

**AGENDA**  
**Aurora City Council Meeting**  
Tuesday, August 9, 2016, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

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**1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING**

**2. CITY RECORDER DOES ROLL CALL**

Mayor Bill Graupp  
Councilor Jason Sahlin  
Councilor Tom Heitmanek  
Councilor Bob Southard  
Councilor Kris Sallee

**3. CONSENT AGENDA**

- a) City Council Minutes – July, 2016
- b) Planning Commission – NA
- c) Historic Review Board Meeting Minutes – June, 2016

**4. CORRESPONDENCE - NA**

**5. VISITOR**

Anyone wishing to address the Aurora City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora City Council could look into the matter and provide some response in the future.

**6. REPORTS**

- a) Mayors Report
- b) Planning
- c) Public Safety
- d) Finance Officer
- e) Public Works
- f) Parks Committee
- g) City Recorder
- h) City Attorney

**7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS**

- a) Resolution Number 712 A Resolution to Validate in Writing Heitmanek Appointment
- b) Resolution Number 714 A Resolution to Purchase a 2017 Ram Truck for Public Works Department as budgeted.

**8. NEW BUSINESS**

- a) NA

**9. OLD BUSINESS**

- a) Discussion and or Action on Nuisance Abatement on the Raneau Property Safety Issue at 21367 Highway 99E.
- b) Discussion and or Action /Review of Council Procedures
- c) Discussion and or Action/Review of Employee Manual

**10. FUTURE TOPICS**

- a) IGA list

**11. ADJOURN**

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, July 12, 2016, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

**STAFF PRESENT:** Kelly Richardson, City Recorder  
Mary Lambert, Finance Officer  
Darrel Lockard, Public Works Superintendent  
Officer Bell, Marion County  
Dennis Koho, City Attorney  
Linda Kendrick, Koho & Beatty

**STAFF ABSENT:**

**VISITORS PRESENT:** Byron Schreiber, Aurora  
Angie Reed, Aurora  
Joseph Schaefer, Aurora

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**1. CALL TO ORDER OF THE CITY COUNCIL MEETING**

Meeting was called to order by Mayor Bill Graupp at 7:02 pm

**2. CITY RECORDER DOES ROLL CALL**

Mayor William Graupp- Present  
Councilor Jason Sahlin - Present  
Councilor Kris Sallee-Present  
Councilor Robert Southard-Present  
Councilor Tom Heitmanek - Absent

**3. CONSENT AGENDA**

- a) City Council Meeting Minutes – June, 2016, Councilor Sallee wanted staff to review action items to make sure they are getting completed.
- b) Planning Commission – June, 2016
- c) Historic Review Board Meeting – May, 2016

**ACTION ITEM: NA**

Motion to approve the consent agenda as presented was made by Councilor Sallee and is seconded by Councilor Sahlin. Motion approved by all.

#### 4. CORRESPONDENCE – NA

#### 5. VISITORS

Anyone wishing to address the Aurora City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Aurora City Council could look into the matter and provide some response in the future.

- Byron Schreiver, 14980 Seal Rock residents updates the council regarding his water filter status of 4 months he felt it looked fairly good this time even though it is brown. Mayor Graupp states that he has a similar filter and he felt his looked better this last time as well. On a scale of 1-10 Schreiver rates it a 9.
- Angie Reed, 21393 Liberty Street ask council what they plan to do with the water leak on the property next to her 21383 Liberty. It has been going on for 8-9 years now and I demand something be done. Public Works Superintendent Lockard states that it has been determined to be the residence leak and we have shown him where it is however we will look into the matter again. Reed also asks why is the city wasting water on the park.

#### 6. REPORTS

##### a) Mayor Bill Graupp

- Donald Hazelnut Festival was a success and I am hopeful Colony Days goes as well.
- County Fair Veterans Memorial was very nice and a good turnout.
- Councilor Sallee asks Mayor Graupp about his involvement with Planning Chair Schaefer meetings with the Friends of French Prairie. Mayor Graupp no I have not met with them in over 4 years. Friends of French Prairie came to the hearing during the Planning Commission meeting. Sallee so have you had any other meetings with other groups regarding the Airport? Mayor Graupp, Schaefer met with the Aurora Airport Owners Association regarding the economic opportunity analysis in there region as a courtesy that the city had approved this and to raise dollars for it. Sallee it was my understanding you were at a meeting and you were giving the city stance on the airport. Mayor the only other monthly meeting I attend is the French Prairie Forum Sallee that is probably the one I am thinking about. The group asked about it and we simply said that the city was moving forward with the economic needs analysis. Sallee if we could just be aware of meetings when they take place and if they could be noted somewhere.

Council discussed. NA

##### **ACTION ITEM: NA**

- ##### b) Planning, we did not attend in fact I asked Councilor Heitmanek to leave the meeting since there was a public hearing and the matter could come before council regarding Smetco hearing.

Council asks Planning Chair Schaefer the outcome and Schaefer states the Fortune Farms Conditional Use Application for marijuana grow was approved with conditions and the notice went out today.

**ACTION ITEM: NA**

c) Public Safety,

- Sergeant Sherburn introduces Senior Deputy Mike Bell to the group as the successful candidate as chosen by the city and the sheriff's office. Today is the first day. Mike introduces himself and states he has 17-18 years of experience.
- Sallee, updates council that she attended the Emergency Management Advisory Council Meeting in Marion County. They are continuing to update the Master Plan and they are working on drills and fine tuning the emergency response protocols. Sallee states that all the vehicles should have a copy of the response plan in them so if there is an issue they are aware of the protocol.
- Sallee wanted to know who or if anyone response to emails regarding Aurora speed trap issues ect. Mayor Graupp no. Sallee how do we respond. Sahlin states well you're the public safety liaison. Sallee well I guess I failed. City Recorder Richardson asks that if you do respond to cc the Admin Office so we have a record of the correspondence.
- July will be the last meeting I believe.

Council discussed, NA

**ACTION ITEM: NA**

d) Finance,

- This report is for May at this point and that is why the percentages are high however everything is going well.
- Sallee, is this a new email or something Finance no it is standard every year.

Council discussed, NA

**ACTION ITEM: NA**

e) Public Works

- Water leak on Yukon has been fixed and is scheduled for repaving in the next week or so.
- 14 hours ad day making sure council is aware of it and I think Council needs to begin thinking of updating as we are nearing our capacity as construction continues long term. Because water use is increased from last year. The leak on Yukon was about 50,000. Citizen Reed asks about the need for watering the park.
- About 70% done or so. Graupp states there was miss communication on which yearend fiscal or year end.
- Rate study discussion on if it should be staff or 3<sup>rd</sup> party as Darrel is qualified. Sahlin do you have time? Lockard I think so sometimes it takes longer to hire out. The discussion has been if citizens will perceive with staff doing it as accurate. Sallee do we go out for

bid for that. Graupp states that we met every matrix that was set from the last study done. It is the consensus of the council to have a 3<sup>rd</sup> party do the study.

Council discussed, NA

**ACTION ITEM:**

- f) Parks Committee
- Sahlin wanted to know if anyone had new info on soccer goals Mayor Graupp I am sorry I forgot. Sallee asks about the tennis nets. We are working on it because it is not just the nets the poles are bad too. Sahlin well if this is important to the community we just need to budget for it and get these fixed.
  - What is the plan for the upcoming events we are working on those. Sallee what about the can that is covered Lockard those are expensive and so were looking into it. We will remove the can before Colony Days. What staff is going to be here Lockard.
  - Next week we will bring deputy Bell up to date. The reserves will be here as well.

**ACTION ITEM: Web payment portal.**

- g) City Recorder,
- Report is standard I know Council has been waiting for some of the action items such as the IGA list and the Council Procedures however we have not had time and I apologize for that. Councilor Sallee asked to have violations letters added to my report and aprox 6 letters went in June and 3 pending to go out this month. Sallee to clarify are those letters or tickets. Richardson they are letters that happens first.
  - Richardson very frustrated with the company providing the web-payments they have asked me to fill out paperwork for a 3<sup>rd</sup> time. I think we have success and a call scheduled for the 25<sup>th</sup> of this month for water bills.
  - On- going violations that are happening at the Smetco property I need clarification on where Council wants to go with them, Richardson states that Smetco filed for permits for storage units and they were not used for that in building A- there is a boat business and they don't have a business license and in building B- is Fortune Farms which is the conditional use app that just went before the Planning Commission that was heavily conditioned since the property is so out of compliance. Building C- has marijuana grow that has not been properly permitted. Smetco tapped into the water and sewer system without proper permits and SDC charges paid. There is no time limit stated on the conditional use permit on the Fortune Farms business. Sahlin I think there has been some perception that city has not been business friendly and so we need to look at timelines. Richardson states that If Wakeley finds the application complete they could make September. It is the consensus of the council to allow the business in building A- to have a temporary stay until August 15<sup>th</sup> and building C must vacate. Letters need to go out. Completed application within 90 days for the Smetco SDR application.
  - Sahlin did anyone contact Cam regarding paving I did verbally and they stated verbally that it was scheduled for this summer. Councilor Sallee asked for something in writing and I am not sure if we can hold him to it with the development agreement. Richardson I will email them and ask about a schedule.

- Sahlin asked for an update on the Ranuae property Richardson it is in the August meeting. Richardson will send letter.
  - Koho what is the deadline for the petitions August 22<sup>nd</sup> states Richardson and verified by that date.
  - Sallee thanks Richardson for putting recordings up on the website. I thought it might be nice for Planning to go up there. Consensus is to have Planning up there as well.
  - Do we still have the old computers asks Councilor Sallee and I was wondering if we could make that computer available to the public to documents.
  - Sallee do we need a resolution for the Heitmanek appointment. Yes we do sorry I think I just forgot.
- h) City Attorney
- City Attorney report, I do have the current employee manuals I can distribute.
  - I just want to say that it's easy to criticize staff but every time I call here they fall all over themselves to get what I need and to do it right.

Council discussed, NA

**ACTION ITEM: NA**

**7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS**

- a) NA

**8. NEW BUSINESS**

- a) Discussion on Colony Days Events, The Marion County Cadets will be here again this year. The concerts series schedule is going well and bands have confirmed. Very good turnout for the street faire the run registration is also going good. Republic has delivered a month early since they didn't last year. Patty Jones is doing the run. Mayor Graupp there will be a reduction in time for road closures. Main Street will have larger barricades and it will be a tow zone. Mike Brynes property will have a Farmers Market there and this is a new addition this year.
- Councilor Sahlin states that the cadets need to be more respectful to the citizens and offer them a solution.
  - Councilor Sallee asks about the water line in the park to repair the line. Lockard it is hopefully going to be done before Colony Days.
  - Mayor Graupp all sponsor banners are up.

**9. OLD BUSINESS**

- a) Discussion and or Action on Webber Contract, Councilor Sallee wants to go out for bid. Sahlin thinks it's a burden to do this every 6 months I am thinking every other year. Graupp my thing is that we just spent over 20,000 dollars with them and we should stay to make sure everything is completed. Richardson states that they came in the lowest in 2010 and also they have not increased their prices since then. Sallee well I have never seen those bids so I don't know what they are.

Motion to review current contracts to determine if we want to go out for bids and compare before the budget time each year is made by Councilor Sallee and seconded by Councilor. City Attorney Koho states that we should do a resolution.

Richardson ask council that staff would have input on the contracts as staff works close with them contract agencies.

Orchard view is on hold because home owners have begun cleaning it up so far.

**10. FUTURE TOPICS,**

a) IGA list

**11. ADJOPURN**

Mayor Graupp adjourned the July 12, 2016 Council Meeting at 8:32 PM.

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Bill Graupp, Mayor

ATTEST:

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Kelly Richardson, CMC  
City Recorder

**Minutes**  
**Aurora Historic Review Board Meeting**  
Thursday, June 23, 2016, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main Street NE, Aurora, OR 97002

**STAFF PRESENT** Kelly Richardson, CMC City Recorder

**STAFF ABSENT:** None

**VISITORS PRESENT:** None

**1. CALL TO ORDER OF THE HISTORIC REVIEW BOARD MEETING**

The meeting of June 23, 2016 was called to order by Acting Chair Berard at 7:04 pm

**2. CITY RECORDER DOES ROLL CALL**

Chair Gayle Abernathy – Absent  
Member John Berard - Present  
Member Mera Frochen – Present  
Member Mella Dee Fraser – Present  
Member Karen Townsend - Absent

**3. CONSENT AGENDA**

- a) Historic Review Board Meeting Minutes – May, 2016, Under Old Business #7 should say shows not show.
- b) City Council Minutes – NA
- c) Planning Commission – NA

A motion to approve the Historic Review Board minutes of May 26, 2016 as amended was made by Member Frochen and is seconded by Member Fraser.  
Passed by all.

**CORRESPONDENCE – NA**

**4. VISITORS**

Anyone wishing to address the Historic Review Board concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Historic Review Board could look into the matter and provide some response in the future.  
No comments were made during this section.

There were no visitors that spoke during this time.

**5. NEW BUSINESS**

- a) NA

**6. OLD BUSINESS**

- a) Discussion and or Action Historic Inventory
- b) Discussion and or Action on CLG Grant Items, City Recorder Richardson updates the Board on the pending grant items and informs them that it is currently under review.

**Action: To ask the owner of the 21510 Main Street to do something with the unsightly fence.**

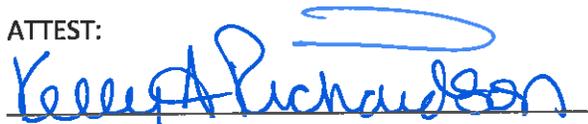
**7. ADJOURN**

**Acting Chairman Berard adjourned the meeting of June 23, 2016 at 7:12 pm.**



Member John Berard, Acting Chairman

ATTEST:



Kelly Richardson, CMC  
City Recorder

Report from the Finance Officer  
for August 9, 2016

- Revenue and expense report through June, the twelfth and final month of fiscal year 2015-2016, is included. This report shows budgeted amounts and percent of budget received/spent. The end of FY 2015-2016 was June 30<sup>th</sup>. We stayed within budget for our expenditures and, in many areas, exceeded our budget in revenues. This report is a good indication of what we will see in our 2015-2016 annual report after our audit.
- The ending bank balances for June, 2016 are:
  - Checking - \$ 114,961.15
  - LGIP - \$ 1,750,871.23
- We received a onetime credit of \$11,810.40 on our Marion County Sheriff's Office contract this month. The credit was due to a credit their office received after a review of their county wide fleet program. It was to have been applied to the FY 2015-2016 contract but wasn't applied until the July, 2016 billing.
- I am currently working on fiscal year end projects and preparing for the annual audit.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending June 30, 2016

FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE June 30, 2016	Year to Date Gains / (Losses)
10 GENERAL	839,042.00	400,734.24	551,416.59	116.47%	514,452.00	496,317.11	96.47%	455,833.72	\$ 55,099.48
15 CITY HALL BUILDING	132,500.00	120,479.82	12,825.97	104.28%	132,500.00	0.00	0.00%	133,305.79	\$ 12,825.97
20 AURORA COLONY DAYS	23,540.00	0.00	25,117.50	106.70%	18,468.00	13,705.53	74.21%	11,411.97	\$ 11,411.97
25 PARK RESERVE	7,148.00	1,142.70	7.04	0.12%	7,148.00	0.00	0.00%	1,149.74	\$ 7.04
29 PARK SDCs	36,055.00	31,523.23	11,253.68	481.96%	36,055.00	0.00	0.00%	42,776.91	\$ 11,253.68
30 STREET/STORM	309,400.00	181,892.40	80,592.93	62.28%	206,944.00	108,954.79	52.65%	153,530.54	\$ (28,361.86)
35 ST/STORM RESERVE	85,700.00	52,069.86	34,041.92	101.01%	85,700.00	3,752.66	4.38%	82,359.12	\$ 30,289.26
39 ST/STORM SDCs	31,000.00	22,633.03	26,328.12	233.41%	31,000.00	0.00	0.00%	48,961.15	\$ 26,328.12
40 WATER OPERATING	510,200.00	229,614.90	294,942.86	102.16%	351,068.00	276,658.99	78.80%	247,898.77	\$ 18,283.87
42 SPW MAINTENANCE	39,710.00	39,710.00	0.00	0.00%	39,710.00	39,710.00	100.00%	0.00	\$ (39,710.00)
45 WATER RESERVE	106,510.00	46,709.66	60,338.99	100.88%	106,510.00	0.00	0.00%	107,048.65	\$ 60,338.99
49 WATER SDCs	77,376.00	62,358.57	50,440.01	245.26%	77,376.00	0.00	0.00%	112,798.58	\$ 50,440.01
50 SEWER OPERATING	535,300.00	256,529.77	283,302.79	101.80%	335,793.00	310,926.54	92.59%	228,906.02	\$ (27,623.75)
55 SEWER RESERVE	95,940.00	55,783.72	40,499.10	100.77%	95,940.00	0.00	0.00%	96,282.82	\$ 40,499.10
57 G. O. DEBT SERVICE	332,975.00	21,789.67	323,477.00	103.03%	332,975.00	322,975.00	97.00%	22,291.67	\$ 502.00
59 SEWER SDCs	29,036.00	24,863.24	18,503.01	297.67%	29,036.00	0.00	0.00%	43,366.25	\$ 18,503.01
<b>TOTALS</b>	<b>3,191,432.00</b>	<b>1,547,834.81</b>	<b>1,813,087.51</b>		<b>2,400,675.00</b>	<b>1,573,000.62</b>		<b>1,787,921.70</b>	<b>\$ 240,086.89</b>
								<b>1,787,921.70</b>	

**City Council**  
**Public Works Activity Report**  
August 2016

**Waste Water:**

- Continuing renewing Permit process with DEQ.(Public notice period is over, with no comments received to DEQ
- Performed maintenance at WWTP, mowing, spraying.
- Sludge hauled
- Working on return line from pump station 6 to head works, isolating from influent meter. (on-going)

**Water:** Routine operation and maintenance.

- Wells are running 15 hours daily producing an average 299,000 gal per day. Total water production in May 9,294,000 Gallons. Well 5 is on.
- Production is up 50,000- 70,000 per day from last year.
- Water leaks are being repaired and new meters installed and replaced.(3 leaks repaired including 4<sup>th</sup> and Liberty)
- Water Rate Study
- Plan for future water supply

**Streets:** Routine operation and maintenance.

- Marking out storm water lines for master plan 70% complete
- Monitoring street lights.
- Catch basins cleaning.
- Street sweeping is started once a month on the 4th Wednesday; trees are an issue in the business area for height over curbs.( will address after the growing season Late Aug)

**Park:** Picking up after each storm.

- Preparing for Concerts and Days in the park.
- Hazardous trees to be removed (more will be taken down after Aug.).
- Park sprinklers are at minimum, only on 1-3 days a week)

**Notice for Council**

**Administration**

Public Works scheduling and planning for staff.  
Budget on track for current 2016-2017

Respectfully: Darrel Lockard PWS

**Public works project list**

Storm water master plan (in process).  
Waste water irrigation system (summer) in process.  
Wastewater Ras return line to be installed  
Street grant application  
Fix tennis net  
Water meters replacement (ongoing)

**CITY OF AURORA  
RESOLUTION NO. 712**

**RESOLUTION VALIDATING THE APPOINTMENT OF TOM HEITMANEK  
TO THE POSITION OF CITY COUNCILOR**

**WHEREAS**, by Resolution No. 704, the City Council declared Council Position #4 vacant by Councilor Vlcek resignation; and

**WHEREAS**, Chapter VII, Section 2 of the City Charter provides that vacancies in elective offices in the City shall be filled elected by a majority of the members of the Council;

**NOW THEREFORE, THE AURORA CITY COUNCIL RESOLVES**, that the appointment of Tom Heitmanek to City Council as Councilor at the February 9<sup>th</sup>, 2016 meeting is hereby validated in writing. This will take effect immediately upon passage of Resolution Number 712.

**INTRODUCED AND ADOPTED** this 9th day of August, 2016.

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Bill Graupp, Mayor

**ATTEST:**

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Kelly Richardson, CMC  
City Recorder

**CITY OF AURORA  
RESOLUTION NO. 714**

**RESOLUTION FOR THE EXPECTED EXPENDITURE/PURCHASE OF NEW  
2017 RAM TRUCK**

**WHEREAS**, On June 14, 2016, The Aurora City Council Adopted the 2016/2017 Budget with the expected purchase of a new 2017 Ram Truck for Public Works:

**WHEREAS**, Chapter X, Section 5 of the City Charter provides that contractual obligations or expenditures of approved budgeted funds for a single purchase in the excess of \$15,000.00 shall be authorized by resolution and;

**WHEREAS**, The quoted price for the purchase of a new 2017 Ram Truck for the Public Works Department is over the single purchase limit and;

**NOW THEREFORE, THE AURORA CITY COUNCIL RESOLVES**, that the purchase of the new 2017 Ram truck estimated to be \$26,346.00 on the State of Oregon contract number 5552 is approved for purchase;

**INTRODUCED AND ADOPTED** this 9th day of August, 2016.

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Bill Graupp, Mayor

**ATTEST:**

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Kelly Richardson, CMC  
City Recorder

## Finance

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**From:** Chuck Baggs [cbaggs@tonkin.com]  
**Sent:** Tuesday, July 12, 2016 5:03 PM  
**To:** bmcm5@aol.com  
**Cc:** Finance  
**Subject:** RE: Order confirmation and fleet enrollment form  
**Attachments:** 2017 Ram 1500 Quad Cab pickup quote for city of Aurora.pdf; Equip content on 2017 Ram 1500 4WD Quad Cab pickup.pdf

Hello Darrel & Mary,

It was just made official of the state price agreement contract approval with FCA.

