



Personnel Committee Meeting Agenda  
July 08, 2020  
6:30 PM

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**Chairperson:** Kimberly Downey  
**Committee Members:** Mike Caughey & Robert Boese  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St. (Jury Room)

**PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. *This meeting is held in a facility that has been disinfected, and where physical distancing of 6' can be maintained. Masks are required for all attending this meeting.*

**CALL TO ORDER AND ROLL CALL**

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**APPROVAL OF MINUTES**

**1. MOTION TO APPROVE THE MINUTES OF OCTOBER 21, AND NOVEMBER 20, 2019, AND THE MINUTES OF JANUARY 20, 2020.**

**2. THE MATTER OF RECRUITING A NEW FINANCE OFFICER**

**STAFF REPORT:**

Exhibit A: Finance Officer Recruitment Timeline

Exhibit B: Finance Officer Applicant Packet

**ACTION: TBD**

**3. THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 138

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT, AS WRITTEN/AMENDED.**

**4. THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 129

Exhibit B: DRAFT OF APPENDIX D – GENERAL LEAVE OF ABSENCE FORM.

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 129, GENERAL LEAVE OF ABSENCE, AS WRITTEN/AMENDED.**

**ADJOURN**



Harrisburg Personnel Committee  
Minutes for October 21, 2019

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Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

**Called to order by Chairperson Downey at 7:07PM**

1. *Chairperson Downey asked for any public input. No members of the public were present.*

**Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee**

**2.a. SUBJECT:**

**2.b. DISCUSSION: THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR.**

**Review applications for Harrisburg City Administrator as submitted by the Oregon Cascades West Council of Governments (OCWCOG), as per the Harrisburg/OCWCOG city administrator recruitment agreement.**

**Chairperson Downey closed the Executive Session and reconvened the public session at 7:43 pm**

**ACTION:**

- **Caughey moved to recommend to the City Council that all current City Administrator applications not receive further consideration and that the city re-open a public solicitation/recruitment for a new City Administrator. Chairperson Downey seconded and motion passed.**
- **Chairperson Downey moved and Member Caughey seconded to bring back to the next Personnel Committee meeting, for further consideration, the 'Alternative Interview Questions', proposed by ICA John Hitt. Motion Passed.**

**The Personnel Committee adjourned the meeting at 8:20p.m.**

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**Chairperson**

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**City Recorder**

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Personnel Committee Minutes  
October 21, 2019



Harrisburg Personnel Committee  
Minutes for November 20, 2019

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Time: 7:00 PM

Place: Harrisburg Municipal Center, located at 354 Smith St. (Jury Room)

Committee members present: Kimberly Downey, and Mike Caughey. Rob Boese was absent. Also present was Interim City Administrator John Hitt.

**Called to order by Chairperson Downey at 7:05PM**

1. *Chairperson Downey asked for any public input. No members of the public were present.*
2. *Council Member Caughey **moved to approve the minutes of the Oct. 21, 2019 Personnel Committee Meeting. Chairperson Downey **seconded and Motion Passed.*****

- 2.a. **SUBJECT: Review of applications for the position of City Administrator as forwarded by the Oregon Cascades West Council of Governments**

***Chairperson Downey recessed the public portion of the meeting and opened an Executive Session as per ORS 192.660(1)(2)(a) to consider the employment of a public official/employee***

**Chairperson Downey closed the Executive Session and reconvened the public session at 7:41 pm**

**ACTION:**

- **Caughey moved that the Personnel Committee recommend that the City Council interview applicants Jordan Cogburn and Hilary Norton at the next regularly scheduled City Council meeting. Chairperson Downey seconded and motion passed.**
- **Chairperson Downey moved to approve the alternative city administrator interview questions as presented by Interim City Administrator Hitt. Councilor Caughey seconded and motion passed.**

