall not be taken until the successful completion of the initial probationary period, unless approved by the city administrator.

B. Employees are eligible for sick leave for the following reasons:

1. Non-occupational personal illness or physical disability.
2. Quarantine of an employee by a physician for non-occupationally related disability.
3. Illness in the immediate family requiring the employee to remain at home. Sick leave should not be used as a result of minor illness or for extended illness in the employee's family.
4. Pregnancy shall be treated the same as any illness under existing sick leave policy (see Federal Law, 1978, Amendments to Civil Rights Act of 1964).

C. Sick leave shall be charged as follows:

1. Employees working a forty (40) hour work week shall be charged sick leave on the basis of one (1) day sick leave for each duty day absent.

D. Abuse of the sick leave privilege shall be cause for dismissal. An employee who is unable to report because of any of the reasons set forth in subsection B, shall report the reasons for his/her absence to his/her supervisor within one (1) hour from the time he/she is

expected to report for work. Sick leave with pay shall not be allowed unless such report has been made. Sick leave with pay in excess of three (3) working days shall be allowed only after presenting a written statement from a physician certifying that the employee's condition prevented him/her from appearing for work.

- E. Sick leave shall be unlimited in accrual with a maximum use of sixty-six (66) working days per sickness.
- F. When a permanent employee terminates his/her position with the City or the City terminates said position, the City will notify PERS of the amount of unused sick leave the employee had at the time of termination. PERS would then use the value of one half the unused sick leave in computing the employee's total final average salary, which includes the City's monthly participation in the PERS program.

Section 6.4 - Leave of Absence

A. Leave With Pay

- 1. Employees must request leave of absence with pay for the purposes specified in this section. Each request shall be judged by the city administrator on its merits and on the basis of the guidelines in this section.

2. Compassionate Leave - In the event of a death in the employee's immediate family, an employee may be granted leave of absence with pay not to exceed three (3) calendar days per year.
3. Witness or Jury Duty - When a City employee is called for jury duty or is subpoenaed as a witness, he/she shall not suffer any loss of his/her regular City compensation during such absence; however, he/she shall be required to transfer any compensation he/she receives for the performance of jury or witness duty to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued.
4. Conferences and Conventions - Decisions concerning attendance at conferences, conventions and other meetings at the City expense, shall be made by the supervisor with the approval of the city administrator. Permission shall be granted on the basis of an employee's participation in or the direct relation of his/her work to the subject matter of the meeting. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

B. Leave Without Pay


1. Employees will be granted leave without pay at discretion of the city administrator.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 15th day of August, 1983 and filed with the Wilsonville City Recorder this same date.



WILLIAM G. LOWRIE, Mayor

ATTEST:



DEANNA J. THOM, City Recorder