Please review the attachments of an identical Ram 1500 like you took delivery of last month.

It looks like the price went up \$346.00 for the 2017 model compared to your 2016.

Let me know if and when you wish to place an order for it.

I will look forward to hearing from you.

Sincerely,

*Chuck Baggs*, Fleet Manager  
The New

***Ron Tonkin*** Chrysler Jeep Dodge Ram & Fiat

**16800 SE McLoughlin Blvd.**

**Milwaukie, Or 97267**

**WWW.TONKINDODGE.COM**

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**C: 503.781.8128**

RON TONKIN CJDRF  
 16800 S E MCLOUGHLIN BLVD  
 MILWAUKIE, OR 972674956

Configuration Preview

Date Printed: 2016-07-08 7:51 PM  
 Estimated Ship Date:

VIN:  
 VON:

Quantity: 1  
 Status: BA - Pending order

FAN 1:

FAN 2:

Client Code:

Bid Number:

PO Number:

Sold to:  
 RON TONKIN CJDRF (43231)  
 16800 S E MCLOUGH LIN BLVD  
 MILWAUKIE, OR 972674956

Ship to:  
 RON TONKIN CJDRF (43231)  
 16800 S E MCLOUGH LIN BLVD  
 MILWAUKIE, OR 972674956

Vehicle: 2017 1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 FT 4 IN box) (DS6L41)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	DS6L41	1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 FT 4 IN box)	33,995	32,526
Package:	27B	Customer Preferred Package 27B	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	1,250	1,063
	DFD	8-Spd Auto 8HP70 Trans (Buy)	500	425
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0	0
	APA	Monotone Paint	0	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0	0
	-X8	Black/Diesel Gray	0	0
Options:	DSA	Anti-Spin Differential Rear Axle	395	336
	5N6	Easy Order	0	0
	4FM	Fleet Option Editor	0	0
	4FT	Fleet Sales Order	0	0
	170	Zone 70-Phoenix Arizona	0	0
	4EA	Sold Vehicle	0	0
Non Equipment:	4WA	Misc Commercial Account	0	0
Discounts:	YGE	5 Additional Gallons of Gas	0	12
Destination Fees:			1,195	1,195
<b>Total Price:</b>			<b>37,335</b>	<b>35,557</b>

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order  
 Customer Name:  
 Customer Address:

PSP Month/Week:  
 Build Priority: 99

USA

Instructions:

\$26,346 <sup>00</sup> as configured per  
 state price agreement

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Standard Features DS6L41500 TRADESMAN 3/8" AD-738 AX4 (50 IN WB, 8 FT 4 IN BOX)

Code	Description
JCB	120 MPH Primary Speedometer
JJ	12V Auxiliary Power Outlet
BAB	160 Amp Alternator
WIA	17" Steel Spare Wheel
WFP	17X7.0 Steel Wheels
DJG	215MM Front Axle
DRN	235MM REAR AXLE
NFW	26 Gallon Fuel Tank
DMC	3.21 Rear Axle Ratio
ERB	3.6L V6 24V VVT Engine
SCF	4-Spoke Steering Wheel
CBE	40/20/40 Split Bench Seat
MUS	4X4 Badge
NAS	50 State Emissions
RCG	6 Speakers
XFK	7 Pin Wiring Harness
BCN	730 Amp Maintenance Free Battery
DFL	8-Spd Auto 845RE Trans (Make)
MDX	Active Grille Shutters
CG3	Advanced Multistage Front Air Bags
HAA	Air Conditioning
BRT	Anti-Lock 4-Wheel Disc Brakes
RSU	Audio Jack Input for Mobile Devices
LMG	Automatic Headlamps
NHB	Auxiliary Transmission Oil Cooler
CTL	Base Door Trim Panel
MNA	Black Door Handles
LE4	Black Exterior Mirrors
MB1	Black Front Bumper
MIFF	Black Grille
MBN	Black Rear Bumper
CKJ	Black Vinyl Floor Covering
XJ8	Body Color Fuel Filler Door
LPE	Cargo and CHMSL Lamp
WMJ	Center Hub
XFH	Class IV Receiver Hitch
DS7	Conventional Differential Frt Axle
DS8	Conventional Differential Rear Axle
HGB	Dash Liner Insulation
XB2	Door Parts Module
CSP	Driver/Passenger Assist Handles
JJB	Dual Note Electric Horns
DH9	Elec Shift-on-the-Fly P/Time T/Case

Code	Description
GJD	Rear Fixed Window
CFM	Rear Folding Seat
SGB	Rear Heavy Duty Shock Absorbers
SHF	Rear Stabilizer Bar
CUE	Rear Underseat Compartment Storage
GNA	Rear View Day/Night Mirror
MPP	Rear Wheel Spats
MHL	Rear Wheel Well Liners
RSX	Remote USB Port
C1G	Rotary Shifter-Black
X8Z	Seat Parts Module
GXX	Sentry Key Theft Deterrent System
NHM	Speed Control
XMJ	Spray in Bedliner
CJ2	Supp. Side Curtain Frt/Rr Air Bags
CJ1	Supplemental Frt Seat Side Air Bags
CGS	Supplemental Side Air Bags
SUA	Tilt Steering Column
GAC	Tinted Glass Windows
GBB	Tinted Windshield Glass
XBN	Tip Start
X88	Tire & Wheel Parts Module
TBM	Tire Carrier Winch
XGM	Tire Pressure Monitoring Display
XFU	Trailer Tow w/4-Pin Connector Wiring
JHA	Var Intermittent Windshield Wipers
LAZ	Vehicle Information Center

Code	Description
XXU	Electronic Shift
BNB	Electronic Stability Control
NHA	Engine Oil Cooler
NHJ	Exterior Mirrors w/Heating Element
RDD	Fixed Long Mast Antenna
HGF	Floor Tunnel Insulation
CDR	Front Armrest w/Three Cupholders
MXC	Front Bumper Sight Shields
X83	Front End Parts Module
SFB	Front Heavy Duty Shock Absorbers
CGD	Front Height Adjust Shoulder Belts
MDA	Front License Plate Bracket
LAX	Front Passenger Seat Belt Alert
SHA	Front Stabilizer Bar
MEN	Front Wheel Spats
TBB	Full Size Spare Tire
TZA	Goodyear Brand Tires
Z6D	GVW Rating - 6800#
LME	Halogen Quad Headlamps
*TX	HD Vinyl 40/20/40 Split Bench Seat
LA6	Incandescent Tail Lamps
JAT	Instrument Cluster w/Display Screen
JBF	Instrument Panel Black Bezel
X81	Instrument Panel Parts Module
XJJ	Locking Tailgate
JP8	Manual Adjust Seats
RS6	Media Hub (USB, Aux)
MCL	Molded-in-Black Upper Fascia
APA	Monotone Paint
CE8	No Lumbar Adjust
XA8	Non Adjustable Pedals
TTM	P265/70R17 BSW All Season Tires
XBS	Pickup Box
JKY	Power Accessory Delay
GT6	Power Heated Mirrors, Fold-Away
JPB	Power Locks
SBA	Power Rack and Pinion Steering
JP3	Pwr Front Windows, 1-Touch, Up & Down
XFC	R1234YF A/C Refrigerant
RA1	Radio 3.0
MS2	Ram 1500 Badge
MGA	Ram's Head Badge
LCH	Rear Dome Lamp

# **CITY OF AURORA**

## **COUNCIL PROCEDURES**

RULES OF THE ROAD  
Guidelines for Decision Making

1. Ensure that the thoughts of each person are sought out. Seek diversity of ideas.
2. Focus on issues and not personalities.
3. Protect others in their absence.
4. Encourage open decision making.
5. Whenever possible, staff should present new proposals at the committee level, and complex issues should be fleshed out at the committee level or at City Council work session first.
6. Be willing to table issues.
7. The City Council should demonstrate courtesy and respect for presenters. When necessary, the Mayor should exercise his or her authority to call everyone's attention to the speaker.
8. City Council direction to staff must be by majority vote rather than by individual councilors.
9. Once a decision is made, everyone should move on, try to bury disagreements, and expect the staff to implement the decision.

**Above all, work diligently to break down barriers, improve communication, and build trust, respect, and cooperation.**

## GUIDELINES FOR EFFECTIVE CITY COUNCIL RELATIONS

1. Seek to understand one another's perspective.
2. Honor one another in public and protect each other in their absence.
3. Focus on issues, not on personalities.
4. Seek honesty and integrity in all deliberations and interactions.

## MISSION STATEMENT

### CITY OF AURORA'S MISSION STATEMENT AND GOALS

The City of Aurora's mission is to maintain a safe and livable environment for its citizens and provide for the efficient delivery of public services.

Goals will be achieved thru open communication, between the city and the citizens with citizen participation and community pride.

1. Foster a strong sense of community pride in the operation of the city, the actions of its elected officials, appointed officials and employees, and projects that are undertaken by the city.
2. To keep citizens informed as to what the city is doing and why.
3. To value the recruiting, training and continuing development of well-informed, friendly, and competent volunteers and employees at every level of city government.
4. To be respectful of and listen to the views of everyone in the community and to recognize that every citizen has an equal right to services and access to the decision making process.
5. To always keep the best interest of the city in mind (not a few citizens) whenever any decision is made, policy is developed, or program is implemented.
6. To be consistent and fair in the development and implementation of public policy.
7. To be frugal in the use of public resources and funds.

## OBJECTIVE

This is best achieved in a community where citizen participation, open communication, a strong sense of community, community pride, and the selection, training and retention of high quality employees is valued, and encouraged by the city's residents, elected officials, and appointed officials.

## INTRODUCTION

Essential skills for proper job performance of the City Councilors are a thorough knowledge of: 1) the community, its people, and its problems, 2) the various roles of individual City Councilors, and 3) the Council as a whole. An aim of this policy is to provide City Councilors, other municipal officials and staff with a basic understanding of the roles of the City Council, its individual members, their relationship and interactions with staff, and the issues they will confront.

## ROLES OF ELECTED OFFICIALS

Most City Councilors consider the formulation of city policy to be their primary responsibility. They are concerned with the way in which policy is administered. Elected officials have job descriptions too. The job description is contained within the Oregon Revised Statutes, the City Charter, and Ordinances.

It is crucial for City Councilors to act within the course and scope of their authority. Staying within these boundaries of authority can shield the City and its officials from claims or lawsuits. Acting outside an official's authority, even accidentally, may take away statutory and insurance protection. There are four types of power an official may exercise.

- **The Power to Legislate** – This is the power to adopt laws and policies by the elected body.
- **The Power to Administer** – This is the power to implement the laws and policies of the City Council, and can be delegated to committees, staff or contractors. Some of the administrative power is, by charter, delegated to the City Finance Officer and the Budget Committee.
- **Quasi Judicial Power** – This is the power to determine the rights of individuals in specific cases such as land use or zoning issues, or employee discipline or termination. City Councilors must show judicial objectivity by:

- Giving proper notice of all proceedings
  - Acting as a fair and impartial judge
  - Following all procedural rules
  - Confining your deliberations to determining the facts in the public record, applying applicable law, and avoiding ex-parte contacts.
- **Proprietary Power** – This is the administrative power to engage in commercial activity, such as providing water and sewer services, buying and selling property or contracting for goods and services. Exercise of proprietary powers must meet standards in the charter, city ordinances, and state and federal law.

While individual City Councilors may, as part of the governing body, be involved in the administrative decision, City Councilors have no individual power to interfere or influence administrative activities, negotiations or terms of agreements.

### **POLICY ROLE OF THE CITY COUNCIL**

The City Council has dominant voice in policy matters. The City Employees take part in the policy making process when they make recommendations to the City Council. Employees establish administrative policy when they make decisions on specific matters that are not clearly covered by existing ordinances, or regulations.

The unique role of the City Council in the policy-making process is to serve as the highest authority within city government in determining policy. Although the City's Staff may be involved in formulating and implementing policy, only the City Council may pass an Ordinance or Resolution, and adopt a Comprehensive Plan.

For a City Council to effectively assume a positive and active role in bringing issues forward for discussion in setting policy, City Councilors need a clear understanding of the policy process and the stages at which the City Council intervention is most effective. It may be helpful to think of the policy process as a series of steps or phases:

- Identification of problems and needs.
- Establishing of community goals.

- Determination and analysis of alternative means for achieving objectives.
- Establishment of priorities.
- Development of programs. (Staff function).
- Implementation of programs. (Staff function).
- Monitoring and evaluation of programs. (Staff function).
- Feedback.

These steps usually do not occur as separate actions or decisions, but they may occur more or less in sequence, as in adoption and periodic review of the Comprehensive Plan, a Capital Improvement Plan, or the annual City Budget. City Councilors may be involved in each of these steps, but their most important contributions are likely to be in identifying needs, establishing goals and objectives, choosing among alternatives, setting priorities, and providing feedback.

### **ADMINISTRATIVE ROLES OF THE CITY COUNCIL AND DEPARTMENT HEADS**

A City Council's administrative role varies according to the form of government. Aurora uses a "strong mayor" system. This means the Mayor is a voting member of the City Council as opposed to a presiding Mayor with veto power. The Mayor appoints City Councilors to serve as Liaison for a particular City Department at the first meeting in January of each year, and may serve as a Liaison for any number of functions.

A City Councilor may be assigned as "Liaison" to any one of these four responsibility areas: Public Works Department, Police Department, as Inter-Governmental Liaison or as with the City Administration Staff/Community Liaison. A portion of each City Council meeting is set aside for reports from the "liaisons" on matters related to their assignments, i.e., committee, workshops, research, etc.

Individually, each City Councilor has authority in administrative matters only to the extent delegated by the City Council as a whole.

This delegation is often formally expressed through an Ordinance or Charter provision but may be implemented through City Council action or

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resolution.

In Aurora, most administrative authority is vested in the City Council and Department Heads who are appointed and are removed by the City Council. Currently, these Department Head positions are as follows:

Public Works Superintendent  
Police Chief  
City Recorder  
Finance Officer

Under the current administrative role of the City Council, there are likely to be many practical, and in some cases even legal limits to the City Council's administrative activities. But examples of City Councilor's administrative role may be: 1) During a Department Head's absence, the Department Head's Liaison could present a department request, proposal or report for City Council Meetings, or present a potential problem, or requests for services: 2) The Department Head's Liaison could provide ideas about a program or policy, attend intergovernmental or other meetings to gain insight and background, assist with evaluation or bids for services, etc.

The City of Aurora Liaison's roles are support and advice mechanisms for the Department Heads and are for the City Council's mutual benefit. The Mayor and Department Heads bear the responsibility for the "general day to day" operations of the Department they supervise. Through this relationship, a Liaison uses the knowledge and background of the department or city service they represent at the City Council level to better inform other City Councilors and the citizens.

This can assist the City Council in developing policies and programs to meet the community and staff needs. The Liaison's and City Staff roles are contained in greater detail further on in this handbook.

## **AUTHORITY**

### **CITY CHARTER**

The City Charter of the City of Aurora provides that the City Council shall adopt rules for the government of its members and proceedings. The following rules shall be in effect upon their adoption by the City Council until they are amended or new rules are adopted. These rules shall be presented to all City Council members during the first work session in January of odd number years

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following general elections. Where these rules are found to conflict with the City Charter, the terms of the City Charter shall govern as the "constitution" of the City.

Within 30 days of taking office, each appointed or elected City Councilor shall sign the Miscellaneous Page of This Handbook stating that they have reviewed and received a copy of these rules. The City Recorder shall retain the signed copy.

### **COUNCIL MEETINGS**

#### **REGULAR MEETINGS**

The **Aurora City Council** will meet in regular session on the second Tuesday of each month at 7:00 pm. A change of any regular meeting date may be made by motion duly passed at a regular meeting.

#### **MEETING PLACE**

The **Aurora City Council Meetings** shall be held in the City Council Chambers or such other location as may be determined by the City Council.

#### **SPECIAL MEETINGS**

The Presiding Officer, upon his or her own motion may, or at the request of three members of the City Council shall, by giving notice thereof to all members of the City Council call a special meeting of the City Council. At least 24 hours notice to the press and interested persons who have asked to be notified. Special Meetings of the City Council may also be held at any time by the common consent of all members of the City Council. **Only the subjects listed on the special meeting agenda may be acted upon.**

#### **NOTICE OF SPECIAL MEETINGS**

Notice of Special Meetings of the City Council may be given in writing. The City Recorder shall be responsible for the notification by an email to inform the City Council that their packets are located in the blue box, which would consist of an agenda and a packet of information that needs to be discussed at

the Special City Council Meeting.

Within five days after a City Councilor shall take oath of office, he/she shall leave an email address where all notices of Special Meetings are to be delivered and shall further designate a telephone number at which all notices of Special City Council Meetings are to be called. Delivery of a written notice of a specially called City Council Meeting to the email address given by the City Councilor shall be at least 24 hours before the time of the specially called meeting.

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for the meeting shall describe the emergency justifying less than 24 hours notice.

Notices to City Councilors of a specially called City Council Meeting shall be entered in the minutes of the Special City Council Meeting and shall be a permanent record of the Special City Council Meeting. It is the responsibility of the City Recorder to fax, email or deliver a copy of the agenda to the Canby Herald, to the Woodburn Independent, and other interested parties upon written request. It is also the responsibility of the City Recorder to make sure the agenda is posted at the General Store, the Post Office, and on the Bulletin Board at City Hall.

### **ATTENDANCE**

It is the duty of each member of the City Council to attend all meetings of the City Council. The Aurora City Charter provides that a City Councilor's office will be deemed vacant upon his or her absence from meetings of the City Council for 60 days without consent. Consent will be given for good cause.

Good cause shall include, but is not limited to:

- > Illness;
- > Family obligations;
- > Employment requirements;
- > Scheduled vacations; or
- > Other city business

### **EXCUSED ABSENCE**

When any City Council member cannot attend a meeting of the City Council, the member shall notify the City Recorder prior to the meeting. If there are no objections from other City Councilors, the Presiding Officer may announce

the absence is for good cause and the absence shall be listed in the minutes as excused. If the City Council determines the absence is not for good cause, the absence shall be listed in the minutes as unexcused.

If a quorum is not present at a regular meeting or at any special meeting called, the Mayor or Council President may adjourn to a later time.

Except as provided by State law, all meetings of the City Council and its committees shall be open to the public and the media, freely subject to recording by tape, radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting as determined by the Mayor or the Council President.

### **OPEN MEETINGS**

All meetings will be held in accordance with the Oregon Public Meeting Law. No final action by the City Council shall have legal effect unless the motion and the vote by which it is disposed of, take place at a proceeding that was open to the public.

### **QUORUM**

Three members of the City Council shall constitute a quorum for its business, but less than three City Councilors may meet and compel the attendance of absent members. If a quorum is not present, those in attendance will be recorded and the Mayor will adjourn the meeting

### **OATH OF OFFICE**

New Councilors and / or Mayor shall be sworn in by the City Recorder. In the absence of the City Recorder the Finance Officer will administer the Oath of Office.

### **CONFIDENTIALITY**

City Councilors shall not share or discuss any confidential information with anyone other than other City Councilors, the Mayor, the City Recorder, or the City Attorney.

City Councilors will keep all written materials provided to them on matters confidential under law in complete confidence to insure that the City's position is

not compromised. No mention of confidential information read or heard should be made to anyone other than other City Councilors, the City Recorder, the Mayor, and or the City Attorney.

### **WORK SESSION**

The **Aurora City Council** may hold a work session any time that the City Council feels is necessary.

Work Sessions shall be open to the public, however an opportunity for public testimony will only be allowed at the discretion of the Mayor or the Presiding Officer or by a majority vote of the City Council.

### **EXECUTIVE SESSION**

Executive Sessions shall be held in accordance with Oregon law – ORS 192.660. Matters discussed in Executive Session shall be exempt from public disclosure pursuant to State Statutes. Executive Sessions shall be closed to all persons except the City Council; persons reporting to City Council on the subject of the Executive Session; the City Recorder; City Staff persons as allowed by the City Council to attend; news media representatives, unless excluded by the Public Meeting Law (e.g....media representatives may be excluded for discussions regarding labor negotiations); and other persons authorized by the City Council to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session, or who is a party to litigation being discussed, shall remain in the room during such executive session discussion.