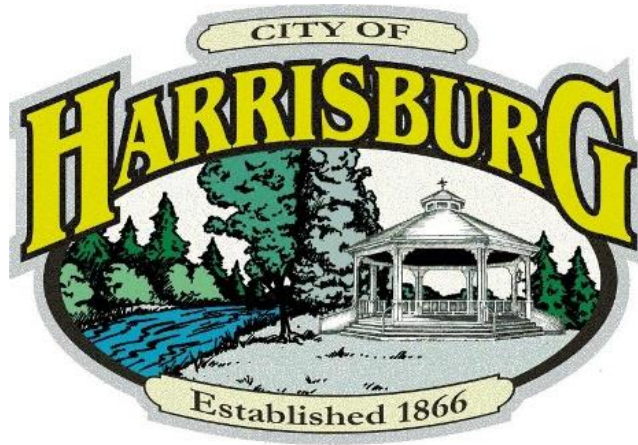
**The Personnel Committee was adjourned the Chairperson as the meeting at 7:47p.m.**

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**Chairperson**

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**City Recorder**



Personnel Committee Meeting Minutes  
 January 20, 2020  
 6:30 PM

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**Chairperson:** Kimberly Downey  
**Committee Members:** Mike Caughey; Robert Boese was absent.  
**Staff Members Present:** Interim City Administrator John Hitt and City Recorder/Asst. City Administrator  
**Meeting Location:** Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL WAS AT 6:30PM**

**CONCERNED CITIZEN(S) IN THE AUDIENCE. NONE**

**APPROVAL OF MINUTES**

- Caughey motioned to approve the minutes and was seconded by Downey. The Personnel Committee then voted unanimously to Approve the Minutes of October 9, 2019.

**THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR**

The Committee talked about the possibilities of changing the position to part-time, but recognized with the water bond projects, and the new park being purchased, that there was simply too much going on to have anything other than a full-time position. After reviewing the salary levels as listed in the agenda, the Committee decided to increase the position to a salary level of \$90,000 to \$120,000.

The committee then discussed whether they wanted to bring back Ryan from the OCWCOG (Oregon Cascades West Council of Governments) to assist with recruitment efforts. Hitt noted that he would reach out to Prothman to review the costs. Initially, it looks like the cost would be \$7,500 for them, but that was with some steps that we've already completed. He would need to talk with them about changing that. He had also talked with Novak Consulting Group, but the price was exorbitant at \$15,000 to \$20,000. OCWCOG would likely cost another \$2,100 or \$2,200 more.

Initially, the Committee thought that Eldridge could bring back the revised brochure at the next meeting for review, but they decided to have her send it to them via email. Caughey asked if Hitt was still absolutely not interested in being the City Administrator, and Hitt said that actually, he was now considering it. The City had continued to grow on him, and a lot of that factor was due to the type of City Council we have, and his staff members. He would consider it further and was

January 20, 2020

talking with his wife and family as well, since it would also impact them. It would also obviously reduce our recruitment costs to what we've already expended. Downey was thrilled, as was Caughey, with the thought of Hitt becoming a permanent employee, and looked forward to hearing his decision.

**ACTION:**

1. Downey **motioned to recommend to the City Council that we review whether or not to go with Prothman or to extend the contract with OCWCOG.** Caughey **seconded the motion, and the Personnel Committee voted unanimously to approve the recommendation to Council to decide between Prothman and OCWCOG for recruitment services.**
2. Caughey **motioned to recommend to the City Council that they change the salary level for City Administrator to a wage of \$90,000 to \$120,000.** Downey **seconded the motion, and the Personnel Committee voted unanimously to recommend that the City Council adopt the change to the salary schedule to reflect an annual wage of \$90,000 to \$120,000.**

**THE MATTER OF REVIEWING POLICY NO. 105 – RETITLED TO ‘NO-HARASSMENT’**

The Committee discussed the policy, and in relation to the comment on page 9 of the agenda, decided that if someone distrusted both the HR Staff, and their supervisors, that they should have the option of taking harassment/retaliation concerns to the Mayor, as long as they followed the chain of command when doing so. No other changes were discussed in-depth by the committee in Policy No. 105.