#### **Prior to opening an executive session the Presiding Officer shall:**

- > announce the purpose of the executive session,
- > announce the state statute authorizing the executive session, and
- > notification to all present, including the media, that matters discussed in executive session are not to be disclosed or reported to the public

An Executive Session may be held during any open meeting for which proper notice has been given. No final action may be taken during an Executive Session, but an opinion or consensus of the City Council may be gathered.

### **DISCUSSIONS IN EXECUTIVE SESSION**

If the City Council, in Executive Session reaches consensus or provides direction to staff on confidential matters – such as negotiations on property acquisition or disposal, pending or likely claim or litigation, or employee

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negotiations – all contact with other parties shall be made by designated representatives handling the negotiations or litigation. A City Councilor will not have any contact or discussions with any other party or its representative nor communicate any executive session discussion.

### **EXECUTIVE SESSION MINUTES**

**Minutes from Executive Sessions held pursuant to ORS 192 660 will be kept in the form of a tape recording. No transcription of Executive Session minutes will be made, unless otherwise required by law.**

### **CANCELLATION OF MEETING**

Upon a majority vote of the members of the City Council present, a meeting may be canceled when deemed appropriate. The City Charter requires one regular meeting be held each month. Notice of cancellation shall be posted on the Bulletin Board at City Hall, distributed to members of the media, and to the interested citizens, and posted on the City Council Chamber Door.

### **ORDER OF BUSINESS AND AGENDA**

#### **AGENDA**

The order of business of each meeting shall be as contained in the agenda prepared by the City Recorder. The agenda shall be a listing by topic of subjects to be considered by the City Council, and shall be available to the members of the City Council at least four (4) days preceding the meeting to which it pertains except in case of a Special or Emergency Meeting. Failure to make timely delivery shall not invalidate any action by the City Council. The City Council meetings will adjourn by 10:00 pm.

#### **ORDER OF BUSINESS**

Generally, the order of business at regular meetings of the City Council will be:

- a) **Call to Order** - The Mayor or Council President shall call the meeting to order. No item of business shall be added to the

printed agenda after 3:00 pm on the Thursday preceding the meeting for which the agenda has been prepared.

- b) **Roll Call** – The City Recorder will conduct a roll call in **alphabetic order**.
- c) **Consent Agenda** - The consent agenda shall consist of a list of routine, non-controversial matters, not typically requiring discussion, presented for City Council approval by a single motion. Any item may be removed at the beginning of the meeting for a separate consideration upon request.
- d) **Visitors** - An opportunity for members of the audience shall be given to address the City Council on any matter, other than those issues on the Agenda scheduled for public hearing. Participants must state their name and address for the record prior to addressing the City Council. If the person has not signed the "Sign-In Sheet," the person will not be allowed to address the City Council.

Testimony will be limited to three minutes, unless additional time is granted by the Mayor. Items brought before the City Council from the public during public testimony should be referred to the staff for appropriate action and a report returned to the City Council, if requested.

Such procedure should not prevent the staff, Mayor, or City Council from answering directly to a citizen inquiry at the time it is brought before the City Council.

e) **Staff Reports**

**Parks Committee Reports** - The Park's Commissioner brings up any issues that need to be discussed and possibly need to be approved by the City Council.

**Mayor's Report**

**City Councilor's Report, if available**

**City Attorney's Report, if available**

**City Planner's Report, if available**

- f) **Ordinances and Resolutions –**
- g) **Planning Commission Report**
- h) **Public Hearings –** (Procedures for public hearings are addressed elsewhere in these procedures)
- i) **New Business -** Time provided for members of the City Council or City staff to bring any new matters before the City Council. These matters need to be listed on the agenda, if there needs to be an immediate answer or response back from the City Council.
- j) **Unfinished Business -** Items that have been tabled from other City Council meetings.
- k) **Adjournment**

**COUNCILORS PLACING AN ITEM ON THE AGENDA**

A City Councilor wishing to place an item on the agenda will advise the City Recorder no later than seven (7) days prior to the regular City Council meeting at which the item is to be considered.

**SPECIAL ACCOMMODATIONS**

All City Council meeting agendas shall contain proper notice of the City's intent to conduct the meeting in accordance with the Americans with Disabilities Act and that persons needing accommodations may contact the City Recorder 48 hours prior to the meeting time to request the necessary accommodations. Such notice shall provide the telephone number at which the City Recorder may be contacted.

**THE PRESIDING OFFICER**

**MAYOR**

The Mayor shall preside at all meetings of the City Council. The Mayor shall have all duties and privileges of any City Councilor, and shall not be denied any right or privilege by reason of his or her position as the Presiding Officer. He or she shall have authority to preserve order, enforce the rules of the City Council and determine the order of business. In the absence of the Mayor, the City

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Council President shall serve as the Presiding Officer. In the absence of both the Mayor and Council President at a meeting where a quorum is present, the City Councilor with the longest continuous service on the City Council from the City Councilors present shall preside.

The Mayor may also have other specific duties contained within the Charter, Employee Handbook, and other written policies and procedures approved by the City Council. The Mayor may appoint committees and countersigns all ordinances, resolutions, and other records of proceedings approved by the City Council.

### **COUNCIL PRESIDENT**

At the first meeting of the City Council in each odd-numbered year, the City Council will elect a Council President from its members. Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor.

### **COUNCILOR ROLES**

Individual City Councilors may perform various other roles, determined and delegated by City Council rules or resolution.

### **SERGEANT-OF-ARMS**

The Sergeant-of-Arms will be responsible for keeping the order and peace at meetings and to assist the Presiding Officer, as appropriate.

### **MAJORITY VOTE REQUIRED**

A quorum being present, an affirmative vote of at least a majority of the members of the City Council present and eligible to vote shall be necessary to pass an ordinance, a resolution, or a motion. When any vote is called, each City Council member shall respond (aye) or "(nay)," "abstain," or "pass". Any City Council Member who responds "pass" shall be given an opportunity at the end of the vote to change his or her vote to "(yes)" "(aye)", "(no)" "(nay)" or "abstain." Any "pass" response not changed, shall be recorded as an abstention. The Presiding Officer will have a vote on all questions before the City Council. Any City Councilor abstaining shall state the reason for the abstention. An abstention does not count as either an affirmative or negative vote and shall not be counted toward the number of votes required to pass or reject a motion.

## **TIE VOTE**

In the event of a tie in votes on any motion, the motion shall be considered defeated.

## **MINUTES**

### **RECORDING OF MINUTES**

Minutes are the official record of the City Council meetings. They record the substance of a meeting and are a clear, accurate, concise, informative record of the proceedings. Minutes will generally follow the chronological order of items considered during a meeting. It is general practice to sound record the meetings of the City Council for back up reference.

City Council minutes shall be kept by the City Recorder and the minutes, upon approval, shall constitute the official record of the City Council. The minutes are to include, at a minimum:

- a) Kind of meeting (regular, special, work session, etc.).
- b) The name of the body meeting (City Council, Planning Commission, the Historic Review Board, and the Budget Committee, etc).
- c) Date of the meeting and place where it is held.
- d) Name and title of the Presiding Officer (usually the Mayor).
- e) All motions with dispositions, and the name of the mover, and the name of the person who seconded the motion.
- f) Members present.
- g) Proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
- h) Results of all votes including abstentions.
- i) The substance of any discussion on any matter.
- j) The name and address, if available, on any person appearing

before the City Council to offer testimony, and the substance of such testimony.

- k) Exhibits or written testimony subject to ORS 192.410 to 192.505.
- l) Reference to the appropriate ORS section under which an Executive Session was held.
- m) References to documents discussed.
- n) Signature lines for the Mayor and City Recorder.

### **DISTRIBUTION OF MINUTES**

Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval. However, because the minutes are generally completed in draft form prior to distribution of the agenda packets, the minutes are available for earlier review should the need arise, with the words "DRAFT" stamped on the minutes.

### **CORRECTION AND APPROVAL OF MINUTES**

Approval of the minutes usually takes place at the next meeting following the date of the minutes under approval. Generally, minutes appear on the agenda under the Consent Agenda. If minor changes are made to the minutes, a City Councilor may offer such amendment prior to the Consent Agenda being approved. For extensive amendments, the minutes should be pulled off the Consent Agenda for consideration. All corrections that appear will appear in the minutes of the meeting when the changes took place.

If a City Councilor has a concern over the reporting of minutes, it is that City Councilor's responsibility to review the tape of the meeting and bring corrections forward to the City Council at the next regular meeting with the tape cued, ready to be played, if necessary.

### **VOTING REQUIRED**

Every member of the City Council that is present when a question is addressed shall vote for or against the question, unless he or she abstains for just cause (conflict of interest, bias, etc).

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## **VOTING RESULTS**

The Presiding Officer announces the voting result. This step is always included to ensure City Council understanding of the outcome and so that the City Recorder will be able to accurately reflect the outcome in the minutes.

## **VACANCY OF CITY COUNCIL POSITION**

The Aurora City Charter outlines circumstances in which a City Council position may become vacant.

Vacancies in elective offices in the City shall be filled by a majority of the members of the City Council. The appointee's term of office shall begin immediately upon his or her appointment and shall continue throughout the unexpired term of his or her predecessor. During the temporary disability of any officer or during his absence temporarily from the city for any cause, his or her office may be filled pro-tem in the manner provided for filling vacancies in office permanently.

## **VACANCY OF THE MAYOR'S POSITION**

In the event the office of the Mayor becomes vacant, the office shall be filled as specified by the City Charter. A new Council President shall be appointed accordingly from the remaining members of the City Council. The City Council then shall fill the vacancy as set forth below. It is the responsibility of the City Recorder to notify the City Attorney immediately upon being notified that the Mayor has resigned or the Mayor's position becomes vacant.

## **DECLARATION FOR APPOINTMENT**

***The vacant position shall be declared vacant by motion of the City Council.***

## **RULES OR ORDER**

Robert's Rules of Order Summary Version shall be used as guidelines to govern all City Council proceedings unless they conflict with these rules. The Mayor and if the Mayor is unable to attend, then the City Council President will act as parliamentarian with support from the City Attorney when present.

## **Robert's Rules of Order - Summary Version For Fair and Orderly Meetings & Conventions**

The City of Aurora has adopted Modern Parliamentary Procedure as its procedural guide for deliberation and decision making, subject to charter and ordinance provisions.

### **Procedural Explanations**

- Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)
- Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

- Commit /Refer/Recommit to Committee: State the committees to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- Object to Consideration: Objection must be stated before discussion or another motion is stated
- Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- Reconsider: Can be made only by one on the prevailing side who has changed position or view
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- Suspend the Rules: Allows a violation of the assembly's own rules (except the Charter and Ordinances); the object of the suspension must be specified.

## **RESOLUTIONS**

All resolutions shall be in writing and numbered consecutively in the order in which they are introduced. All resolutions shall be signed by the Mayor, or in the Mayor's absence, by the Council President, and attested to by the City Recorder. A resolution shall receive only one reading before being put to adoption.

## **DECORUM**

The Chief of Police, or such member of the Police Department as he/she shall designate, shall be Sergeant-of-Arms of the City Council. He/she carries out all orders and instructions given by the Mayor or Presiding Officer for the purpose of maintaining order.

## **REMOVAL OF ANY PERSON**

Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the City Councilors present. The Presiding Officer may direct the Sergeant-of-Arms to prevent further interruption by such person by any action necessary including the removal of that individual. In case the Presiding Officer should fail to act, any member of the City Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the City Council present, Sergeant-of-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed.

## **ELECTRONIC MAIL**

The City Council will observe the following guidelines when using an electronic method for correspondence in their elected roles:

- 1) All e-mail use by the Mayor and City Councilors will comply with the Oregon Public Records Law and Oregon Revised Statutes ORS 192.410 through 192.505.
- 2) E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the City Council, the City Recorder, or City Department Heads.

- 3) E-Mail may not be used to discuss policy issues with a quorum of the City Council at one time or a quorum of a standing advisory body in any manner which would be in violation of the Oregon Public Meeting Laws

### **CITY COUNCIL TRAINING**

All City Councilors are expected to attend at least one City affiliated training seminar/conference per calendar year. The annual events that qualify are listed below:

- > League of Oregon Cities Annual Conference
- > League of Oregon Cities Elected Officials Training Sessions
- > Mid-Willamette Valley Council of Governments New City Councilor Training
- > Mid-Willamette Valley Council of Governments State Wide Planning Seminar

### **REIMBURSEMENT ALLOWANCE**

A reimbursement allowance for travel, meals not included with the training session, and overnight accommodations expenses may be requested for those conferences that are held at a location that is at least 50 driving miles distance from Aurora, or with approval of the City Council. City Councilors are expected to use their discretion when selecting accommodations for overnight travel and meals and should use established state/city-negotiated rates for lodging.

### **CITY COUNCIL APPROVAL**

City Council members requesting additional training must do so with City Council approval.

## **BUDGET PROCESS**

Budgeting is an annual process by which cities identify the types and levels of services that can be provided within the constraints of available resources. Since the initiation of the budgeting process in the late nineteenth century, the main objective of municipal budgeting has been to achieve control over public revenues (particularly taxes) and expenditures. However, the uses of budgeting have broadened as cities have grown more sophisticated and the practices, uses, and procedures have become more complex.

In directing a local government's efforts to fulfill its mission, the budget is one of the most powerful tools available to government leaders. It is a policy document that is one form of the City's statement of priorities for the fiscal year. It determines who gets what and expresses how the legislative body intends to address the community's needs and fulfill its goals.

Most citizens think of the budget as strictly a financial tool in which the budget allocates the City's resources. However, as a public document, it can serve many purposes, such as:

- A communication tool for elected officials and the administration to communicate decisions to citizens and staff;
- A decision-making document which staff uses as a tool to ensure financial integrity;
- A management audit tool to measure performance;
- A policy tool for the Mayor and the City Council to express the goals and priorities for the next year.
- The financial plan of the City for the next twelve months.

## **BUDGET TYPES**

There are four general types of budgets that evolved over the years. The City of Aurora budget is a combination of two types:

- The Line Item Budget – Is the most common budget type. It lists how much will be spent for every account item, by fund and department. Expenditures are broken into several categories: 1) personal services (staff salaries and benefits), 2) materials and services materials and supplies as well as private consultants needed), 3) capitol outlay (those purchases or projects exceeding \$5,000 that will be used over more than one fiscal year), and 4) non-departmental (transfers, reserves, contingencies, and un-appropriated fund balances). The line item budget

is considered the simplest form of budget. It is basically used as a financial control tool.

- The Program Budget – This divides departmental budgets into programs. In some cases a program may cross departments. The Water, Wastewater, and Street Funds are Program-Type Budgets. There is generally a narrative description of the program along with its cost and number of employees. Program budgeting makes it easier to know what the service priorities are and their total cost. A program budget usually requires more staff time to put together.

### OREGON BUDGET LAW

Oregon's Budget Law is found in ORS Chapter 294. The Oregon Department of Revenue administers this law and publishes the Local Budgeting Process in Oregon. The law establishes standard procedures for preparing, presenting, and administering the budget. It requires citizen involvement through a budget committee and public hearings before the budget may be adopted.

The law requires a budget message to be prepared by the Finance Officer, who is known as the Budget Officer. The message should:

- Explain the budget document.
- Outline the proposed financial policies for the ensuing fiscal year;
- Describe the important features of the proposed budget as they apply to the financial policies;
- set forth the basic reasons for major changes in appropriations and revenue items;
- and
- The budget message must be given at the first meeting of the budget committee when the proposed budget is presented to the budget committee.

The budget committee is composed of the City Council and an equal number of citizens. The members are appointed by the City Council. The Budget Committee must elect a chair. The Budget Committee receives the budget message from the Budget Officer, receives public input on the proposed budget, prepares minutes for the meetings, requests information from the City Staff, approves the Budget for City Council adoption, and recommends the property tax levy. The City Council is required to adopt the Budget no later than the last day of the fiscal year, June 30. The City Council's changes to the budget approved by the Budget Committee are limited to 10 percent of the total amount in each fund without referral back to the Budget Committee. **The budget and**

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related filing forms must be filed with the County Assessor by July 15<sup>th</sup> of each year.

### BUDGET CYCLE

**There are four distinct stages in the budget cycle:**

- The formulation stage begins when the City Staff develops long range financial projections, presents budget assumptions to the budget committee, and begins to estimate revenues and expenditures and compiles them into a proposed budget. This stage normally runs from January to April each year.
- The approved stage involves the Budget Committee receiving the proposed budget, holding a public hearing and recommending the approved budget for the City Council adoption of the final budget hearing at their June City Council Meeting. The City Council has the final authority to change the approved budget. However, if the change increases the property tax levy or increases a fund's approved expenditure by more than 10%, the budget must be referred back to the Budget Committee and notices must be published again. This stage normally is done in May for the June City Council Meeting.
- The implementation stage begins on July 1 (the first day of the fiscal year). Occasionally, the budget may need to be adjusted. The City Council has the authority to amend the budget through a resolution (usually the mechanism used to amend the budget is the same mechanism used to adopt the budget). Appropriations may be moved from one department to another by a transfer resolution. Recognition of unanticipated revenues, such as grants, gifts or bond proceeds, may also be appropriated through ordinance or resolution adopted by the City Council.
- It is important to note that appropriations give the right to spend what has been approved by the City Council, but not spend additional revenues received. Any amount of revenue may be received without changing the Budget. However, if there is a need to spend additional revenue during the fiscal year, a supplemental budget must be adopted. This is the reason that many funds show expenditures that are likely to never happen. If no expenditures are shown, but revenues are in fact received, then no spending could occur without a supplemental budget.

- The final stage, evaluation stage, is conducted at the close of the fiscal year. This results in the preparation of the annual audit and financial report.

### **FINANCIAL PLANNING**

Preparing expenditure forecasts and reviewing existing revenue sources, rate structures and charges are important processes in finance and management policy. More and more cities do long-term projections and present them to the budget committee and City Council. These projections help to give the staff guidance and direction for preparing the next year's budget. They may also highlight the need for review of various fees and charges, such as utility fees or systems development charges.

### **PROCEDURES IN HANDLING PARLIAMENTARY MOTIONS**

- 1) To move a motion, a City Councilor must be recognized by the Presiding Officer at a time when there is no other business on the floor. The City Councilor then says, "I move to accept the adoption of an ordinance..." or "I move to approve Resolution Number".
- 2) Another City Council member seconds the motion. This can be done without being recognized by the Presiding Officer. If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Presiding Officer calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.
- 3) The Presiding Officer states the question on the motion. This procedure is necessary for the motion to come before the City Council. Prior to this step, the Presiding Officer can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Presiding Officer states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Presiding Officer to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.
- 4) Debate then takes place on the motion. The original mover is entitled to the floor first. Each member has the right to speak and to rebut any other

speakers, but should not have the floor the second time until all who wish have spoken once. Unless it is decided otherwise, each speaker is limited to five (5) minutes each time.

- 5) The Presiding Officer then puts the question to a vote. When the debate appears to have closed, the Presiding Officer asks "are you ready for the question?" If no one claims the floor, the Presiding Officer restates the motion and calls for a vote.

### **REQUESTS FOR ORDINANCE**

Any member of the City Council may request the City Recorder to have a proposed ordinance prepared so that such ordinance may be placed on the agenda at the next regular City Council meeting, providing the ordinance can be drafted and distributed to members of the City Council in accordance with time schedules set forth in these rules. Upon reviewing a request for a proposed ordinance the City Recorder shall direct the preparation of ordinance text to the City Attorney. Upon receiving a request for a written legal opinion, the City Recorder shall request the same from the City Attorney. Upon the return receipt of the written legal opinion, the City Recorder shall distribute the written legal opinion to all members of the City Council so that they may be fully informed of the status of City affairs.

### **FORM**

All Ordinances, Resolutions, and Proclamations shall be presented to the City Council in type-written form. All ordinances and resolutions authorizing any expenditure of money should include the exact source of the funds to be expended.

### **READING ORDINANCES BY TITLE ONLY**

Upon being introduced, each proposed ordinance shall be read by title only if no member of the City Council requests a full reading. The second reading is conducted in the same manner, subject to prior posting of five (5) days' notice in the three (3) places designated for public notices. The three designated places that the Ordinance needs to be posted is at the General Store, the Aurora Post Office, and on the Bulletin Board at City Hall.

## **DISTRIBUTION OF ORDINANCES**

The City Recorder shall cause copies of all proposed ordinances to be distributed to all members of the City Council at least four (4) days before the City Council meeting at which the ordinance is to be introduced, **except when an emergency exists.**

## **ENACTMENT OF ORDINANCES**

All Ordinances will be enacted pursuant to the Aurora City Charter. Except for emergency ordinances, the ordinance will take effect 30 days after the date of adoption of the Ordinance.

All Ordinances shall be read at two meetings of the City Council. If approved by the City Council, the first reading may be by title only and a brief outline covering the purpose of the Ordinance.

The second reading may be by title only unless any person present requests to have the ordinance or any part thereof read in full. Immediately following the first reading of a proposed ordinance, it shall be signed and posted in three public and conspicuous places in the city for a period of five days prior to the passage of said ordinance. Whenever the City Council proposes to take final action on any proposed ordinance at a special meeting, notice thereof giving the time and place of such meeting shall be posted along with the ordinance.

In any event, before the final action has been taken on any proposed ordinance, there shall be filed by or with the City Recorder proof of affidavit of posting of proposed ordinance. After final reading of a proposed ordinance, the City Council may immediately take action thereon or may, by a majority vote of the City Council present at such meeting, postpone final action on the proposed ordinance from time to time, and it shall require a majority vote of all members of the council to pass an ordinance after its final reading.

Upon the final vote of an ordinance, the ayes and nays of the members shall be taken and recorded in the record, and upon the enactment of an ordinance the recorder shall sign it with the date of its passage and his name and title of office and within five days thereafter, the Mayor shall sign it with the date of his signature, his name and the title of his office.

## **SIGNING OF OFFICIAL DOCUMENTS**

The Mayor shall sign all records of proceedings approved by the City Council. The Mayor shall sign all Ordinances and Resolutions passed by the

City Council within five days after their passage. The Council President shall perform these functions whenever the Mayor is unavailable.

## **COUNCIL RELATIONS WITH CITY STAFF**

### **MUTUAL RESPECT**

There will be mutual respect and consideration shown from both the staff and the City Council of their respective roles and responsibilities when and if expressing comments of any kind in a public meeting or in any other public contact.

### **CITY STAFF ROLES**

City Staff will acknowledge the City Council as policy makers, and the City Council will acknowledge staff as administering the City Council's policies.

City Councilors and City Employees may participate in meetings, negotiations, discussions with other agencies, departments, etc. on matters pertinent to the interests and potential involvement of their departments. Liaisons and Department Heads will cooperate in all discussions and creation of any Department Goals.

### **WRITTEN INFORMATION**

All written informational material requested by individual City Councilors or the Mayor will be submitted by the Department Head to the entire City Council in their prepared packets.

### **MAYOR AND CITY COUNCILORS**

Mayor and City Councilors will not attempt to coerce or influence Department Heads in the making of appointments.

### **CITY COUNCILORS MAIL**

City Staff will not open mail addressed to an individual City Councilor unless that City Councilor has authorized it. At no time will staff open any mail that is marked personal or confidential. In the case of any mail that is addressed to an individual City Councilor that contains correspondence, contracts, proposals, or other documents which pertain to City Business and for which the Administration Department bears the responsibility for filing, retaining and disbursing as a public record, the City Councilor must provide the original of such

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document to the City Recorder's office. A copy may be retained by the City Councilor for his/her records.

### **DIRECT STAFF**

City Councilors will not direct staff to initiate any action or prepare any report that is significant in nature, or initiate any project or study without approval of the majority of the City Council.

### **MAYOR AND CITY COUNCILORS REQUEST**

The Mayor and City Councilors request for information should be made directly to the Department Head. In this way, the Department Head can evaluate if the request would create a change in work assignments or priorities for employees.

### **DECORUM AND ORDER**

### **PRESIDING OFFICER**

The Presiding Officer shall enforce the rules of the City Council. In addition, the Presiding Officer has the authority to preserve decorum and decide all points of order subject to appeal to the City Council. The Presiding Officer shall enforce order, prevent attacks on personalities or impugning members' motives, and keep those in debate to the question under discussion.

### **CITY COUNCILORS**

City Councilors shall preserve order and decorum during City Council meetings and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. City Councilors shall when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, should not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office. City Councilors should not attack the knowledge, skills, abilities, and personalities or impugn city staff members' motives in City Councilor or any City meetings.

### **STAFF AND PUBLIC**

Members of the administrative staff, employees of the City and other persons attending City Council meetings shall observe the same rules of

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procedure, decorum, and good conduct applicable to the members of the City Council.

## **PUBLIC TESTIMONY**

### **CITIZEN'S RIGHTS**

Manner of Addressing the City Council – Time Limits - Each person addressing the City Council shall step up to the microphone, or designated area of the meeting room, will give his/her name and general area of residence in an audible tone of voice for the record. Unless further time is granted by the presiding officer with concurrence of the City Council, comments should be limited to three (3) minutes. All remarks shall be addressed from the podium to the City Council as a body. Questions should be asked of the City Council members through the presiding officer. The City Council may then determine the disposition of the issue, (placed on present agenda if an emergency exists, workshops, other agendas, or do not consider).

### **PERSONS SHARING COMMON CONCERNS**

If any group of three or more persons sharing a common viewpoint on any subject wishes to address the City Council during comment, the group may select a spokesperson, which may present the views of the group to the City Council to a maximum of three (3) minutes, unless additional time is granted by the Presiding Officer. The City Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letters, videotapes, etc, may be presented to the City Recorder for consideration of the spokesperson's remarks.

### **SIGN-IN SHEET**

All persons or groups wishing to address the City Council during the time set for public comments shall, prior to the convening of the meeting, sign the "Sign-In Sheet" provided by the City Recorder, indicating the name of the person, the address of the person, and the subject of public concern on which the persons or groups wishes to address the City Council. Those who have not signed the "Sign-In Sheet" may not address the City Council.

### **COMPLAINTS AND SUGGESTIONS TO THE CITY COUNCIL**

When any citizen brings a complaint before or makes a suggestion to the City Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

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(1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the City Council finds such complaint suggests a change to an ordinance or resolution of the City, the City Council may refer the matter to the City Attorney, the City Recorder, or an advisory body for study and recommendation.

(2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Recorder, the Presiding Officer shall then refer the complaint directly to the City Recorder for his or her review if the complaint has not already been reviewed. The City Council may direct the City Recorder to report to the City Council when his/her review has been made.

### **PUBLIC HEARINGS**

A public hearing shall be held on each matter required by State Law or City policy. The Presiding Officer shall preside over the hearing and announce the type of hearing and the guidelines for the hearing. The Presiding Officer shall declare the hearing to be open and invite the City Attorney and or City Planner to present the staff report together with any petitions, letters, or written comments on the matter.

### **TESTIMONY**

Members of the audience may present oral or written testimony on the matters scheduled for public hearing. The Presiding Officer will call forth members of the audience who have signed up to present testimony under the guidelines specified at the opening of the hearing. If appropriate, the Presiding Officer may first ask those persons in favor of the matter to come forward, with those speaking in opposition coming after.

Testimony will be limited to three minutes, unless additional time is granted by the Presiding Officer. The Presiding Officer may further limit testimony if a speaker persists in being threatening and disorderly, or abusive, following a warning to that effect from the Presiding Officer. Upon being recognized by the Presiding Officer, any member of the City Council or the City staff may ask questions of any speaker. Upon closure of the hearing, no further public testimony will be allowed, unless otherwise provided by law.

## **TESTIMONY – LAND-USE PUBLIC HEARINGS**

In addition to the procedures outlined above, during a Quasi-Judicial Hearing the speaking order will be:

- the staff report will be prepared and presented by the City Planner or the City Attorney
- the applicant will be allowed to testify first,
- then anyone who wishes to present evidence in favor of the application,
- followed by anyone presenting evidence in opposition or to provide general information.
- The applicant in the case will be offered an opportunity for rebuttal.

## **ATTORNEY REPRESENTATION**

Any person attending a land use hearing has the right to be represented by an attorney.

## **CLOSING OF HEARING/COUNCIL DELIBERATION**

The Presiding Officer shall either close the hearing or continue it to a date and time certain for presentation of further evidence or argument. Upon closing the hearing, the City Council may deliberate on the matter immediately, or may deliberate on the matter at a later time. During deliberations, the City Council may request advice from the City Attorney as to the consequences and implications of the proposal or alternatives thereto based upon the facts presented during the hearing.

## **REOPENING A HEARING**

If it appears that substantial new factual material is necessary to reach a decision on the matter, the City Council may, by majority vote, order the hearing reopened or refer the matter to a hearing before the City Attorney for further development of the record. In either case, a new notice of hearing shall be given.

**OUTLINE FOR HOW TO CONDUCT A QUASI-JUDICIAL OR LEGISLATIVE  
PUBLIC HEARING – OPEN PUBLIC MEETINGS LAW**

Order of the Hearing

1. Chair Opens Hearing  
(The Presiding Officer announces that the Quasi-Judicial Hearing for (Insert the name of the hearing) or the Legislative Public Hearing for (Insert the name of the hearing) is open at (Insert the time).
2. Hearing Disclosure Statement  
(ORS 197.763)  
The Presiding Officer announces the reason for the hearing.
3. Declare Actual or Potential Conflicts of Interest, Ex-Parte Contact or Personal Bias.
4. Staff Report – (This would be presented by the City Planner).
  - a) Approval Criteria
  - b) Findings of Fact
  - c) Conclusion and Recommendations
5. Applicant's Testimony
6. Proponent's Testimony
7. Opponent's Testimony
8. Neutral Testimony
9. Applicant's Rebuttal
10. Commission Deliberation
11. Close Hearing
12. Decision Notice of Final Order (Sent to all parties to the hearing)
13. Appeal to (Commission, City Council, or LUBA)
  - An explanation of the hearings process (also see \*Script for Planning Commission" and sample Hearing Disclosure Statement. (This

statement applies to number 2, number 3, number 5, and number 9 listed above.)

### **HEARINGS DISCLOSURE STATEMENT**

The Mayor or Planning Commission Chairman shall read the following statement at the beginning of any public hearing under a comprehensive plan or land use regulation:

- All persons testifying shall be deemed parties to the application, and must provide their name and full mailing address if they wish to be notified of the decision, continuances, appeals or other procedural actions required by the Aurora Municipal Code.
- The City Zoning Code specifies applicable criteria to be relied upon in making a decision. Those criteria and findings of fact are in the City staff report.
- Public testimony should be limited to those criteria and findings of fact or to other city or state land use standards that the person testifying believes apply to the proposed land use action.
- Failure to raise an issue, including constitutional or other issues regarding proposed conditions of approval, accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue, precludes appeal to the City Council or Land Use Board of Appeals based on that issue, or damages in circuit court due to a condition of approval.

### **ADDITIONAL "COMMENTS" BY THE MAYOR OR COUNCIL PRESIDENT**

"Our role is to conduct public hearings and make decisions about land use matters in the City of Aurora. We must apply the law of the City of Aurora and cannot vary from or change the law. If you think the law should be changed, you can work with the City of Aurora to do that at another time. But state law requires that applications must be judged based on the law that existed when the application was filed.

Members of the Planning Commission and City Council are to be unbiased. Before the start of the hearing the Presiding Officer will ask them whether there are any potential conflicts of interest, personal bias, or whether there have been any ex-parte contacts to be declared. A witness may challenge

the impartiality of a decision maker, and the decision maker may respond to such a challenge.”

### **CONTINUANCE OF A PUBLIC HEARING**

According to **ORS 197.763 (6) (a)**, “prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. The local hearings authority shall grant such request by continuing the public hearing pursuant to paragraph (b) of this subsection or leaving the record open for additional written evidence, arguments of testimony pursuant to paragraph (c) of this subsection.

**(b)** If the hearings authority grants a continuance, the hearing shall be continued to a date, time and place certain at least seven days from the date of the initial evidentiary hearing. An opportunity shall be provided at the continued hearing for persons to present and rebut new evidence, arguments or testimony. If new written evidence is submitted at the continued hearing, any person may request, prior to the conclusion of the continued hearing, that the record be left open for at least seven days to submit additional written evidence, arguments or testimony for the purpose of responding to the new evidence.

**(c)** If the hearings authority leaves the record open for additional written evidence, arguments or testimony, the record shall be left open for at least seven days. Any participant may file a written request with the local government for an opportunity to respond to the new evidence submitted during the period the record was left open. If such a request is filed, the hearings authority shall reopen the record pursuant to subsection 7 of the section.

**(d)** A continuance or extension granted pursuant to this section shall be subject to the limitations of **ORS 215.428 or 227.178**, unless the continuance or extension is requested or agreed by the applicant.

**(e)** Unless waived by the applicant, the local government shall allow the applicant at least seven days after the record is closed to all other parties to submit final written arguments in support of the application. The applicant’s final submittal shall be considered part of the record, but shall not include any new evidence. This seven-day period shall not be subject to the limitations of **ORS 215.428 or 227.178.**”

## **PROCEDURE FOR LAND-USE APEALS**

### **DECISIONS APPEALABLE**

Where final decision is granted by the Planning Commission as defined by the Development Code, such decision shall be final unless the City Recorder receives a Notice of Appeal to the City Council pursuant to the guidelines set forth in the Aurora Development Code.

### **NOTICE OF APPEAL**

Every notice of appeal shall contain the material required and the fee as listed in the appeal provisions outlined in the Aurora Development Code.

### **PUBLIC HEARING DATE AND NOTICE**

Upon receipt of an appeal of a decision of the Planning Commission, the City Recorder shall set a date for public hearing before the City Council not less than 30 days from the receipt of the appeal. Notice of the hearing shall be in accordance with the guidelines set forth in the Aurora Development Code.

### **HEARING BY THE CITY COUNCIL**

The City Council shall conduct a public hearing on the appeal at the time and place designated on the notice of hearing. The public hearing shall be conducted in accordance with the provisions of the Aurora Development Code and with the adopted City Council Procedures. The appellant or a designated representative shall appear at said hearing and offer justification of the appeal. If the appellant or representative fails to do so, the appeal shall be denied.

### **DECISION OF CITY COUNCIL**

The City Council may affirm, amend, or reverse the action of the Planning Commission and may grant approval to conditions necessary to carry out the Comprehensive Plan and as provided for in the Aurora Development Code. The City Council may also remand the matter back to the Planning Commission for additional information, subject to the agreement of the applicant to extend the 120-day review period.

### **APPEAL FEE**

An appeal fee established by the City Council shall be required to defray costs incidental to the proceedings and shall be paid at the time of filing an

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appeal. The appeal fee shall be determined by a Fee Schedule that has been approved by the City Council in a Resolution.

### **CONFLICT OF INTEREST AND ETHICS**

The Oregon Government Standards and Practices Commission (The Commission) is the agency responsible for the enforcement of the Public Meetings and Ethics Laws of Oregon. The investigatory and deliberative processes are described in this article.

### **DEFINITION OF ACTUAL CONFLICT**

Formerly, the term "potential conflict of interest" was defined. Now, a new definition has been added for an "actual conflict of interest." There are three elements of an actual conflict:

1. The person is acting as a public official;
2. The official is acting, deciding, or recommending action; and
3. The act, decision, or recommendation would cause the official, a relative, or the official's relative, a financial benefit or avoidance or a financial detriment.

### **CONFLICT OF INTEREST**

In every case in which a City Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the City Council member, after disclosing the conflict, shall remove themselves from the City Council table and refrain from participation in the discussion and the vote on the issue. If a potential conflict exists, must disclose the conflict, but may participate in the discussion of the issue and may vote.

A **potential** conflict of interest would be any action, decision, or recommendation in which the effect could be to the private pecuniary benefit or detriment of the City Councilor or relative of the City Councilor or any business which the City Councilor or City Councilor's relative is associated.

An **actual** conflict of interest would be any action, decision, or recommendation in which the effect would be to the private pecuniary benefit or detriment of the City Councilor or relative of the City Councilor

or any business which the City Councilor or City Councilor's relative is associated

### **BIAS**

In quasi-judicial cases, City Councilors should excuse themselves from any decision or discussions if they have a prejudice or prejudgment of the facts to such a degree that the City Councilor is incapable of rendering an objective decision on the merits. Members of the City Council should avoid voicing an opinion prior to the testimony and avoid ex-parte contacts.

**Exception: If the recusal results in a lack of a quorum for a decision that has to be made immediately, the City Council member may be counted for the purpose of establishing a quorum, however the member must abstain from voting.**

### **EX-PARTE CONTACT**

Ex-Parte contacts only apply in a quasi-judicial case. Members of the City Council should avoid any communication outside of the public hearing process with the applicant or an outside party on quasi-judicial on land-use applications. A site visit is not considered an ex-parte contact unless there is communication with a party or if information is gained from the visit that could be a factor in future decisions. Any ex-parte contact, including the nature of the contact and the information obtained, should be disclosed at the beginning of the public hearing.

### **ABSENCE AT PUBLIC HEARING**

A member of the City Council shall not participate in the discussion or vote on a quasi-judicial land use application when they were not present during the public hearing.

**Exception:** If the City Council member has reviewed the audio or video tape recordings of the proceedings and any evidence presented at the hearing, the City Councilor may participate in the discussion and vote on the matter, following their announcement that they have done so.

### **GIFT DEFINITION**

Two new exemptions from the definition of a reportable gift have been adopted. For a gift to be exempt from reporting, a public official must consume or experience it with the purchaser. One exemption applies to food or beverages

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and other applies to entertainment with a value limited to \$50.00 per event and \$50.00 per calendar year. Providing food, lodging, or travel for a public official's spouse was formerly within the definition of "gift." (Keller v. Oregon Government Ethics Comm, 106 OR App 727,809 p2d 721, (1191) p.738). The definition of "gift" has been modified to permit the spouse of a public official to receive food or travel expenses from a person with an economic interest, if the official is appearing in an official capacity. Gifts from governmental bodies are not subject to the \$50.00 limit.

### **USING OFFICIAL POSITIONS**

An official violates the code of ethics if they attempt to use their official positions in a prohibited manner. Furthermore, officials cannot use their positions to avoid financial detriment, such as paying normal and customary charges. Officials and their relatives cannot lawfully receive unsolicited pecuniary awards for professional achievement.

### **FAILURE TO FILE STATEMENTS**

Statements of economic interest are **due quarterly on the 15<sup>th</sup> day after the end of the quarter**. Failure to file a statement can result in imposition of a civil penalty by the Government Standards and Practices Commission. Failure to file is prima facie evidence of a violation. When an official fails to file, the commission is directed to notify the official of the requirement and provide not less than 15 days for compliance. Failure to meet the Government Standards and Practices Commission's deadline can subject the official to a penalty equal to \$5.00 for each day after the deadline (up to \$1,000.00). See the Government Standards and Practices Commission's website at [www.gspc.state.or.us](http://www.gspc.state.or.us) for further details.

### **REMEDY FOR VIOLATION**

The Government Standards and Practices Commission/Ethics Commission have the power to fine and otherwise sanction public officials. The court wrestled with the issue of whether ethical violations should result in the invalidation of an official action. The Oregon Supreme Court concluded that there are no legal bases found in Chapter 244 for invalidating a decision, if it were tainted by the existence of an actual conflict of interest.

## DEFINITIONS

**ACCESSORY USE/BUILDING** – A use or structure associated with and incidental to the main use on the lot. Examples: Private garages, fences, decks, and tool sheds.

**ADA** – Americans with Disabilities Act

**ANNEXATION** – Annexation is the process by which additional land becomes part of a city. Annexation generally must be sought by the residents or owners of the land in the area. It also might be acceptable to the city. Through annexation, city services become available to residents previously outside of the city. (**ORS 221.111 to 222.180**)

**APPEAL** – The process of having a land use decision by the Planning Administrator, Planning Commission, or Hearings Officer reviewed by the City Council or County Court. In Oregon the City Council or Court decisions may be appealed to the State Land Use Board of Appeals (LUBA).

**BUILDABLE LANDS** – Lands in Urban and Urbanizable areas that are suitable, available and necessary for residential use. Hazard areas (steep slopes, flood plains, etc). are excluded.

**CIP** – Capital Improvement Plan – This is a plan that lists all the improvements that the city needs to make, and lists the financing. The Plan will also list how many years it will take before you have to implement the particular project.

**CIS** – City County Insurance Services

**COG** – Mid-Willamette Valley Council of Governments

**COLA** – Cost of Living Adjustment

**DEVELOPMENT AGREEMENT** – This is an agreement that outlines exactly what the developer needs to do in order to develop the property. The conditions listed in this agreement are agreed to by the applicant and the City.

**EMINENT DOMAIN** – A government's power to take private property for public uses if it pays "just compensation."

**FISCAL YEAR** – July 1<sup>st</sup> to June 30<sup>th</sup>

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**FLAG LOT** – A lot that is mostly separated from the streets by other lots but that has a long, narrow extension (the flag pole that reaches to the street).

**GRANDFATHERED** – Permitted to continue, despite the imposition of new laws that would otherwise prohibit the activity. A land use operating under a grandfather clause is often referred to as a nonconforming use.

**GSPC** – Government Standards and Practices Commission

**HRB** – Historic Review Board

**LCDC** – Land Conservation and Development Commission is the state commission that oversees land use planning throughout the state. The Department of Land Conservation and Development provides staff support to the commission and reviews city and county land use policies and laws.