**ACTION:** Caughey **motioned to recommend Policy No. 105, ‘No-Harassment’ to the City Council as amended and was seconded** by Downey. **The Personnel Committee then voted unanimously to recommend that the City Council approve Policy No. 105, ‘No-Harassment’, with the amendment to the section shown on page 9.**

**OTHERS:** None

**ADJOURN:** The meeting was adjourned at the hour of 7:46pm.

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 Chairperson

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 City Recorder/Asst. City Administrator

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

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**THE MATTER OF RECRUITING A NEW FINANCE OFFICER**

**STAFF REPORT:**

- Exhibit A: Finance Officer Recruitment Timeline
- Exhibit B: Finance Officer Applicant Packet

**ACTION: TBD**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 8, 2020

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

**STAFF RECOMMENDATION:**

**Staff recommends the Personnel Committee should decide who will be on the interview panel.**

**BACKGROUND INFORMATION:**

Finance Officer Tim Gaines gave notice at the last City Council meeting, that his last official day as a Harrisburg regular employee will be July 15, 2020. The City Administrator is negotiating a contract with Tim to be paid on an hourly basis to process both payroll and accounts payable functions after that date, until a new Finance Officer is hired, and trained.

Staff have posted the opening for a new Finance Officer on the LOC job board, at a cost of \$20, and the Oregon Government Finance Officer Association (OGFOA) at a cost of \$75. The costs of recruitment are covered in the general fund budget. The position has also been posted to the City website and was advertised in the local newspaper. The City has already received one application for the position. The closing date is July 20, at 5:00pm. First full review of the applications themselves will be completed the following day.

Internal Policy HIP 150-4.2, states that for a Department Head, that the Personnel Committee Chairperson or their designee shall be included in the application review/hiring process. The Chairperson and Committee should decide if the interview panel shall only include the Personnel Committee Chairperson, or if other members of the committee will want to be included. Staff has asked if the PW Director, and current Finance Officer want to be included on the interview panel. The PW Director is







FROM THE OFFICE OF THE CITY RECORDER/ASST. CITY ADMINISTRATOR

**TO: PERSONNEL COMMITTEE & CITY ADMINISTRATOR**

**SUBJECT: FINANCE OFFICER RECRUITMENT TIMELINE**

<b>DATE:</b>	<b>ACTION:</b>
JUNE 24, 2020	POST POSITION OPENING TO CITY WEBSITE, LOC (\$20), & OGFOA (\$75)
JULY 8, 2020	PERSONNEL COMMITTEE MEETING: DETERMINE INTERVIEW PROCESS & PANEL
JULY 20, 2020 5:00PM	DEADLINE TO APPLY
JULY 21, 2020	1 <sup>ST</sup> REVIEW OF CANDIDATES (JOHN & MICHELE)  1. COMMUNICATION WITH CANDIDATES NOT PROGRESSING FORWARD 2. CONTACT REMAINING CANDIDATES TO SCHEDULE FOR INTERVIEWS 3. FORMAL LETTER TO CANDIDATE WITH INTERVIEW TIMES/DATES
JULY 29, 2020 (WED)	INTERVIEWS:  4:00 5:00 6:00
JULY 30, 2020 (THU)	INTERVIEWS (IF NEEDED):  4:00 5:00 6:00
JULY 31, 2020	JOB OFFER CONTINGENT ON RESULTS OF BACKGROUND CHECK AND REFERENCES
AUGUST 17, 2020	POTENTIAL START DATE FOR NEW FO



## FINANCE OFFICER

The City of Harrisburg gives you a unique opportunity to join a vibrant and pro-active small city staff. Harrisburg is a wonderful place to work and live. Located on the banks on the Willamette River, Harrisburg offers a special small-town experience, with a seasoned, stable, and supportive work team.

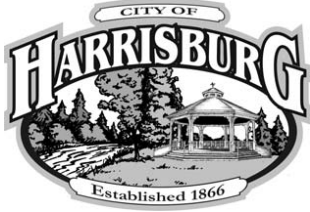
The ideal candidate has experience in municipal and fund accounting, with a strong working knowledge of state budget laws. This employee is responsible for all financial reporting, budget, and audit duties, for the City of Harrisburg and the Harrisburg Redevelopment Agency. This includes administering the general accounting system, accounts payable, payroll, investments, asset management and city assessments.

Desired qualifications include a bachelor's degree in accounting or related field, a minimum of two years of progressively responsible experience in government finance, and a strong commitment to your profession. Familiarity with the Caselle accounting system and managing IT contract services is desired, but not required. Pay is competitive with excellent benefits. Annual salary level of \$60,059 to \$79,034 DOE.

Provide us with a City employment application, resume and include a cover letter addressing the following questions: 1.) Describe the government accounting software you are most familiar with and tell us if you have ever worked in Caselle software systems. 2.) Describe your experience as a budget officer in the State of Oregon. 3.) Describe your familiarity with IT issues and managing IT contract services.

Submit your application packet to the City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446; Attn: Michele Eldridge by July 20, 2020 at 5:00pm. Questions can be submitted to [meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us). Applications are available on the City website, or in City Hall. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973.

Publish: City website: June 23, 2020  
Newspaper: July 1, 2020



City of Harrisburg  
120 Smith Street  
PO Box 378  
Phone: (541) 995-6655  
Fax: (541) 995-9244

## APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

### Personal Information

Name:    Date:   
Last First Middle Social Security Number:

Current Address:

If you have lived at your current address for less than one (1) year, please provide your prior address:

Phone Number:  Email:

Are you at least 18 years old:  Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status:  Yes  No

### Employment Desired

Position:  Date Available:

Are you currently employed:  Yes  No May we contact your current employer:  Yes  No

### Education

	Name & Address	# of Years Attended	Graduate (Y/N)	Major
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College / University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade, Business, or Tech. School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### General

Subjects of special study or research work:

Special Skills:

Activities (Civic, Organizations):

\*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service: Rank:  Are you active reserve:  Yes  No

In order to prove your eligibility for Veterans preference, you must attach your DD214 form.

**Employment** (List at least three employers, starting with the most recent)

Dates Mo/Yr	Name & Address	Position Held	Reason for Leaving
From / To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From / To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From / To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From / To <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Which of these jobs did you like the best and why:

**References** (Provide three references not related to you, who have known you at least one year)

	Name	Address & Daytime Phone Number	How You're Acquainted	Years Acquainted
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In case of emergency, notify:   
Name Address Phone

"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date:



**Finance Officer**  
Position Description

**Reports to:** City Administrator

**Job Summary:** The Finance Officer performs a wide variety of tasks related to the financial affairs of the city. The employee is responsible for all financial reporting, budget and audit duties, and for establishing and maintaining a set of internal controls for all financial transactions for the organization. The Finance Officer serves as the city and Redevelopment Agency Treasurer and is responsible for managing the City's financial assets. The employee administers the general accounting system, accounts payable system, payroll, investments, asset management and city assessments.

This position is salaried and exempt from overtime wages.

**Supervisory Responsibility:** None.

**Essential Duties/Functions and Responsibilities**

1. Responds to customer questions, concerns, complaints and requests regarding city financial matters over the telephone, in person, and by electronic communication with patience and diplomacy.
2. Keeps supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff.
3. Serves as the primary resource for financial planning and management issues for the organization. Develops financial policies and internal controls for the organization. Recommends changes to the City Council's Financial Policies and new policy development. Advises on the financial implications of new policies and/or city business activities.
4. Provides financial support to all City departments.
5. Provides financial record keeping, general ledger, accounts payable, accounts receivable, and cash disbursement functions.
6. Prepares monthly, quarterly, and annual reports of revenues and expenditures
7. Analyzes City financial systems and recommend upgrades and/or software to the City Administrator.
8. Maintains and balances all checking, savings and investment accounts. Includes reconciling functions, and occasional auditing. Maintains adequate cash flows.
9. Prepares payroll, including related benefit records such as vacation and sick leave.
10. Ensures City finances are audited on an annual basis; works closely with auditor to provide all necessary information and documents to complete the audit.
11. Maintains and controls capital assets for the City.
12. Monitors employee records to keep track of scheduled wage changes.