**LID** – Local Improvement District

**LOC** – League of Oregon Cities

**LUBA** – Land Use Board of Appeals – A state board that has authority to review appeals of land use cases decided by local jurisdictions.

**MAYOR-ELECT** – This term refers to the new mayor coming into office, but has not yet been sworn in.

**ODA** – Oregon Department of Aviation

**ODOT** – Oregon Department of Transportation

**OLCC** – Oregon Liquor Control Commission

**ORDINANCE** – The City Council passes an Ordinance in order to set policy.

**ORS** – Oregon Revised Statutes

**PAAM** – Positive Aurora Airport Management

**PERS** – Public Employee Retirement System

**PROPOSED BUDGET** – This is would be the budget that was approved by the budget committee, which the budget is referred to the City Council for a Public Hearing Process at the June City Council Meeting.

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**QUASI-JUDICIAL ACTION** – A legal action that involves the application of general policies or laws to specific persons or properties. This type of action can be contrasted with legislative actions, which involve the creating of policies and laws, and with ministerial actions, which involve routine administration of clear and objective requirements.

**RESOLUTION** – The City Council passes a Resolution in order to set fees. For example, any time that the City wants to change the park rental fees, fees for copies, and or parking violation fees.

**SDC'S** – System Development Charges

**SIGNERS** – These are the four people who are authorized by the City Council to sign any legal documents.

**STREET DEDICATION** – A land owner needs to develop the land and one of the Conditions of Approval is that the Applicant must dedicate a stipulated amount of property to the City in order to widen out the street to help with the increased traffic.

**TGM** – Transportation Growth Management Grant

**UGB** – Urban Growth Boundary: An outer boundary of future urban development near the city. Land within this boundary is planned for eventual development and the provision of sewer, water, streets and other public facilities.

## MISCELLANEOUS

### AMENDMENTS TO COUNCIL PROCEDURES

Amendments to these rules shall be made by resolution.

### ANONYMOUS COMMUNICATIONS

Anonymous and unsigned communications shall be introduced in Council meetings within reason and judgment.

**RESOLUTION NUMBER 567**

A RESOLUTION REPEALING RESOLUTION NUMBER 561, REVOKING THE CURRENT CITY COUNCIL PROCEDURES MANUAL, AND ADOPTING A REVISED CITY COUNCIL PROCEDURES MANUAL.

**WHEREAS**, Resolution No. 561 is a resolution adopting City Council Procedures; and

**WHEREAS**, the current City Council Procedures are much too difficult to execute due to limited staff; now therefore,

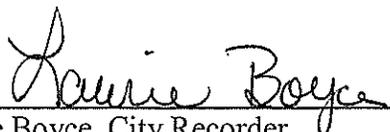
**BE IT RESOLVED**, the Aurora City Council hereby repeals Resolution No. 561, and revokes said City Council Procedures Manual in its entirety.

**BE IT FURTHER RESOLVED**, the Revised City Council Procedures Manual, attached hereto and incorporated herein by reference is hereby approved and enacted, effective March 10, 2009.

**ADOPTED** by the Aurora City Council at the regularly scheduled meeting on Tuesday, March 10, 2009.

  
\_\_\_\_\_  
James Meirow, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Laurie Boyce, City Recorder

**SIGNATURE PAGE**

The foregoing City Council Rules were adopted as amended by the City Council on the 10 day of March, 2009 by Resolution Number 567. By signing below the City Council members affirm they have read and received a copy of these rules.

**2009-2011 CITY COUNCIL:**

  
\_\_\_\_\_  
Mayor

3/23/09.  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Councilor

3/24/09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Councilor

3/24/09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Councilor

3-24-09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Councilor

9-3-09  
\_\_\_\_\_  
Date

---

*City of Aurora*

21420 MAIN STREET  
AURORA, OREGON 97002



Old Aurora City of Beers, Aurora, Oregon Clark Map 1866

**Employee Handbook**  
**CITY OF AURORA**

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## Introduction

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The City of Aurora would like to welcome you to our small community and staff. We hope to promote a strong work ethic along with courteous and friendly yet effective service to our community at large.

We are a small community and our customers and or citizens like the small town feel of Aurora.

This handbook contains statements of personnel policies and procedures. It is designed to inform everyone of the working guidelines for supervisory and staff personnel in the day-to-day administration of the City of Aurora personnel relations, to provide employees an understanding of what is expected of them and to ensure consistent fair and uniform treatment of City Employees.

Each employee can assist in keeping the City personnel program up to date by notifying their manager whenever a problem is encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to your department head for forwarding to Council for consideration.

This policy manual was adopted by the Aurora City Council on July 10, 2012. This manual supersedes all previous statements, memos, policies and practices that are in conflict with its provisions. However, all past accruals to vacation, sick leave and compensatory time will be credited to each employee.

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## City of Aurora Mission Statement & Goals

The City's mission is to maintain a safe and livable environment for its citizen's and provide for the efficient delivery of public services.

This is best achieved in a community where citizen participation, open communication, a strong sense of community, community pride, and the selection, training and retention of high quality employees is valued and encouraged by the City's residents, elected official and appointed officials.

As an organization, the City's goals are:

- To foster a strong sense of community pride in the operation of the City, the actions of its elected officials, appointed officials and employees, and the projects that are undertaken by the city.
- To keep citizens informed as to what the City is doing and why.
- To treat customers, citizens and the public in a courteous and friendly manner.
- To value the recruiting, training and continuing development of well-informed, friendly and competent volunteers and employees at every level of city government.
- To be respectful of and listen to the views of everyone in the community and to recognize that every citizen has an equal right to services and access to the decision making process.
- To always keep the best interest of the City in mind (not a few citizens) whenever any decision is made, policy is developed, or program is implemented.
- To be consistent and fair in the development and implementation of public policy.
- To be frugal in the use of public resources and funds and to do the best job we can with what we have to work with.

## About this Handbook

---

This Employee Handbook is a guide to our employment provisions and expectations. It outlines many of the programs and benefits that affect you as an employee of The City of Aurora. Nothing in this Handbook is meant to limit the discretion of City of Aurora in managing and supervising employees and we reserve the sole discretion and right to amend, delete, or otherwise revise the Employee Handbook at any time.

The City of Aurora may add to the policies in this handbook or revoke or modify them from time to time. The City of Aurora will try to keep the manual current, but there may be times when policy will change before this handbook can be revised. Significant changes to the handbook will be communicated to employees within 15 days' notice. Please be aware that any oral statements or representations cannot change or alter the provisions of the Employee Handbook. All previously issued handbooks as well as policies, memos, and verbal or written agreements that are in conflict with its provisions and any inconsistent policy or benefit statements will be superseded as of that date. While this Handbook is distributed to all employees of The City of Aurora, certain employment policies and practices may be different or will not apply to those working in exempt positions per the Fair Labor Standards Act (FLSA), part-time positions, on-call, or temporary positions.

By its nature, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of The City of Aurora. The information provided in this Handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve our employees and ourselves. We have tried to anticipate many of your questions, but in no way do we believe that this document will provide every answer. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your manager. For the purposes of this handbook, "manager" means either a manager or supervisor to whom you report.

The City of Aurora recognizes that employees differ in their skills, goals, perceptions, and values. Conditions and conflicts may arise because of that diversity; and those conditions and conflicts may not be sufficiently addressed within this Handbook. When that occurs, the City of Aurora management team will endeavor to make decisions that are fair and equitable; while at all times ensuring that the best interests of The City of Aurora are served.

*Neither this Handbook nor any other organization document, confers any contractual right, either express or implied, to remain in The City of Aurora employ. Neither does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated by The City of Aurora, or you may resign with or without reason or notice at any time. In the event of a conflict between the Handbook, and the law; the law will prevail.*

Some subjects described in this Handbook such as benefit plan information are covered in detail in official policy documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies or coverage documents are controlling.

In addition to the policies outlined in this handbook, The City of Aurora has administrative policies and procedures that are posted on the intranet. You should familiarize yourself with those policies.

You are encouraged to offer suggestions for improvement to this Handbook, procedures, employment practices or working conditions. Please read through this Handbook carefully. You may want to share it with your family members so that they will also understand your work environment. Should you have additional questions, or need further detail, please talk with your manager who can advise you or refer you to the appropriate resource.

If you have any concerns regarding your employment with The City of Aurora, please discuss this with your manager. We want your experience with us to be challenging, rewarding, and enjoyable.

## **Employment Relationship**

---

As an employee of (the City of Aurora), you are engaged in an “at will” employment relationship. This means that either you or (the City of Aurora) may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a collective bargaining agreement. The Grievance / Problem Solving Procedure and Discipline guidelines are subordinate to the employment at-will policy.

No one other than the (City Council) has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook. Contracts must be expresses, approved by the Council and signed by the Mayor. The Handbook cannot be altered except in writing and approved by the Council and signed by the (The Mayor). (The City of Aurora) is also not bound by any oral promises concerning your length or conditions of employment.

## **Terms of Employment**

---

It is the goal of The City of Aurora to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. Employment is based on abilities and performance. Job applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship.

Our policy is to always try to select the most qualified person for each available job; we recognize current employees’ experience and familiarity with The City of Aurora as an important qualification, and we encourage current employees to apply for openings in which they are interested. Usually, you must have completed your initial introductory period before transferring to a new position, and to be eligible for a transfer, you may not be under any disciplinary action.

You may from time to time be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift or department. Depending upon the circumstances, when transferred, you may be subject to a corresponding wage adjustment.

**Hiring of Relatives**-Relatives of current employees or individuals involved in a romantic relationship with a current employee are eligible for hire at (The City of Aurora) 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 the romantic relationship, would fall under the direct line of supervision of the other family member.

## New Employees, Promotions and Transfers

---

### New Employee Orientation

In order to help you fit into The City of Aurora operations, and to ensure new employees quickly have a productive and satisfying employment relationship, managers are responsible for ensuring that all new employees are scheduled for a general orientation organized by the Human Resources staff within the first month of employment. Your manager may provide a detailed job-specific orientation.

### Trial Service Period

**“The Trial Service Period is used to assess a new employee’s ability to perform the essential job function. Completion of the Trial Service Period does not alter an employee’s at-will status”**

As a new employee, you are hired into a trial training period which generally lasts 180 days/6months. The trial 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 conducted during the trial period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge/skills/abilities (KSAs) and the requirements of the position match. It is also a chance to decide if we meet your expectations as an employer.

At the end of the trial period, a decision about your employment status will be made. If you successfully complete the trial period, you may be moved to regular status. If your KSAs border on satisfactory but fall short of expectations, the trial period may be extended if there is reason to believe that your KSAs will improve within a reasonable amount of time. If expectations are not met or demonstrated, and/or KSAs are not satisfactory, it is unlikely that employment will be continued.

Employment may be terminated at any time and for any reason during this period at the discretion of the Department Supervisor and City Council or yourself, should either party regard it as necessary or appropriate. Completion of the trial period does not alter the “at will” employment relationship. Employees will accrue, but not be eligible to use vacation leave benefits during this period, unless specifically agreed upon in advance by the manager or The City Council.

## Promotions and Transfer Training Period

The City of Aurora encourages upward mobility and will consider employees for promotions as opportunities develop, or vacancies occur. Your annual performance evaluation is an excellent time for you to discuss your career interests with your manager.

If you are promoted or transferred to a new position, you must also complete a reasonable period of training to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is unsatisfactory during this period, you may be returned to your original job; you may be assigned to another vacant position, or you may be terminated. If you are placed in a job other than your original job, the pay and benefits may also be adjusted.

## Employment Classifications

The status of each employee's position is placed into distinct classifications for benefits and other employment conditions and to aid in a better understanding of employment relationships within The City of Aurora.

The following status definitions apply:

1. **Trial Service Employment** - Newly hired or promoted employees within the trial period.
2. **Benefits-eligible** - Qualified employees who are hired into regular full-time or regular part-time (as defined below) positions. Temporary, On-Call, and Regular Part-Time-No Benefit (NB) employees do not receive benefits or compensation other than wages.
3. **Regular Full-time** - An employee who has successfully completed the introductory employment period and is regularly scheduled to work 40 hours or more per week. Benefits-eligible.
4. **Regular Part-time** - An employee who has completed the introductory period and is regularly scheduled to work at least 32.0, hours/week but less than 40, hours per week. Benefits –eligible.
5. **Regular Part-time NB** - An employee who has completed the introductory period and is regularly scheduled to work less than 32 hours a week. Employees will receive five pro-rated vacation days each anniversary date of hire. For example if an employee is regularly scheduled to work 20 hours each week, then that employee would accrue 20 hours vacation each year 24 hours, then 24 hours vacation. No other benefits apply.

6. **Interns** – Interns are not eligible for any benefits.
7. **Temporary** - An employee who is hired for a specified period of time. Generally, temporary employees will not work more than 599 hours during a calendar year. No benefits.
8. **On-Call** - An employee who does not have a set schedule and works only when called upon. Generally, On-Call employees will not work more than 599 hours during a calendar year. No benefits.
9. **Regularly Scheduled** - Calculated as the average number of hours per week, when averaging a calendar year.

Positions are further classified according to federal and state wage and hour laws into the two additional categories of exempt and non-exempt as is defined in the paragraphs which follow. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your manager.

**Exempt** - An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees generally include managers, supervisors, and professional staff who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

**Non-exempt** - An employee whose job duties do not meet federal/state definitions for "Exempt" status.

## Ethics

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

Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including discharge.

We at The City of Aurora 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 or strict definitions of conflict of interest. If you are coming to The City of Aurora 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.

Oregon ethics laws requirements:

1. Conflict of Interest - The City of Aurora employees shall avoid situations that create, potentially create, or give the appearance of creating a conflict with the mission or objectives of The City; or could cast doubt upon objectivity between personal interests and the interests of The City of Aurora.
2. Disclosure - The City of Aurora employees are required to report any potential conflict of interest to their manager or to the City Council Liaison for their department, or Human Resources Representative/City Recorder.
3. Acceptance of Gifts, Gratuities, and Fees - Acceptance of certain types or forms of gifts is viewed as a conflict of interest.

Gifts, gratuities, loans, fees, or any other items of significant value, may not be solicited by The City of Aurora personnel, or accepted either directly or indirectly, if the acceptance could be considered to influence directly or indirectly the actions of said personnel, or any other person, in any matter of City business.

Significant value is any gift with a market value of \$50. Gifts are not to exceed \$50 per calendar year from any one source.

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 Aurora or Oregon's ethical standards, please talk with your manager.

### **Confidentiality**

Employees working at The City of Aurora have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to The City of Aurora and not generally available to the public, including legally protected information. Financial data, payroll information, formulas, business plans and member data such as enrollment data are typical examples of information that The City of Aurora considers to be proprietary and confidential. Our members entrust The City of Aurora with confidential information. The unauthorized disclosure of such information would have a material adverse impact on the integrity of The City of Aurora and would have an adverse impact on our relationships with our employees.

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 The City of Aurora) may be removed from our premises without permission from The City of Aurora. Additionally, the contents of records or information otherwise obtained in regard to The City of Aurora business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of The City of Aurora unless employees have received prior approval from their manager.

All information acquired by an employee during the course of employment is to be used solely for the benefit of The City of Aurora and, through The City of Aurora, for the benefit of our employees. The use of such information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs, is the property of The City of Aurora. Employees may not take this material with them when they leave our employment, remove it from our offices for non-work related reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from the City Council.

### **Misrepresentation**

As a City of Aurora employee, you should consider how you represent us in your business transactions and interactions. You should be careful not to misrepresent our policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You may not use The City of Aurora name, logo likeness, facilities, assets or other resources, or the authority of your position with The City of Aurora for personal gain or private interests.

### **Outside Employment**

Outside employment that creates a conflict of interest is prohibited. Employees are prohibited from receiving any income or material gain from individuals or organizations outside The City of Aurora for materials produced or rendered while performing their jobs for The City of Aurora.

Employees may hold outside employment if the additional work does not interfere with, or adversely affect their performance at The City of Aurora; does not create a conflict of interest; does not use The City of Aurora time/equipment/property/premises; does not discredit the prestige or influence of one's position; does not involve actions that may be subject to review or control by The City of Aurora; and does not otherwise detract from, or discredit, The City of Aurora.

An employee proposing to accept outside employment must notify his/her manager. If the manager believes that the proposed outside employment may represent a conflict with the employee's The City of Aurora duties, the manager must provide the employee with written notice to that effect. Such notice may set forth the reasons the manager believes the proposed activity to be in conflict with the employee's duties.

### **Off Duty Conduct**

As a general rule, The City of Aurora regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on The City of Aurora's reputation within the communities we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which adversely affects The City of Aurora or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including discharge.

For purposes of this section, off-duty activities also includes participation in online activities, including, but not limited to, forms of online publishing and discussion such as blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks.

### **Criminal Acts**

Employees are required to report if they are convicted of any misdemeanor or felony, including a DUII. Upon conviction, the employee must report the matter to the (Supervisor), (HR Manager), within two business days and must submit documentation concerning the conviction.

Conviction of a crime is not an automatic bar to continued employment. The City of Aurora will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At, the City of Aurora, actions may range from no action, to disciplinary action including discharge.

Failing to report a conviction constitutes grounds for discharge. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for discharge.

Employees who are unavailable to report for work due to incarceration may be subject to disciplinary action, including discharge.

### **Prohibited Political Activity**

The restrictions imposed by the law of the State of Oregon (ORS 260.432(2)) on your political activities are that "No public employee may solicit money, influence, service, or thing of value or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum

or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.”

It is therefore the policy of The City of Aurora that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

### **Records Retention**

Please refer to The City of Aurora records retention schedule; please ask the City Recorder for your department’s schedule or your direct supervisor. All record destructions notices are approved through the City Recorders Office prior to records being destroyed.

### **Shred Policy**

The City of Aurora has adopted an organizational policy of “shred policy”, which means that all paper documents no longer needed for business use, containing confidential information, are shredded rather than thrown in the trash or recycle can. Non-Confidential flyers, brochures, ect maybe recycled. This strengthens The City of Aurora information privacy and confidentiality policies and procedures around the disposal of confidential information.

## **Non-Discrimination and Retaliation**

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All employees of The City of Aurora have the responsibility to follow and carry out the policies outlined in this section. Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations.

Complaint Process: Employees are expected to bring any questions, issues or complaints to the attention of their manager. If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any member of management or to the City Council Liaison for your department, or Human Resources Representative/City Recorder. If the complaint is in regard to an alleged violation of these policies by the management staff, the complaint may be directed to The Mayor or Council Liaison for your department. The City of Aurora will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The City of Aurora will conduct a prompt and impartial investigation of the reported conduct.

1. Where investigations confirm the allegations, appropriate corrective action will be taken as provided in these policies, up to and including discharge.
2. The affected employee will be informed of the results of the investigation.
3. Failure to cooperate with an investigation may lead to disciplinary action up to and including the possible termination of employment.
4. Information provided by individual employees during the course of an investigation will be kept confidential to the extent possible under the law and made available only on a need to know basis.

### **1. Equal Employment Opportunities**

The City of Aurora is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

## 2. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities. Individuals “qualified” for the job, and not pose a “direct threat.”

Individuals may be protected under the ADA/ADAAA if any of the following conditions exist:

- They currently have a physical or mental impairment that substantially limits a major life activity.
- They have a record of such an impairment, physical or mental, that substantially limits a major life activity; or;
- They are perceived to have such impairment.

Episodic or in remission conditions may meet the definition of a disability if it would substantially limit a major life activity when active.

Temporary, non-chronic impairments of short duration, with little or no residual effects usually are not considered disabilities under ADA/ADAAA. Examples of, but not limited to, impairments that typically would not meet the ADA/ADAAA definition of a disability: common cold, seasonal or common influenza, joint sprain, minor and non-chronic gastrointestinal disorders or broken bones that are expected to heal completely.

The use of ordinary eyeglasses or contact lenses that are intended to fully correct visual acuity or eliminate refractive error, typically are not considered disabilities under ADA/ADAAA.

Pregnancy is not considered impairment under the ADA/ADAAA.

Individuals who currently engage in illegal use of drugs are excluded from ADA/ADAAA protection.

The ADA/ADAAA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse/significant other, etc.) with a disability.

The City of Aurora offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought by a disabled individual. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or the function is so highly specialized that an expert must be specially hired to perform it.

Reasonable accommodation may be available to employees and applicants, as long as the accommodation doesn't cause undue hardship for The City of Aurora. Individuals protected by the ADA/ADAAA should discuss their need for possible accommodation with their manager, the Aurora City Council, or Human Resources representative/City Recorder.

### 3. Harassment

- a) **HARASSMENT** – The City of Aurora prohibits harassment based on age, disability, race, color, national origin, religion, sex, sexual orientation, veterans status, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class, regardless of whether that harassment is targeted specifically at the employee.

Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability, are examples of prohibited conduct and will not be tolerated at The City of Aurora.

- b) **SEXUAL HARASSMENT** - Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
  2. Submission or rejection of such conduct by an individual influences any employment-related decisions affecting the individual; or
  3. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a manager to a subordinate, manager-to-manager or co-worker-to-co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. pay, promotions, time off) in response to the sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

#### **4. Genetic Information Non-discrimination Act (GINA)**

Pursuant to the federal Genetic Information Nondiscrimination Act of 2008 (GINA), The City of Aurora respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The City of Aurora will not discriminate, harass, or retaliate against applicants or employees based upon either the employee's or the employee's family genetic information; regarding any aspect of employment. Additionally, The City of Aurora prohibits the use genetic information to make employment decisions.

According to the Equal Employment Opportunity Commission, genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history).

Family medical history is included in the definition of genetic information as it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future.

Employees are encouraged not to disclose any genetic or family medical history in the workplace. Any such information that is inadvertently disclosed to [entity] will be kept in a file separate from the employee's personnel file.

Once a condition manifests itself, the GINA no longer applies. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board.

Genetic information and Wellness Programs: Employees may be asked to sign voluntary waivers, in which, the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

#### **5. Employment Eligibility Verification**

In conformity with the Immigration Reform and Control Act of 1986 (IRCA), we hire only those who are eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform The City of Aurora immediately if their eligibility changes.

After an individual is employed by The City of Aurora (as allowed by law) The City of Aurora may choose to use the federal E-Verify program to validate social security numbers, or The City of Aurora may use other methods for verifying social security numbers.

Expired documents are not valid documents for I-9 purposes.

## **6. Veterans' Preference in Hiring**

The City of Aurora provides qualifying veterans and disabled veterans preference in employment in accordance with ORS 408.225-408.238. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening, and meet the minimum qualifications of the applied for position. To qualify for disabled veteran preference, applicants must submit proof of veteran status and proof of their veterans' disability rating from the Department of Veterans' Affairs. Applicants must submit proof of veteran status (DD214/DD215) at the time the application is submitted.

## **7. Whistleblower**

The City of Aurora does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

It is the responsibility of all City of Aurora employees to report violations or suspected violations of applicable laws, rules, and regulations. Employees should share their concerns, suggestions, or complaints with someone who can properly address them. Typically, concerns should be shared with a manager, City Council Liaison, or the Human Resources Manager/City Recorder.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **No Retaliation**

Discrimination or retaliation against employees who report in good faith alleged violations of applicable laws, rules, or regulations shall not be tolerated. Any employee, who believes that he or she has been subjected to discrimination or retaliation for whistleblowing, or that a violation of this policy has occurred, should immediately contact the Human Resources Manager/City Recorder. The Human Resources Manager/City Recorder or designee shall conduct an investigation regarding the complaint maintaining anonymity and confidentiality to the greatest extent possible. Appropriate corrective action will be taken if warranted by the investigation.

## **8. Meeting Participation**

From time to time The City of Aurora will require employees to attend work related meetings either on or off premises. These meetings will be used to disseminate information, train, or instruct personnel on work related matters. Per ORS 659.785, employees cannot be required to attend employer-sponsored meetings or communications with the employer or the agent, representative, or designee of the employer if the primary purpose of the meeting or communication is to communicate the opinion of the employer about religious or political matters (political party affiliation, campaigns for measures or candidates). An employee may not be disciplined, discharged, or otherwise penalized for refusing to attend or participate in such meetings.

## **9. Religious Accommodation**

The City of Aurora respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on The City's business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with The City's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation should submit a request for the accommodation to his/her manager. The request should be in writing and include the type of religious conflict that exists and the employee's suggested accommodation.

The manager and employee will meet to discuss the request and the decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, the parties may discuss alternative accommodations or the employee may appeal the decision by filing a written complaint with the Human Resource Manager/City Recorder.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available, then an employee may request to take unpaid leave.

## **10. Domestic Violence**

The City of Aurora does not discriminate against employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment.

No person may refuse to hire an otherwise qualified individual because the individual is a victim of domestic violence, sexual assault, stalking, or criminal harassment.

No person may discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions or privileges of employment because the employee is a victim of domestic violence, sexual assault, stalking, or criminal harassment or because the employee requests leave or reasonable safety accommodation under the provisions of this rule.

### **Retaliation**

If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any member of management or to the Council Liaison for your department, or Human Resources Representative/City Recorder. If the complaint is in regard to an alleged violation of these policies by any of these leadership areas, the complaint may be directed to the Mayor. The City of Aurora will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The City of Aurora will not tolerate unlawful retaliation or adverse actions against employees for engaging in protected activity. A protected activity is defined as: opposing practice believed to be prohibited by employment discrimination laws (even if the accusations are not substantiated), reporting a safety hazard or violation, or participating in any way in an investigation, proceeding, or hearing of an employment related claim. Adverse actions include termination, refusal to hire, denial of promotion, threats, unjustified negative evaluations and/or references, and reassignment leading to less desirable work conditions. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The American with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in a protected activity.

Any act of retaliation by a manager and/or coworker may result in serious adverse disciplinary action up to and including termination. Any staff member may file a complaint with the Council Liaison for your department, and the Human Resources Representative/City Recorder or the Mayor of the Aurora City Council if he/she feels that they have experienced retaliation in any form.

## **Work-Place Privacy and Confidentiality**

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The City of Aurora recognizes our employees' right to privacy. In achieving this goal, The City of Aurora adopts these basic principles:

1. The collection of employee information typically is limited to information The City of Aurora needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. You are permitted to review your personnel file, except for exceptions listed below (drug & medical) & (background screening information), and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
6. All employees have a responsibility not to accidentally disclose information about employees through overheard conversations, mislaid documentation, and faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. The City of Aurora IT Department maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in The City of Aurora systems.
8. All employees are required to follow these principles, as well as any other The City of Aurora policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

### **Entity**

Oregon law provides that "every person has a right to inspect any public record of a public body in this state." "Public body" includes cities and counties and other public entities, such as The City of Aurora. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of The City of Aurora to be responsive to requests for public records. Employees are to forward all requests for public information to the City Recorder.

### **Background Screening**

The City of Aurora stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

## **Medical Records**

The City of Aurora stores employee medical records in access-protected folders, separate from the master personnel files.

All medical information is confidential. The City of Aurora complies with the Health Insurance Portability Administration Act (HIPAA) when allowing access to employee medical records.

## **Personnel Records**

The City of Aurora maintains personnel files for each employee. Access to these files is on a need-to-know basis and is restricted to authorized persons only.

Authorized persons typically, are any individuals in a direct line of supervision over the employee, as well as the Mayor, or the Human Resources Representative/City Recorder, and the individual to whom the file applies; the employee may also give written permission for an otherwise unauthorized individual to view his/her file.

Information in the personnel files may be treated as exempt from public disclosure as provided in ORS Chapter 192. Information which cannot be treated as confidential under the law includes: name, job title, salary, and dates of employment with The City of Aurora. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

Records pertaining to I-9 verification, medical records, and victims of domestic violence are considered confidential and shall be maintained by the City Recorder in confidential files separate from the personnel file.

## **Change in Personal Data**

Since 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 can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the City Recorder/HR Representative to assure that the proper updates/paperwork is completed as quickly as possible:

- Name
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only)
- Address
- Telephone number
- Dependents
- Person to be notified in case of emergency
- Other information having a bearing on your employment
- Tax withholding

### **Social Security Numbers**

Social security numbers may not be printed on materials that will be mailed, unless an employee has requested the mailing and all but the last four digits have been removed. This does not apply to records required by state or federal law (examples: W2s, 1099s, etc.).

Also, social security numbers may not be printed on a card used to access products or services, nor will The City of Aurora publicly post or display employees' Social Security numbers, such as on a website.

If computer files containing this personal information have been subject to a breach, then The City of Aurora will notify you as soon as we are reasonably able to do so.

### **Communications**

Conversations: Please be careful when discussing confidential information about employees in public areas, where it might be overheard; or when talking on the telephone.

Written information: Please use care not to leave written information about employees where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Please send internal "mail" in sealed envelopes, marked "confidential."

## Workplace Rules and Expectations

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The City of Aurora believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to The City of Aurora.

1. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your manager prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate managerial representative.
2. You are expected to regard your workplace with respect and attention. The City of Aurora records, equipment, and property are to be treated carefully and appropriately. The City of Aurora equipment is not to be utilized for personal use, and anything created with the use of such equipment is the sole property of The City of Aurora. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by The City of Aurora or outside regulatory bodies.
4. You are expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for our members, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing The City of Aurora in a business or social capacity.
5. You are expected to maintain the confidentiality of The City of Aurora information or member information in your possession (i.e., personnel information, trade secrets, etc.).
6. Your personal appearance at work should be neat and consistent with professional atmosphere, keeping in mind the impression made on members, visitors, and other employees, and the need to promote The City of Aurora and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

7. Any other action an employee takes that is not in the best interest of the organization.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. You are urged to use reasonable judgment at all times and to seek advice from your manager in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, The City of Aurora seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct her/himself within the intent of the work rules, action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate discharge.

We also believe that all The City of Aurora employees should be given an opportunity to be heard in matters involving discipline, if termination is the likely outcome. We have adopted a policy of allowing an employee to present his/her perspective prior to the imposition of termination.

We encourage all employees to become familiar with the non-discrimination policy and complaint procedures outlined (pg 16).

### **Inclement Weather/Emergency Closing**

Except for regularly scheduled holidays, The City of Aurora will be open for business on Mondays through Fridays during normal business hours. The City of Aurora recognizes that there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, that may make one or more of our office locations inaccessible. On such occasions, one or more City of Aurora location may be closed for all or part of a regularly scheduled workday. In such an event, the Mayor (or his designee) will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your manager. To access The City of Aurora closure information, please go to (City Website) at [http://\(www.ci.aurora.or.us\).com](http://(www.ci.aurora.or.us).com), or call the main City of Aurora phone line at 503-678-1283.

In the event of extreme inclement weather conditions, it is recognized that each staff member's ability to safely reach the office may be different. Staff who cannot report to work in such circumstances should contact their manager. To the extent that staff cannot reach the office and are able to serve members from home, they should do so. Safety and a Trust-worthy approach should be your guide.

## **Communications and Software Systems**

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The City of Aurora systems, equipment, hardware, software and other information (hereinafter referred to as "systems") in any form are considered an asset of The City of Aurora and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks.

Systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, surface messengers, communication tools, various on-line services, and protected health information. All of these systems are operated and managed based upon this policy.

The City of Aurora-provided systems are intended to be used primarily for business purposes. Without your manager's approval, you are not allowed personal use of The City of Aurora systems. Any approved personal use must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity, or potentially embarrass The City of Aurora.

The City of Aurora reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage of The City of Aurora systems to be private. Within the bounds of current and future laws, The City of Aurora reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of The City of Aurora. All data and messages maintained on The City of Aurora systems may be subject to public records law and disclosed to the public upon lawful request.

Any improper use or violation of this policy may result in disciplinary action up to and including discharge. Any violation of this policy should be brought to the attention of the City Recorder /HR Manager or the IT Manager.

### **Communication Courtesies**

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of The City of Aurora. Employees may not express opinions or personal views that could be misconstrued as being those of The City of Aurora.

Any information posted to the City of Aurora internet or intranet sites must first be approved by the respective department manager.

## **Copyrights**

Any software or other materials downloaded into The City of Aurora computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The City of Aurora honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any approved material that is posted should obtain all proper copyright and trademark notices if applicable.

Applications developed while employed by or under contract with The City of Aurora is the property of The City of Aurora, not the developer.

## **Electronic Mail System**

E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on The City of Aurora letterhead.

Please be aware that even when a message is erased through e-mail it is still possible to retrieve and read that message, any and all email is considered a public record and therefore is subject to public record laws please follow said schedule before any deleting. Even though The City of Aurora reserves the right to retrieve and read any mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect that employees will respect others' privacy, and unless authorized to do so, will not retrieve or read electronic messages not intended for them. The use of passwords for security *does not* guarantee confidentiality. All passwords must be disclosed to the IT staff and or the City Recorder/HR Manager. Again, personal use of e-mail may occur, but is to be kept to a minimum, and it must be approved by your manager.

## **The City of Aurora Computers: Software Installation**

In an effort to protect the integrity of our systems, all software used on The City of Aurora computers must be registered with the IT Department. Personal or downloaded software may

only be installed after written authorization from the IT Manager or IT Rep/City Recorder has been received. A complete virus check of all such software must be made immediately before it is installed on any City of Aurora computer. A virus check must be made on any disk or files originating from outside The City of Aurora prior to its use in The City of Aurora computer. Copying or transferring of The City of Aurora-owned software may be done only with the written authorization of the City Recorder and or the IT Manager.

### **Telephone Usage (Landline)**

The City of Aurora recognizes that employees must occasionally make and/or receive personal telephone calls. Such calls must be held to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to The City of Aurora, may result in corrective action, up to and including termination.

### **Telephone Usage (Cellular)**

The City of Aurora may provide a cellular telephone to employees in designated positions who regularly make City of Aurora business calls while away from the office. These phones remain city property. These devices may be audited or monitored at any time.

Employees provided with a City of Aurora-owned cellular telephone, must restrict the use of the telephone to City of Aurora business unless an emergency exists. (such as a 911 emergency and or an immediate family emergency).

Personal cell phone usage during work hours should be very minimal and should not interfere with your work schedule. Employees should not store confidential work-related information on personal cell phones unless authorized by a supervisor and protected by a password.

Oregon law prohibits the use of cell phones while driving, unless use of the cell phone is (a) an integral part of individual's job duties (b) a one-way communication device used within the scope of their employment, or (c) employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory.

The City of Aurora however prohibits the use of a cell phone in any capacity while driving unless you use a hands free device or while operating heavy equipment.

### **Voice Mail System**

The voice mail system is the property of The City of Aurora and has been provided for use in conducting The City of Aurora business. All communications and information transmitted by, received from, or stored in this system are The City of Aurora records and the property of The City of Aurora. This voice mail system is to be used for The City of Aurora business only, and use of the system for personal purposes is discouraged. You have no personal privacy rights

pertaining to any information stored in, created, received, or sent over, the voice mail system. The City of Aurora, in its discretion as owner of the voice mail system, reserves and may exercise the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee. You are not authorized to retrieve or listen to any voice mail messages that are not sent to your personal attention. Any exception to this policy must receive prior approval from the Council Liaison for your department.

## **Archiving Electronic Communications**

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

### **Typical public records examples:**

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of meetings
- Drafts of documents that are circulated for comment or approval
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations

### **Typical non-public records examples:**

- Personal messages or announcements
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserv
- Spam

Please refer to The City Retention Schedule put out by the State of Oregon Records Retention Schedule for The City of Aurora-specific information.

## **IT Information Security Policy**

In addition to the requirements below, this policy may also apply to electronic information that is required to be compliant with the federal Health Information Portability and Accountability Act (HIPAA) and has been secured according to HIPAA guidelines.

### **Purpose**

Technology resources are critical assets of The City of Aurora. These policies have been designed to help ensure the confidentiality, integrity, and availability of The City of

Aurora technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

### **Scope and Applicability**

These policies apply to anyone with access to The City of Aurora systems, protected health information or technology resources, including, but not limited to, all employees, contractors, consultants, customers, vendors, business associates, and temporary staff. It is the responsibility of each individual to comply with policies and protect property and proprietary or confidential information.

## **Policy**

### **General Information Security Policy**

The City of Aurora's information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, mainframes, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a "need-to-know" basis.

### **Responsibilities**

Individuals accessing The City of Aurora's technology resources must comply with information security policies, standards, guidelines, and procedures.

### **Access Control Mechanisms and Individual Accountability**

Individuals at all levels are responsible for the secure operation of their activities. All system users must take reasonable actions to guarantee this security, maintained mainly through access control mechanisms (user IDs and passwords). Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used.

Requests for access to technology resources require documented management (or designee) approval as well as any other required approval and user agreements (depending upon the information classification and owner/approver's requirements).

Documents and/or data created by a user should not be stored on the local drive of the computer they are using, but on the appropriate network drive to allow for greater security and regular backup. Information stored on a computer's

local drive is not backed up. If you are unsure what constitutes the “local drive,” please contact the City Recorder or IT Manager.

**If you will be away from your computer for an extended period of time (meetings, lunch, etc.) you are required to log off or otherwise secure your computer.**

### **Virus Prevention**

Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to The City of Aurora’s technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on The City of Aurora technology resources if not certified virus-free by the vendor.

### **Communications and the Internet**

Firewalls (hardware/software security interfaces between the internal network and the outside Internet) and other methods may be used to control, filter and monitor Internet access. Subscriptions to services designed to block access to inappropriate web sites also may be used. Internet use will be actively monitored and reports may be provided to management.

### **Remote and External Access Controls**

Any and all remote or external access to The City of Aurora technology resources will be provided through a centrally administered remote access control system, or other approved secure connection. Connection via the Internet for purposes of electronic commerce requires special attention to security and privacy issues in order to protect our business and that of our members. Installations of such remote access systems or other external connections require the approval of the Information Technology Department.

Remote computers connected to The City of Aurora technology resources must be actively protected by anti-virus software with up-to-date virus definitions.

### **Policy Exceptions**

Exceptions or waivers to these policies require the approval of the Council Liaison over your department. Appropriate documentation providing business justification for non-compliance is required, as well as full documentation of the business and technical reasons for granting the waiver. The City Recorder will notify the IT Department of all approved exceptions.

### **Contact Information**

Questions about this policy or related information security concerns should be directed to the IT Department and or IT Rep/City Recorder.

## **Social Networking and Blogging**

The City of Aurora takes no position on any employee's decision to start or maintain a social media blog or participate in other social networking activities. However, it is the right and duty of The City of Aurora to protect itself from unauthorized disclosure of information. The City of Aurora's social networking policy covers City-authorized social networking and personal social networking and applies to all employees (see Authorized Social Networking and Personal Blogging/Social Networking below).

### **General Provisions**

Bloggging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with The City of Aurora.

Unless specifically instructed, employees are not authorized and therefore restricted from speaking on behalf of The City of Aurora. Employees are expected to protect the privacy of other employees and clients and are prohibited from disclosing personal employee and nonemployee information and any information to which employees have access through work. This policy does not prohibit employees from exercising their rights under applicable employment relations laws.

### **Authorized Social Networking**

Authorized social networking is social networking or blogging on behalf of The City of Aurora which has been authorized by the City. Authorized social networking and blogging is used to convey information about City of Aurora services, promote and raise awareness of City activities and events, and issue or respond to breaking news or negative publicity.

The goal of authorized social networking and blogging is to become a part of the community conversation and promote web-based sharing of ideas and exchange of information. When social networking, blogging or using other forms of web-based forums, The City of Aurora must ensure that use of these communications maintains our integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

*[All social networking and or blogging on behalf of the city must first be approved by the department supervisor and or council liason.]*

### **Personal Blogs/Social Networking**

The City of Aurora respects the right of employees to write blogs and use social networking sites, The City of Aurora does not want to discourage employees from self-publishing and self-expression, and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

If you choose to identify yourself as a The City of Aurora employee, please understand that some readers may view you as a spokesperson for The City of Aurora due to your content including text and images. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the City, nor of any person or organization affiliated or doing business with The City of Aurora.

### **Employer Monitoring**

Employees are cautioned that they should have no expectation of privacy while using the internet at work, subject to lawful access to public postings. Postings can be reviewed by anyone, including The City of Aurora. The City reserves the right to monitor comments or discussions about The City of Aurora, its employees, and clients.

Employees are cautioned that they should have no expectation of privacy while using The City of Aurora equipment or facilities for any purpose, including authorized blogging.

## Performance Management and Appraisal

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To ensure a meaningful performance evaluation system upon which The City of Aurora can monitor the effectiveness of our organization and its operations, employees typically receive annual performance evaluations.

The objectives of our annual performance management and formal appraisal process are:

- To ensure that each person in our organization knows how he/she is performing against established performance standards;
- To determine how well The City of Aurora managers are performing in assisting employees with work performance and objectives;
- To ensure communication and two-way feedback;
- To provide a consistent, objective, and fair method for making compensation decisions;
- To Identify areas where an employee may need more training;
- To provide a tool for career planning; and,
- To provide a record of employee performance and contributions.

Managers are accountable for providing employee development actions designed to improve and enhance employee performance, such as:

- Reasonable employee training, including computer software proficiencies;
- Assigning, directing, controlling and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

The performance appraisal program is intended to be participatory, involving your input as much as that of your manager, thereby helping you to contribute to the growth and improvement of The City of Aurora. You are encouraged to:

- Inquire about your performance from time to time;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement; and,
- Learn about training available to assist you in improving your skills.