- 13. Administers PERS for employees.
- 14. Prepares and keeps records of assessments and liens in the City docket, works with companies that are working on lien searches.
- 15. Prepares the annual City budget and documentation as required by ORS.
- 16. Establishes appropriate financial internal controls in order to prevent fraud.
- 17. Monitors the budget during the course of the year to determine the appropriateness of expenditures and to determine that revenue and expenditures are being recorded appropriately.
- 18. Attends all City Council and Budget Committee meetings, unless excused by Supervisor. May be required to attend other meetings, as directed.
- 19. Organizes and maintains financial records, as well as reasonable back up on record systems.
- 20. Prepares the annual budget and serves as treasurer of the Harrisburg Redevelopment Agency.
- 21. Responsible for managing City's Information Technology contract services.
- 22. Perform other duties and tasks as assigned.

**Non-essential Duties:**

- 1. May attend off-site meetings and conferences.
- 2. May serve as member of the Safety Committee or any other employee committees.

**Education, Qualifications and Experience:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:	A bachelor's degree in accounting, business management or a related field and 2 years of progressively responsible experience in government finance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
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Knowledge of the principles of government financing, fund accounting, accounts payable and receivables, and payroll. Knowledge of or experience in Information Technology desired, but not required.

Language Skills:	Ability to read, analyze, and interpret reports, studies, legal documents, raw data, and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, members of the business community, etc. Ability to effectively present information to supervisor, public and elected and appointed government bodies.
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Reasoning Ability:	Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written,
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verbal, diagram and schedule form. Strong ability to solve mathematical problems.

Computer Skills: Ability to operate a computer. Advanced skill in word processing, spreadsheets, and government software. Ability to use email communication and other online applications and software.

Work Relationships: Ability to prioritize work and communicate with other staff from all departments in the city. The employee will have frequent contact with the public and private contractors. The employee will have frequent contact with elected and appointed government officials. The employee is part of a team and will contribute accordingly.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee will be occasionally be required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.

Working Conditions: Work is performed in a climate-controlled office environment. Some outdoor work may be required. Employee may be required to drive a city owned vehicle.

Attendance Requirements: Work is during the daytime, with occasional evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

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*The following is used only for approving this job description, and will not show on the final approved job description.*

Position description adopted by the City Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Approvals:

The following signatures confirm the accuracy and completeness of the Position Description.

Signature:

Date:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Immediate Supervisor

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

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**THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT**

**STAFF REPORT:**

Exhibit A: DRAFT POLICY NO. 138

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT, AS WRITTEN/AMENDED.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 8, 2020

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend the committee review the policy changes and forward it to the City Council for final approval.**

**BACKGROUND INFORMATION:**

After the recent incident involving a school district employee, staff reviewed the existing policy that the City had in relation to electronic equipment and social media. John had several changes to suggest. One of those was to repeat cautionary language used several times in the policy, and move it to the very top portion, so that it was more relevant and noticeable. That required changing some of the other sections so that it made more sense. Staff also added a section in relation to flash/thumb drives, that is self-explanatory.

Under Social Media, John added some language in the second paragraph, while staff added some changes to the disciplinary section based on recent changes.

Staff didn't have sufficient time to do a full review of this policy; it will likely be modified further in the future. However, we did find a section that was copied word for word from the model policy provided by Tamara Jones; the Pre-Loss Attorney at CIS. It is entitled Encouraged Conduct. It does a far better job in explaining the balance we have to maintain between protecting the City's interest in fulfilling our responsibilities, while also protecting our employee's First Amendment rights.

**REVIEW AND APPROVAL:**

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John Hitt, City Administrator    Date



## POLICY NUMBER 138: COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT

### PURPOSE:

**Electronic technologies, including computers, the computer network, voice mail, electronic mail, telephones including cellular phones, cellular devices, faxes, and internet and intranet systems, are an integral part of doing business in the City of Harrisburg. This statement explains the standards and procedure that apply to an employee's use of, and access to, all City systems.**

City Employees who use publicly owned electronic systems, as well as privately owned electronic systems, to harass, disparage, demean or attack other city employees, the city's reputation and/or all employee categories protected by the City's equal employment opportunity policy, are strictly prohibited from doing so.