Performance evaluations serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, and retention. Written reports identify specific performance levels, acknowledge the merit of above standard performance, and prescribe the means and methods for correcting performance deficiencies to the required level of performance.

## Corrective Action

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The City of Aurora has high performance expectations because we strongly believe that everyone benefits when we all work together and conduct ourselves in a manner that mutually reflects the best interests of co-workers and our organization. It is the philosophy of The City of Aurora to take corrective action measures when needed for the purpose of correcting performance deficiencies or to deal with violations of policies and work rules.

You will be informed by your manager of any corrective action that is necessary as soon as possible after any performance problem has been identified. Your manager will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, **no formal order will be followed**. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective action may be taken at the discretion of management and may include, but is not limited to, the following examples:

- Verbal counseling with you, which will be confirmed in writing for your personnel file.
- Mandatory participation in training and/or counseling.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Discharge.

The corrective action process will not always commence with a verbal counseling or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration may be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

The above are *only examples* of possible corrective action(s) that may or may not occur.

## **Pay Administration**

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The City of Aurora values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout The City of Aurora.

The pay of a new employee may be established based on the pay level of current employees in the same or similar positions, and the new employee's previous experience, education, and skills.

You may be eligible for future pay increases based on the Board's approved budget and your performance. Management does award step increases as budget allows of at or around 3% on your anniversary date of hire provided your employee review is positive. Cost of living increases vary from year to year based upon budgeted revenue.

### **Merit Salary Increases**

It is The City of Aurora's policy to reward you with increases in pay for your dedication in your work, extra effort, and contributory performance. Merit Increases are not the same as step increases. Your manager may determine if an increase is warranted at the time of your performance review. Salary increase recommendations must be approved by the Council Liaison over the department and forwarded to The City Council, provided budgeted funds are available.

To the extent allowed by law, information pertaining to your rate of pay and increases in pay, if any, is deemed to be a confidential personal matter between you and your manager and we request that you exercise great discretion and care regarding any discussion about pay.

### **Paydays**

For all (exempt and non-exempt) employees, "month" is defined as the 1<sup>st</sup> – 31<sup>st</sup>.

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

Please remember that when you select your calendar year holidays and when you select vacation days, The City of Aurora assumes that you took those holidays and vacation days, unless you provide timely notification to the contrary.

## **Payroll Deductions**

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by state regulations.

## **Salary Advances**

As a matter of policy, The City of Aurora does not provide advance payments of salary.

## **Delivery of Paychecks**

Each payday, your paycheck will be mailed or hand-delivered to you. The City of Aurora currently does not provide electronic deposits. No paychecks will be delivered to any person other than you except upon your written request to do so.

## **Method of Payment**

A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will be itemized on each paycheck.

## **Employee Withholding Allowance Certificates Form W-4**

You are required under Federal law to furnish the City with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. You may request additional withholding for your state and/or federal taxes. If you fail to provide a W-4, The City of Aurora is required by law to withhold at the S-o rate, until you provide us with a W-4

## **Timekeeping for Non-exempt Employees**

Non-exempt employee pay is calculated from reported hours as approved by your Manager. The time record is formal documentation of the exact time worked. It should be completed daily and reviewed at the end of each week for completeness and accuracy. It must be completed and approved at the end of each pay period.

Your Manager, or his designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her manager during the review process. Your written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time record. Willfully falsifying a time record may be grounds for corrective action, up to and including termination.

## **Time Records (Leave Requests) for Exempt Employees**

Employees classified as exempt are asked to fill out time records to document time present and to calculate vacation accruals accurately. Exempt and non-exempt employees are expected to complete and certify Leave Request forms and submit the requests to their Manager and or Council Liaison for approval; any absence from the office should be coordinated with managers.

## **Final Paycheck**

While we request that you give us at least 10 working days advance notice prior to departure when resigning or retiring from the City, if you provide us with at least 48 hours notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. If you are discharged, your final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS and sick leave) that are due and payable at separation. Checks can be picked up at The City of Aurora or mailed to the current home address if requested in writing by the terminating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked. Exempt employees, who normally are scheduled to work less than 40 hours per week, will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with The City of Aurora.

## **Hours of Work and Work Schedules**

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### **The City of Aurora Office Hours**

City of Aurora has established regular working hours to promote a productive work environment that will best serve our employees. The general office hours at The City of Aurora are 9 AM to 5 PM, Monday through Friday.

The normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your manager.

The manager schedules specific work hours for individual employees. Typically, employees will work their normal schedule, with one hour for lunch. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the manager with approval from the Council Liaison for that department. The City of Aurora will attempt to notify you of any changes in workdays or work week schedules one week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the City.

Hours worked for The City of Aurora are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws, or by The City of Aurora policy. Please consult with your manager regarding these conditions. These provisions do not apply to exempt positions.

### **Meal and Rest Periods**

Meal and rest periods will be provided for you according to Federal and State law. Non-exempt employees are not permitted to work through a meal period unless approval from a manager is obtained prior to the scheduled meal break. If you are a non-exempt employee and you are required to work during your meal period, you will be paid for your meal time. If an employee frequently works through a meal and/or rest period, without Manager Approval, the employee may be subject to disciplinary action. These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.

## Overtime

From time to time, and as determined by management based on business necessity, you may be required to work overtime. **Prior approval must be obtained from your manager before working overtime hours.** Managers are to ensure that no unauthorized overtime hours are worked.

Due to Budgetary constraints, management and employees are encouraged to make every effort to limit the hours worked within a work week to 40 hours. With management approval this may be accomplished by flexing the hours worked during the work week (Sunday through Saturday).

The City of Aurora complies with the provisions for overtime for our non-exempt employees as outlined in the Fair Labor Standards Act and State wage hour laws. Overtime is calculated on the basis of hours actually worked in excess of 40 hours in a work week at 1.5 times the applicable hourly rate. Overtime is paid the pay period in which it is earned. Sick leave, vacation leave, and holidays are not counted as hours worked. As allowed by Federal Law, the City has fewer than five police officer, officers are exempt from overtime.

Employees classified as "Exempt", including managers, supervisors and professional staff, are not eligible for overtime pay, as outlined in the Fair Labor Standard Act.

## Social and Recreational Activities

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

## Employee-Incurred Expenses and Reimbursement

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The City of Aurora will pay all actual and reasonable business-related expenses you incur in the performance of your job responsibilities. All such expenses incurred must be pre-approved by your manager before reimbursement will be made.

Expense reports must be supported by evidence of proof of purchase, e.g., receipts, and are to be submitted **within 30 days** of the expense being incurred or the employee risks forfeiting their payment or reimbursement. Meal receipts must denote for whom the meal was purchased and the purpose of the meeting.

### Driving While On Business

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

The City of Aurora may verify the validity of your driver's license and/or your driving record. Once you are employed with The City of Aurora, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify The City of Aurora when there are transactions on your driving record.

While on The City of Aurora 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 as soon as possible

### Mileage Reimbursement

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Other related expenditures (e.g., parking) are also reimbursed upon submission of receipts on an expense report.

**Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by The City of Aurora.**

## **Educational Workshop Travel & Meal Reimbursement Policy**

The City of Aurora governance policies encourage employees to avail themselves of training and educational opportunities in support of their functions on behalf of The City of Aurora. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee at the request of The City of Aurora, approved by The City of Aurora, or that are authorized by the Council Liaison for that department as mandatory training programs. [See also "Educational Financial Assistance" policy ("Other Benefits" section) with respect to other approved coursework voluntarily undertaken by the employee.]

### **Registration/Accommodation**

- Designated City of Aurora staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.
- The City of Aurora will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompanies an employee, The City of Aurora will not be responsible for their additional registration and accommodation costs.

### **Travel**

- If requested, designated The City of Aurora staff will make arrangements for travel to authorized workshops and seminars. If travel plans include a spouse/significant other, or involve an additional excursion in conjunction with attendance at an authorized workshop or seminar, the individual employee may find it more cost-effective and efficient to make their own bookings.
- The City of Aurora will pay for the cost of travel by employees to approved training and educational workshops and seminars, using IRS mileage rates for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but The City of Aurora will not be responsible for any of their associated travel or accommodation costs.

### **Meals**

- The City of Aurora will reimburse employees for \*\$35.00 a day \$50.00 for overnight (3 meals) costs associated with meals and incidental expenses associated with attendance at events/activities as a City of Aurora representative.
- If meals are included as part of the conference, workshop, or seminar program attended, The City of Aurora will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by The City of Aurora,

employees who elect to eat elsewhere will not normally be \*reimbursed for the cost of that meal.

- The City of Aurora will not usually pay for meals of spouses/significant others, unless the meal is \*associated with a The City of Aurora group function where the attendance of the employee is required and it is appropriate to bring a spouse/significant other.
- The City of Aurora will not pay for the consumption of alcoholic beverages. The City of Aurora will pay for reasonable\* costs associated with meals in the course of The city of Aurora business under the following circumstances
  - The meal is associated with travel requiring an overnight stay.
  - The meal is consumed with one or more The City of Aurora member officials, member representatives, or individuals in a business relationship with The City of Aurora.
  - The meal is part of an occasional departmental event approved in advance by the appropriate manager.

*\*If you are uncertain as to whether a planned expense is reasonable; whether a meal is covered and/or will be reimbursed; whether an employee guest's meal is "associated" and reimbursable; you are expected to broach this uncertainty with the event coordinator or activity representative at the time such uncertainty arises.*

### **Attendance**

- If The City of Aurora is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.
- Employees are encouraged to report back on their learning experience for the benefit and development of other staff.

## **Employee Benefits**

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The City of Aurora strives to provide excellent, equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern The City of Aurora benefit programs apply to all benefits-eligible employees, whether status is exempt or non-exempt, unless otherwise provided in a particular benefit plan.

Some benefits begin on the first of the month after 30 days of employment. Some benefits may accrue during your introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status, or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Generally, employees who work less than 32.0 hours/week are not eligible for any benefits or compensation beyond wages. The exceptions to the "No Benefits" policy are Bereavement Leave and vacation. Bereavement and Vacation Leave will be pro-rated according to the number of hours regularly worked, for employees who work less than 40 hours per week.

### **Benefit Plan Documents**

You will be provided with Summary Plan Descriptions (SPDs) for The City of Aurora benefit programs (available at The City of Aurora members only portal). The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the City of Aurora Benefits Manager for your review. We ask that you refer any questions about this information to this person.

### **Health/Dental/Vision Insurance Benefit**

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The City of Aurora currently offers health insurance coverage for all benefits-eligible employees and their dependents that are eligible to participate in the plan. You will be provided with information about the plan during orientation. Health benefits begin the first of the month following 30 days of employment. You are asked to review the summary plan

description for answers to questions you may have. Any need for further information should be referred to the City Recorder/HR Manager and Finance Officer.

## **Eligibility**

The health insurance plan provides benefits-eligible employees (working 32.00 hours/week or more in regular positions) and their eligible dependents with medical, dental, and vision care insurance benefits. Eligibility begins the first of the month following 30 days of employment. Employees working in benefits-eligible positions are provided with a health insurance plan for themselves, their eligible dependents, and their same sex domestic partners (note that the domestic partner of an insured employee is eligible for coverage if the domestic partnership meets all of the coverage criteria). The children of covered domestic partners are eligible under the same terms and conditions as children of enrolled employees. Questions regarding the criteria for determining eligibility for domestic partners, the employee's premium payment portion, and other questions relating to this benefit, can be addressed by contacting the Human Resources Representative/City Recorder.

Employees with non-City of Aurora health coverage may waive coverage with The City of Aurora, provided that at least 75% of The City of Aurora benefits-eligible employees are covered. There is no additional compensation provided in lieu of health coverage.

Part of The City of Aurora's health insurance coverage is our Healthy Benefits program, which provides a valuable package of services to you and eligible family members to help you achieve or maintain optimum health. The City of Aurora employees are encouraged to participate in wellness programs/resources offered via a healthy benefits program, the medical insurance carrier programs, etc.

## **Premium Contribution**

Employees contribute to the cost of their coverage based on their regular work schedule and the coverage level they select.

## **Pre-Tax Account**

The City of Aurora makes three pre-tax options available to benefits-eligible employees for dependent care expenses, medical and dental services, and employee insurance premiums. Because your taxable income is reduced by using one or more of these options, you pay fewer taxes - the only provision is that you must use all the designated dollars in your Pre-tax Account by the end of the plan year (August to July) or you forfeit the balance. A brochure explaining the details of the program is available from the Human Resources Representative/City Recorder.

## Other Benefits

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### Workers' Compensation

Employees will be insured under the provisions of the Workers' Compensation Program for "accepted" injuries and illnesses received while performing work for The City of Aurora. The City of Aurora uses an external claims adjuster to process The City of Aurora employee claims, and to determine the compensability of a claim.

### Accident and Injury Reporting

All job-related injuries or illnesses must be reported to your manager within 24 hours, regardless of severity using the Incident Report form. **If you are going to seek treatment, please remember to complete an 801 Form.** In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may affect or delay the payment of any benefits to you and could subject The City of Aurora to fines and penalties.

### 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 managers, injured employees and their treating physicians, The City of Aurora management, and our workers' compensation claims staff.

Through this team effort, we hope to help our employees recover and return 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 Aurora will attempt to provide you with such a job for a reasonable period of time (usually 6 months or less) until you can resume your regular duties (except where provided as an accommodation for a disability). All modified work is temporary and may be offered at a different location and/or shift. 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. While you are on modified or transitional work, you are still subject to all the usual rules and procedures.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

### **Benefits Continuation (COBRA)**

If otherwise qualified, the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under their employer's health plan. Eligibility is initiated when a "qualifying event" would normally result in the loss of eligibility (e.g., work separation, death of an employee, a reduction in an employee's hours, leave of absence, an employee's divorce or legal separation, or a dependent child who no longer meets eligibility requirements).

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates, plus a 2% administrative fee. Employees will receive a written notice describing rights and obligations granted under COBRA when the employee becomes eligible for coverage under The City of Aurora insurance plan.

### **Long-Term Disability**

The City of Aurora provides the option to eligible employees at employees expense a long-term disability (LTD) benefit plan to help employees working in benefits-eligible positions (refer to Employee Classifications) cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure continuing income for employees who are disabled and unable to work, but it is not intended to fully replace your wages. LTD coverage begins on the first of the month following 30-days of employment and is subject to all the terms and conditions of the agreement between The City of Aurora and the insurance carrier. LTD benefits are offset by amounts received under Social Security, PERS, other retirement income, or workers' compensation for the same time period.

### **Life Insurance**

The City of Aurora provides a basic life insurance plan that is based upon your annual salary, up to a maximum benefit amount of 10,000 for employees working in benefits-eligible positions; it is subject to all the terms and conditions of the agreement between the employer and the insurance carrier (refer to Employee Classifications). If your City of Aurora-purchased life insurance is greater than \$50,000, then the amount greater than \$50,000 becomes taxable to you. Please contact Payroll if you have any questions about the taxable portion of your life insurance. Employees are eligible for coverage the first of the month following 30 days of employment. You will be asked to designate your beneficiaries at the time of enrollment.

Also, additional voluntary and/or dependent life insurance may also be purchased and will be deducted from the employee's monthly salary. Voluntary coverages may be subject to medical underwriting by the life insurance company.

### **Accidental Death and Dismemberment (AD&D) Insurance**

The City of Aurora provides AD&D insurance coverage in the same dollar amount as your City of Aurora-paid life insurance coverage (10,000), for employees working in benefits-eligible positions, who suffer accidental death or dismemberment. You are eligible for coverage the first of the month following 30 days of employment.

### **Long Term Care**

Voluntary long term care insurance may be purchased by employees and eligible family members; the premium for each type of coverage will be deducted from your monthly salary. After your first opportunity for enrollment, coverage will be subject to medical underwriting by the long term care insurance company. All coverage for eligible family members is subject to medical underwriting.

### **Unemployment Insurance**

The City of Aurora provides unemployment compensation through the State of Oregon Unemployment Insurance Fund as provided for under state law.

### **Employee Assistance Program (EAP)**

This free, confidential service is provided to all employees covered by our medical insurance benefits, and their covered dependents who may be experiencing life problems. Information regarding this service can be obtained by contacting the City of Aurora Benefits Manager or the Human Resources Representative/City Recorder.

### **Educational Financial Assistance**

The City of Aurora encourages the continued education and professional development of its staff by assisting employees with certain tuition and related expenses as described in this section. This section deals with education programs voluntarily undertaken by the employee. Policies and procedures with respect to mandatory training and educational events attended at the request of The City of Aurora are found elsewhere in this Handbook under "Employee-Incurred Expenses and Reimbursement."

The City of Aurora will assist staff with costs related to voluntary continuing education provided the participation is approved in advance by the Mayor or his designee. The following criteria, procedures and rules typically apply:

- The program is available to those who have been regular full time employees of The City of Aurora for at least one year. This requirement may be waived when special circumstances exist as determined by the Mayor or his designee.
- The subject matter of the coursework must be directly job-related and relevant to the employee's work responsibilities. Responsibilities described in the job description, as well as training goals and objectives developed for the employee, will be considered in determining if the requested course work is sufficiently job-related to qualify for assistance. CPCU (Chartered Property Casualty Underwriter) and IIA (Insurance Institute of America) courses are examples of courses that usually qualify for this assistance for most City of Aurora employees.
- Costs that may be considered for eligibility under this program include tuition, registration fees, exam fees, and required books and course materials. Optional study aids are not eligible unless specifically authorized by the Mayor or his designee.
- Time required for study, travel to class, class attendance, exam taking, etc. related to such coursework is strictly the employee's personal time unless express permission has otherwise been granted by the Mayor or his designee.
- The completed "Request for Educational Financial Assistance" form is to be submitted to the employee's manager prior to enrollment.
- When practical, The City of Aurora will pay the approved amounts directly to the educational institution upon receipt of an appropriate invoice. Books and other course materials will be paid to the vendor as invoiced or reimbursed to the employee with appropriate documentation. Upon such payment or reimbursement any such books or materials become the property of The City of Aurora, on loan to the employee.
- Typically, the Educational Financial Assistance paid by The City of Aurora constitutes a loan to the employee for up to 6 months. The employee must sign an Educational Financial Assistance Agreement whereby the employee agrees to repay all assistance received under this policy if (a) the employee leaves The City of Aurora employment within six months after receiving the loan; or (b) the employee fails to complete the course; or (c) in the case of a graded course, the employee fails to receive a "C" or better, or the equivalent, (or a "Pass" for Pass/Fail courses.)
- The Mayor or his/her designee has sole and final discretion to determine whether courses or expenses qualify for this program and to determine exceptions.

## PERS (Public Employees' Retirement System) Benefit

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### PERS Membership

As participants in the PERS system, your designation as a Tier I, Tier II, or OPSRP member will depend on your prior PERS service and PERS rules.

You become a PERS member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year period. The six-month "waiting period" cannot be interrupted by more than 30 consecutive working days. Your effective date of membership is the first day of the month after meeting this requirement.

Oregon PERS requires all employers to make and employer contribution based on the actuarial requirements for funding employee pensions. This contribution, paid by the City of Aurora, is a percentage of payroll set by PERS.

In addition to the employer-contribution, Oregon PERS requires each employee to make a contribution of 6% of gross pay. This mandatory contribution is paid automatically through pre-tax payroll deductions; you may not opt-out. The employee contribution is deposited by PERS into the Individual Account Program (IAP). Once you become a member of PERS, you will receive information about how to review your IAP account. PERS also will send you an annual statement of your balance(s).

When you become a PERS member, you should fill out a Designation of Beneficiary form (available on the City of Aurora intranet-([www.ci.aurora.or.us](http://www.ci.aurora.or.us))) to name someone to receive your benefits should you die before refunding or retiring. The "Standard Designation" on the Designation of Beneficiary form directs your death benefits to your surviving next of kin. If you select the standard designation, you automatically provide for changes which occur in your family situation such as marriage, birth, divorce, or death.

For more information on PERS membership, contact their Customer Service line: 1-888-320-7377 or 503-598-7377, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m. or visit [www.oregon.gov/PERS](http://www.oregon.gov/PERS).

## Vacation Leave Benefit

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All benefits-eligible employees are eligible for vacation based on the schedule below. Benefits-eligible employees who regularly work 32 or more hours but less than 40 hours receive pro-rated benefit accruals based on FTE. All accruals begin at the date of hire, and after completion of 6 introductory months, monthly accruals are credited as Vacation Leave and may be taken with approval of the manager and Council Liaison over your department. No vacation time will be authorized during the introductory period, unless specific arrangements have been made at the time of hire.

Vacation time is intended to provide time away from work for rest and recreation, and may not be taken as a cash payment. The vacation accrual cannot exceed a maximum of 160 hours. Vacation benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation is accrued while the employee is on a leave of absence without pay.