Additionally, eEmployees who use social networking websites or media, whether on or off-duty, are expected to use good judgment and avoid postings that could be damaging to the City's interests or reputation or offensive to others who may see your posts. In particular, employees are reminded that messages and images of a sexual, racial, ethnic, religious or other nature are prohibited under the city's Equal Employment Opportunity policy. In addition, social media or other postings that are shared with other city employees who are 'friends' on those networking websites can be viewed as offensive by those employees and can be considered a form of harassment. Employees have the right to report such offensive postings under the city's harassment policy.

**Commented [ME1]:** John wanted to add the first paragraph above, so I've moved the companion paragraph from lower in the policy. The changes to the paragraph in red are his additions to this section.

All employees who have access to these communication systems must understand that the systems and information transmitted by, received from or stored in these systems is the property of the City, and is subject to Oregon Public Records laws. These include, but are not limited to, computers, network equipment, electronic mail, instant messaging, voice mail, all documents, calendar entries, appointments, and notes which reside in any City filing system, including personal files or information.

The City Administrator or their designee may authorize the inspection of the contents of all equipment, files, calendars, web history, electronic or voice mail of their employees for any reason, regardless of where or how they are created, viewed, transmitted, or stored on city premises. No employee should assume that communications transmitted or stored anywhere in the City's system is confidential. Personal advertising or soliciting is not permitted on city electronic equipment and devices. Employees are to limit the amount of personal information stored on city computer systems to ensure that no impairment of capacity occurs and must understand that all information stored on city computer systems is subject to public records disclosure. In addition, employees should, under no circumstances, download or store copyrighted material not owned by the employee. If you are unsure of the copyright designation of an item, please consult with the City Administrator or City Recorder/Assistant City Administrator.

The use of a computer or electronic and telephonic communication systems to engage in any communications that are in violation of any city policy or state or federal law, including but not limited to the transmission of defamatory, obscene, offensive, or harassing messages, is strictly prohibited. We consider misuse of our computer, electronic, telephonic and e-mail systems to be a serious matter. Failure to follow this policy may be grounds for disciplinary action, up to and including immediate termination of employment.

~~Additionally, employees who use social networking websites or media, whether on or off duty, are expected to use good judgment and avoid postings that could be damaging to the City's interests or reputation or offensive to others who may see your posts. In particular, employees are reminded that messages and images of a sexual, racial, ethnic, religious or other nature are prohibited under the city's Equal Employment Opportunity policy that are shared with other city employees who are 'friends' on these networking websites can be viewed as offensive by those employees. Employees have the right to report such offensive postings under the city's harassment policy.~~

Commented [ME2]: Moved above.

**MONITORING AND PUBLIC RECORDS DISCLOSURE:**

To ensure that the use of our electronic communication systems is consistent with city's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail messages, as we deem appropriate. **Employees using the city's electronic communication systems should have no expectation of privacy in connection with the use of this equipment or with transmission, use or storage of information in the equipment, regardless of where that information is stored. This includes stored e-mail or voice mail messages.** Information that is deleted by a user can usually be recovered.

In addition to monitoring by the City, employees are reminded that information transmitted or stored on city computers is not only subject to monitoring by the City, but may also be subject to disclosure under public records laws. If you want to keep information private, do not transmit it or store it anywhere in the City's computer system, or keep personal confidential information you do not wish to be viewed by others at your workstation.

If, within the course and scope of your duties, it is necessary for you to view sites that would otherwise be considered inappropriate, you are required to inform the City Administrator or their designee that you have done so. Such notice should include reference to the types of sites and length of access for the purposes of a job-related function. Examples of positions which may include the need to visit such sites are the City Administrator and City Recorder/Assistant City Administrator while investigating harassment or inappropriate use complaints.