Full-time employees will earn vacation leave benefits according to the following schedule:

Length of Service	Monthly Accrual	Annual Accrual
0-12 months (0-1yr)	3.33 hours	5 days (40 hours)
13-60 months (1-5yr)	6.66 hours	10 days (80 hours)
61-120 months (5-10-yr)	8 hours	12 days (96 hours)
121-180 months (10-15yr)	10 hours	15 days (120 hours)
More than 180 months(15 plus yr)	13.33 hours	20 days (160 hours)

After having worked one full year, and each year thereafter, employees that work less than 32 hours per week receive one week's time. For example, employees who regularly work 20 hours per week will be granted 20 hours of vacation time at each anniversary.

Vacation leave is paid at the employee's base pay rate at the time vacation is taken. Unused vacation hours carry over from year to year up to 160 hours. Vacation leave balances are accumulated and deducted based upon the time period used to calculate your paycheck. Changes to your balances are not reflected until the forms have been processed through payroll, including necessary adjustments.

Any employee wishing to use vacation time should request vacation hours as early as possible so that arrangements for coverage can be made. Vacation requests will be approved on a first come first serve basis. We encourage all employees to be aware of the critical times for their work groups during the year, and to avoid taking routine or expected time off during these periods. Requests for vacation time are to be made in writing to your manager. Vacation time will usually not be granted for periods longer than **two (2) weeks**. Every attempt will be made to grant each request; however, no guarantees can be offered.

Upon separation of employment, employees who have completed 12 months of employment will be paid for unused vacation time that has been earned through the last day of work with a cap of 160 hours.

### **Paid Holiday Benefit**

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The City of Aurora will grant paid holiday time off to all employees. If a holiday falls on a Saturday, it will be observed the Friday prior; if falling on a Sunday, it will be observed the Monday following. At the Mayors discretion, early time-off may be given employees working the day prior to a company holiday. Unless otherwise stipulated, spontaneous leave such as this will not benefit the vacation banks of employees already using paid leave when such time-off is awarded.

The City of Aurora currently provides 10 paid holidays, nine of which are defined and one of which are selectable by the employee:

An electronic schedule (accessible to all employees) is updated at the beginning of each year showing the 9 defined holidays. These holidays, and/or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at the discretion of management along with the Mayor.

Unused holiday time will not be paid; you must use your selectable holidays between January 1<sup>st</sup> and December 31<sup>st</sup>, for each year.

### **Defined Holidays for The City of Aurora (Office Closed)**

1. New Year's Day (January 1)
2. Martin Luther King Birthday
3. President's Day
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Thanksgiving (fourth Thursday in November)
8. Day after Thanksgiving

9. Christmas Day (December 25)
10. Floating Holiday

### **Floating Holiday**

Employees may select one additional holiday during a calendar year. Floating holidays may only be used in full-day increments; partial days are not allowed.

Employees must coordinate requests for the selectable holidays with their manager.

Exempt employees certify their use of a selectable holiday, when certifying a monthly leave report for payroll purposes.

Non-exempt employees certify their use of a floating holiday when they certify their monthly timesheets (or leave report).

## Sick Leave Benefit

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Benefits-eligible employees will receive one sick day for every month of service. Sick leave is accumulated on the last workday of the month. You must be in an active pay status on the last day of the month to accumulate sick leave for that month. Sick leave can be used after you have received your first City of Aurora paycheck.

Sick leave is intended for your use due to illness or injury; to allow you to care for an ill or injured member of your immediate family; or for your medical appointments.

Although The City of Aurora realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your manager may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the manager, your continued presence poses no risk to the health of you, other employees, or customers, you may be allowed to work. However, if this is not the case, and your manager requires you to go home, you are expected to do so. If you dispute your manager's decision to send you home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees or customers.

If you have been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact your dept supervisor or Council Liaison before returning to work. The City Council will determine whether you may return to work in a temporarily modified job.

If you miss more than Three (3) consecutive days work, you may be required to provide a release from your doctor before returning to work.

Please refer to the ADA/ADAAA policy if an injury or illness requires accommodation to perform essential job functions.

Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with your manager. You are encouraged to schedule such appointments to occur outside of work hours.

You must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

You are expected to notify your manager of absence due to illness or injury at the beginning of each workday during your absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that you will be absent for an extended period of time.

A Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

Unused sick leave is not paid at termination.

Sick leave is not accumulated while an employee is on a leave of absence without pay. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings, nor can you use more sick time than that accumulated. (See below.)

Employees who are found to have abused the City of Aurora sick leave policy may be subject to disciplinary action, up to and including termination

### **Workers Compensation Time Loss Injury and Sick Leave**

If a City of Aurora employee is injured on the job and his/her workers' compensation claim is accepted, the employee may request that City of Aurora pay the employee the difference between time loss wages received under workers' compensation and his/her regular salary rate.

The dollar value paid by The City of Aurora will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leave. Wages paid by The City of Aurora for a leave period covered by workers' compensation will be paid first from accrued sick leave. Upon exhaustion of the employee's sick leave, the employee may choose to use his/her vacation or compensatory leave. Upon exhaustion of the employee's sick leave, vacation leave or compensatory time, The City of Aurora supplemental payments will stop.

If an employee has received accrued leave from The City of Aurora while waiting for a time loss payment, then he/she must reimburse The City of Aurora any pay overages.

If the employee does not request leave use, then it will be assumed that the employee does not want to use his/her leave accruals, and no accruals will be paid.

If the workers' compensation claim is denied, all future use of accrued leave for the time loss event will revert to the leave policies as written in the Employee Handbook.

## Other Leaves of Absence

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The City of Aurora recognizes that our employees may encounter many situations that require a temporary but extended absence from work. We offer several different types of leaves of absence for that purpose.

The type of leave may determine which employees are eligible and what procedure is to be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits and reinstatement rights also vary according to the type of leave you are requesting. Each of these leaves is discussed below.

### Leave Without Pay

Leave without pay may be approved based on workload and business necessity, for limited duration, by the City Council. Examples might include unpaid religious holidays or an extended medical leave. Maximum duration allowable would not exceed one year. All requests will be considered on a case-by-case basis. Instances of leave without pay may affect an employee's annual performance appraisal date. The City of Aurora has the right to make such a change, and may do so at the discretion of the City Council.

### Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. For purposes of bereavement leave, "immediate family member" is typically defined as spouse, domestic partner, child, parent, spouse's or domestic partner's child, parent, sister, brother, grandchild or grandparent. Up to three (3) days of paid bereavement leave will be provided to benefits-eligible and certain other employees if they have successfully completed their initial introductory period. Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of "immediate family member."

### Military Leave

Military leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required before taking military service or training leave.

**Oregon Military Family Leave Act (OMFLA):** Per ORS 659A.090-.099, the OMFLA provides employees with protected time off from work to spend time with a spouse or domestic partner

who has been called to active duty or notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict.

For OMFLA military leave, employees are entitled to take up to 14 days per deployment. OMFLA leave is not required to be taken in one uninterrupted period, but may be taken intermittently.

The 14 days of unpaid leave are individual days which the employee would work if on the normal schedule. An employee seeking OMFLA leave is required to give the employer notice of the intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable in situations where official notice is provided less than five days from commencement of the leave. The employee must provide a photocopy of the service member's orders.

### **Jury or Witness Duty**

If you are notified or subpoenaed to serve as a witness or juror, you may obtain a leave of absence.

- **Length of Leave** - Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.
- **Request Procedure** - You must notify your manager as soon as you receive the notice or as soon as is practicable in order for arrangements to be made to cover your position. If requested, you are expected to provide us with a copy of the subpoena or notice.
- **Pay while on Leave** - You will be compensated for the difference between the civic pay received and your regular rate of pay during the time you are serving as a jurist.
- **Status of Benefits** - Benefits are not affected by jury or witness duty leaves.
- **Reinstatement** - You will be reinstated to the same position you held at the time your leave commenced, subject to City of Aurora general reinstatement policy. When not in court, you are expected to report to work during regular work hours. If requested, you must supply proof of your court appearance or jury service.

### **Domestic Violence Leave**

The City of Aurora provides leave to employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment, or the parents or guardians of a minor child or dependent who is a victim, so they can meet the health and safety needs of themselves or their minor child or dependent while maintaining their employment status. Employees involved in

domestic or non-work related situations that may pose a risk to the workplace are encouraged to inform their supervisor or human resources manager as soon as practicable. City of Aurora employees are entitled to take a reasonable amount of paid or unpaid leave to address domestic violence, sexual assault, stalking, or criminal harassment in accordance with the provisions of ORS 659A.272. To be eligible for leave under this rule, employees must have worked for The City of Aurora for an average of 25 hours or more per week for at least 180 days (6 months) immediately prior to the date the employee takes leave for an authorized purpose. An "authorized purpose" includes seeking legal or law enforcement assistance or remedies; seeking medical treatment for or recovering from injuries; obtaining counseling or services from a victim services provider; or relocating or taking steps to secure a safe home for the employee or minor child.

An employee who wishes to take leave under this policy must provide certification as provided in ORS 659A.280(4) that the employee or dependent child is a victim of domestic violence, sexual assault, stalking, or criminal harassment.

Where feasible, the employee will provide reasonable advanced notice of the intent to take leave.

Employees may use accrued sick or vacation leave; or comp time, to pay for time off. . If the employee has no accrued paid leave, unpaid leave will be granted for authorized purposes.

### **Requests for Reasonable Safety Accommodation**

The City of Aurora offers reasonable safety accommodation to employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment. When an employee requests a reasonable safety accommodation, the City will engage in discussions with the employee about the nature and scope of a reasonable safety accommodation that will best address the particular safety concern affecting the individual employee.

Requests for leave and reasonable safety accommodation may only be limited or denied when the employee's leave would create an undue hardship on The City of Aurora operations.

Examples of reasonable accommodation, but not limited to, may include: transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility or work requirement.

### **Records and Confidentiality**

In accordance with ORS 659A.280(5), all records and information kept by The City of Aurora regarding an employee's request for, or use of, leave and/or a reasonable safety accommodation under this rule will be kept confidential and may not be released without the express written permission of the individual, unless otherwise required by law or required for

litigation. Documents provided to the City regarding the leave will be maintained in a confidential, locked file separate from employee personnel files.

### **Aurora Fire Department Volunteers**

Employees who wish to volunteer for the Aurora Fire Department and respond to calls during the regular hours must gain approval of the City Council. If approval is given, the employee will be paid for ½ of the time of the total call in recognition of the value of these volunteer services to the community. If the call is completed during the employee's work shift the employee is expected to return to the workplace promptly. The employee will mark the time out and time in from the call on the monthly time sheet. Employee's who wish to volunteer for the Fire Department and respond to calls after working hours must remember that your regular job is your priority.

### **Vacation/Sick/Compensatory Leave Reporting**

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All City of Aurora employees (exempt and non-exempt) are required to report any vacation or anticipated sick leave in advance, using City of Aurora vacation and or sick leave forms that can be obtained from the City Recorder/Human Resource Manager.

#### **Reporting Leaves**

All City of Aurora employees are required to submit all leave requests, for sick, vacation, and/or compensatory leave, to their manager. The manager is responsible for authorizing or declining requests along with Council Liaison approval and communicating this back to employees.

When exempt employees plan to take, or have taken, one full day or more of vacation time in conjunction with "exempt leave" (e.g., you leave at noon on a Thursday, take a full day off on Friday, and return to work Monday morning – the Thursday is counted as vacation time and would likewise be reported/deducted).

## Family Leave:

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*City of Aurora employees are not eligible for FMLA or OFLA protected leave because the city employs less than 25 employees.*

The City of Aurora recognizes that employees need support in balancing their work with personal and family responsibilities. Accordingly, eligible employees may take up to twelve weeks of family leave in a twelve month period for their own serious health conditions, or to attend to a family member's serious health condition.

### ELIGIBILITY

City of Aurora employees are eligible to take family leave once they have been employed for at least six months and work an average of 25 hours per week or more.

*Note: Aurora should edit the time, hours, and qualifying event requirement based on current practice, if any. The information included herein is to provide a building block for a policy since the city is not covered by either or the leave laws.*

### QUALIFYING EVENTS

- A. When the employee is unable to perform the essential functions of the job because of a serious health condition, including pregnancy-related conditions. In some situations, additional leave may be available for pregnancy-related disability; and/or
- B. In the event of the birth or adoption of a child; and/or
- C. To care for a spouse, parent, or child under the age of 18 who has a serious health condition or a mentally/physically impaired child aged 18 or over.

### REQUEST FOR LEAVE

#### A. Anticipated Situations

In situations where the need for family leave is known or anticipated, employees must give thirty (30) days' notice to take family leave. If the leave is anticipated less than thirty (30) days in advance, employees must give notice as soon as is practical.

#### B. Unanticipated Situations

In unanticipated or emergency situations where there is no opportunity to give notice, employees must notify their supervisor verbally within two working days of the emergency situation.

Upon notice, the supervisor will provide the employee with the required forms. All employees will be required to complete a *Family Leave Request Form* and to have the applicable certification form completed and returned prior to the commencement of family leave.

## **MEDICAL CERTIFICATION**

Certification of the need for family leave is required. In the event of a personal health condition or that of a family member, the certification must be provided by a medical professional within fifteen (15) days of the request for family leave.

If medically necessary, family leave may be taken on an intermittent or reduced schedule. Details of the proposed schedule should be verified by the certifying medical professional. Employees should discuss the need for intermittent leave with the employer. The employer may require updated medical certifications during intermittent leave periods.

## **GENERAL PROVISIONS**

### **A. Definition of Year and Week**

Employees are entitled to take up to 12 weeks family medical leave during a rolling 12-month period measured backward.

### **B. Use of Accrued Leave**

*All sick leave and vacation benefits must be used first in this order.*

### **C. Reinstatement**

Employees returning from family leave will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless their former positions have been eliminated for bona fide business reasons.

### **D. Medical Release**

Employees returning from family leave taken for their own health condition may be required to provide a medical release to return to work prior to or upon return indicating they are able to return to work and whether there are any restrictions.

**Oregon Military Family Leave (OMFLA)** See policy inserted under Military Leave in Other Leaves of Absence section]

## Employee Health and Safety

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The City of Aurora is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Safety is everybody's responsibility!

The City of Aurora, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual usually resides in the City Records Office and is accessible to all City of Aurora employees. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The City of Aurora will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

You are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. You are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations may be issued or modified from time to time; notices of these changes typically are communicated via city email.

### **Drug-free Workplace**

The City of Aurora is committed to maintaining a drug-free workplace in the interests of good business practices that provide a productive, safe, and healthy working environment for all employees.

Any unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs or other controlled substances on The City of Aurora's time, premises, member premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited.

Employees undergoing prescribed medical treatment with a prescription drug or over-the-counter medication that will impair behavior or work performance, should report such fact to his/her supervisor. The employee is not required to inform the supervisor what medication(s) he/she is taking. The City of Aurora has the right to reassign duties or to place an employee on temporary leave of absence if the employee is unable to properly and safely perform his or her duties. In the event an employee needs to take a prescription drug or over-the-counter medication while at work, he or she should keep the medication in its original container so that it can be properly identified.

The City of Aurora may use drug or alcohol testing as part of its investigation of an altercation, accident, (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. The Human Resources Representative/City Recorder has information on substance abuse treatment programs. Information or referral will be provided on a confidential basis to our Employee Assistance Program (EAP) if requested by the employee, or as directed by a manager. The City of Aurora has group insurance benefits that provide coverage for certain medical services related to drug or alcohol dependency treatment.

### **Smoking in the Workplace**

The City of Aurora complies with all laws prohibiting smoking in public buildings. The City of Aurora believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, smoking is prohibited anywhere on the premises.

### **Workplace Violence**

The City of Aurora recognizes the importance of a safe workplace for employees, members, 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 or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by The City of Aurora.

Should, situations occur which present a risk of harm to employees and others, all employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with The City of Aurora or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to the Council Liaison over your department, or Human Resources Representative/City Recorder.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. The Council Liaison or his designee will notify the reporting employee of any action it takes in response to the report.

The City of Aurora may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include investigation of

criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

### **Employee Right to Know/Written Hazard Communication Program**

The City of Aurora provides a Hazard Communication Program so that all employees will be aware of chemical hazards in the workplace. By becoming knowledgeable about this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your manager, or the Salem Office Coordinator.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

#### **Container Labeling**

The City of Aurora Loss Control or Safety Committee Representative will verify that all containers received for use will:

- Clearly label its contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

#### **Material Safety Data Sheets (MSDS)**

In the break room, you will find either the paper documents or electronic access information to obtain a MSDS. If you are unable to locate a MSDS, please contact the Salem Office Coordinator. If there are new chemicals in use for which you are unable to obtain a Material Safety Data Sheet, you should immediately contact the Salem Office Coordinator before using the chemical or the machine containing it.

## Separation from Employment

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Separation from employment with The City of Aurora occurs when an employee voluntarily resigns, retires, is laid off, or is discharged.

### Resignation

While an employee may resign at any time, a one-week notice (employees with less than one year) / two-week notice (employees with over one year of service) is customary. The resignation should be written and should indicate the anticipated last day of work as well as reasons for the resignation; the employee may only withdraw a resignation at the discretion of The City of Aurora.

Employees who miss three or more consecutive work days without contacting The City of Aurora or your supervisor, are typically considered to have voluntarily terminated their employment.

### Job Elimination, Reduction in Work Hours or Staff

It is The City of Auroras' desire to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where The City of Aurora may need to make such reductions. Depending upon the circumstances, The City of Aurora may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing the work hours or days of work, reducing expenses by other means, or by a reduction of the workforce. Some, but not all, of the factors that may be considered for any reduction-of-hours, or staff are:

- Department, location, or job;
- Job knowledge, skill and ability to do the required work;
- Performance, attendance, safety and disciplinary history and records;
- Possession of licenses, registrations and or certifications required by the job;
- Creativity and teamwork skills;
- Demonstrated willingness to go the extra mile for The City of Aurora, coworkers and customers; and,
- Efficiency of our operation.

Evaluation of these factors is at the discretion of the City of Auroras' City Council with input from managers. After receiving an explanation of the layoff procedure, the employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of re-employment, and any outplacement services, etc.

If practicable at the time of lay-off, The City of Aurora may provide outplacement services on a limited basis. The City of Aurora may also provide re-employment services to affected employees laid off through no fault of their own, for a period of up to six months from the date of lay-off. The order of recall may be determined using the above factors. An employee who is not re-hired during that period will be separated from employment.

## **Discharge**

All employees are hired at The City of Aurora for an indefinite period of time and may be discharged at any time, **with or without reason or notice**. Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented. Some of the ways The City of Aurora offers you an opportunity to correct performance and conduct problems are verbal counseling, written warning, and suspension without pay for a designated period of time, and dismissal. (See the "Corrective Action" section of this handbook.) Nothing in this paragraph precludes The City of Aurora from exercising its options as an at-will employer, so employees should not assume that The City of Aurora will progressively work through the methods listed to help you improve your performance.

Before reaching a final decision to discharge an employee, The City of Aurora typically follows "due process," which means the affected employee will be told in writing why termination is being considered, and the employee will be offered an opportunity to respond to the written notice.

## **Exit Interview**

An exit interview may be scheduled with the Mayor or his designee, when an employee leaves The City of Aurora. This gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. This also allows The City of Aurora to solicit the employee's candid opinions, as well as suggestions, for improvement at The City of Aurora. We encourage departing employees to participate in an exit interview when they separate from employment, and we value all opinions and suggestions received throughout this process.

Prior to the last day of employment, the exiting employee will be provided with information to help ease the transition, such as, benefit continuation rights and responsibilities, and final paycheck information.

## **Return of Organization Property**

The employee must return all City of Aurora property in possession by the last day of employment. The City of Auroras' property includes credit cards, keys, ID cards, cellular

phones, pagers, tools, software, computer disks, this Handbook, and any other items belonging to The City of Aurora.

## **Concluding Thoughts**

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We look forward to your participation on our team. The success of our organization depends on the cooperation and contribution of each one of us. We want to continue to provide a workplace that is professional, healthy and conducive to a positive work environment. Please join the City of Aurora Team in continuing this positive tradition.

## Acknowledgement of Receipt of the Employee Handbook

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Each employee is expected to acknowledge the receipt of this handbook by signing an Acknowledgement of Receipt in the following form:

1. I have received a copy of the City of Aurora employee handbook; or I have viewed the Employee Handbook that is located in the City Recorder/HR Managers' office.
2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in both the handbook and on the company intranet.
3. The policies, procedures, requirements, and other information contained in the handbook may be modified or deleted, and others may be added, at any time.
4. I understand that I will receive notice of any significant change(s) in the employee handbook.
5. This handbook supersedes all prior statements of The City of Aurora which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.
6. This handbook is not a contract. Neither the handbook's statements of The City of Aurora policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between The City of Aurora and any employees, unless expressly so stated in writing signed by the Mayor.

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Employee Signature    Date

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Employee Name (Please Print)    Date