Confidential information (e.g., financial or copyrighted information) or information subject to attorney-client privilege should be communicated by electronic mail only with appropriate disclaimers. A message subject to attorney-client privilege should include a heading with the words "ATTORNEY-CLIENT COMMUNICATION: PRIVILEGED & CONFIDENTIAL," and a message with confidential information should be labeled "CONFIDENTIAL: FOR ADDRESSEE ONLY." These disclaimers are important because electronic mail may not be secure and even if an employee "deletes" a message from electronic mail, it remains on the system in some form and may be recovered or read by others. Please note that if information is particularly sensitive, it should be communicated through a memo, and not electronic mail. Unwanted voice mail and electronic mail messages should be promptly deleted.

**NETWORK ACCESS:**

City employees and on occasion, authorized individual contractors hired by the City for specific projects will be assigned a user account for the duration of their employment with the City. After your initial account is established, all requests to add, modify, or delete network accounts must be made to administrative staff. Each user account and workstation must be password protected, following procedures established by administrative staff. Employees may not disclose their password to anyone, except to management staff. Passwords to confidential data, such as financial software, should be changed routinely for security purposes. If at any time you believe your password has been compromised, immediately contact City Administrative staff.

**CITY COMPUTER EQUIPMENT:**

The use of our electronic communications systems are primarily for legitimate business activities only and personal use should not interfere with the performance of job duties. Consequently, employee use of our computers for personal business should be limited to short, occasional use and should be conducted before or after work or during meal and break periods.

Employees are not permitted to perform any upgrades, modification or repairs to any computer, workstation, or other equipment assigned to them or anyone else, except those approved by the City Administrator. You must contact the administrator to request upgrades or additional equipment. Also due to risk of computer virus infection, no employee is allowed to download any external files to any machine or disk without approval from the City Administrator. All software installed on city of Harrisburg computer systems must be licensed. Copying or transferring of any city-owned software may only be done with the written authorization of the City Administrator.

If you use a flash drive, thumb drive, or other type of USB enabled storage device, that accesses your workstation, do not use it on a public computer when traveling. Exempt employees working after hours should be careful to protect their own personal computers adequately at home, if you regularly use these to transfer work projects between your home and work. Employees should consider taking their computer home and/or working remotely instead.

In addition, our systems cannot be used to convey or receive messages or graphics that contain offensive material of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy against harassment, or to access inappropriate websites. You should assume that messages and graphics of this nature may be forwarded and could offend anyone, even if you believe that the direct recipient of the email will not be offended. The transmittal of offensive messages or graphics of a sexual, gender-based, racial, ethnic, religious or other nature prohibited by our policy will result in discipline, as determined appropriate by the city.

**SOFTWARE LICENSED/NOT LICENSED TO THE CITY:**

When a computer or workstation is assigned to an employee for business purposes, that computer or workstation may contain software licensed to the city. Employees should contact the City Administrator to request any changes to the standard software, including upgrades, additions, or deletions. The City reserves the right to audit or remove at any time any software on any computer or workstation assigned to an employee. Employees should not perform any action on any software licensed to the city that is in violation of a software license agreement. Similarly, employees should not perform any action in the use of any computer or work station that is in violation of a copyright law.

Employees should not install, load or use without prior approval from City, any software and/or programs that are not licensed to the city. This includes copies licensed personally to the employee, 'shareware', 'freeware', or product demonstration copies ('demos'). In addition, internet resources for which there is a fee must not be accessed without prior approval. Approval from the City requires authorization from the City Administrator.

**UNAUTHORIZED ACCESS/SECURITY:**

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City Administrator or their designee. No employee can examine, change, or use another person's files, output, or user name unless they have explicit authorization to do so.

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

**SOCIAL MEDIA:**

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

Ultimately, you are solely responsible for what you post online. Before creating online content, ~~consider some of the risks and rewards that are involved.~~ Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or ~~people-employees~~ who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination. The City's legitimate business interests include, but is not limited to the City's reputation, lawful conduct and actions, quality of city services and all city actions that promote public health and public safety.

**PROHIBITED POSTINGS:**

The City's Facebook account is maintained by the City Administrator. Postings to the City's Facebook account are made by sending the City Administrator information that you would like to have posted. The City Administrator can authorize a designee to administer the City's Facebook account, or a city event website or social media created by the City.

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

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Harrisburg. If the City is a subject of the content you are creating, be clear and open about the



fact that you are a City employee, and make it clear that your views do not represent those of the City, its employees, or elected officials.

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings –and– that include discriminatory remarks, harassment, intimidation, bullying or threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to discipline, up to and including termination.

**ENCOURAGED CONDUCT:**

Always be fair and courteous to co-workers, the citizens we service, City of Harrisburg employees and elected officials, and suppliers or other third parties who do business with the City of Harrisburg.

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

Maintain the confidentiality of the City of Harrisburg's confidential information. Do not post internal reports, policies, procedures or other internal, Harrisburg-related confidential communications or information

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

**Commented [ME3]:** This entire section is a new one from the model code, provided by Tamara Jones. I think it's excellent, and combines the types of things we would like to avoid, while stressing what is legal.

**Commented [ME4]:** THIS paragraph, is particularly important to include, and contains the language in which an employee is allowed to express themselves. An employees First Amendment rights need to be maintained, and we have to strike a careful balance between employer interests those rights.

**CITY TELEPHONES (LANDLINES):**

Although the City recognizes that there are occasionally times when personal phone calls must be made or messages received during business hours, we appreciate your cooperation in keeping incoming and outgoing personal calls to a minimum. All employees are responsible for notifying their friends and family of this policy. Except in cases of emergency, personal phone calls should be made during your breaks and/or meal periods. No long distance calls not related to city business, and that result in cost to the city is permitted. City personnel should use toll-free numbers whenever possible for city related business. Long distance, personal phone calls should be made on your personal cell phone.

**CELLULAR DEVICES/PHONES:**

This applies to employee use of cell phones, smart phones (including iPhones, Androids and similar devices), tablets and similar devices, all of which are referred to as 'Cellular Devices' in this policy.

Employees are allowed to bring personal cell phones and Cellular Devices to work with them. During working hours, however, employees should not neglect their own work by using cellular devices. Longer personal calls or use of cellular devices should be confined to breaks and lunch periods. PW employees and the City Administrator use their personal cell phones for work purposes, and are subsidized on a quarterly basis for the use of them. Personal use during work hours should be kept to a minimum, similar to other city employees.

Employees who use personal or city reimbursed cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Employees who send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City's harassment and discrimination policies will be subject to discipline up to and including termination.

City related business conducted on City subsidized devices, or personal cell phones/cellular devices, may be subject to disclosure under Oregon's Public Records laws.

**CELL PHONE/CELLULAR DEVICES USE WHILE DRIVING:**

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

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

[Amended by Resolution No. 1134, Adopted May 18, 2016]

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

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**THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE**

**STAFF REPORT:**

**Exhibit A: DRAFT POLICY NO. 129**

**Exhibit B: DRAFT OF APPENDIX D – GENERAL LEAVE OF ABSENCE FORM.**

**ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 129, GENERAL LEAVE OF ABSENCE, AS WRITTEN/AMENDED.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – July 8, 2020

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommend the committee review the policy changes and forward it to the City Council for final approval.**

**BACKGROUND INFORMATION:**

While providing information for an employee, HR staff was reviewing the General Leave of Absence policy and realized that the benefits section needed to be revised. When this policy was created, staff did not intend for it to apply for any circumstances other than a severe medical need. The previous City Administrator felt that we could just tell an employee that it didn't apply to them, if that was the case. However, after reviewing this section again, Staff feels that the language should clearly convey how the City policy will affect the benefits for an employee that is needing to use a General Leave of Absence for a reason other than severe medical needs.

The revised language allows the City Administrator to make a determination as to whether the City will pay medical premiums for the employee on a case by case basis. This also takes into account the trust by-laws and policies that the city has with CIS, our medical benefits provider. The absence period has also been shortened to a period of 90 calendar days, rather than 120. The leave of absence form itself has also been altered slightly, to reflect the changes in the policy. The other types of leave will be addressed in future revisions.

**REVIEW AND APPROVAL:**

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John Hitt, City Administrator    Date

# POLICY NUMBER 129: GENERAL LEAVE OF ABSENCE

## PURPOSE:

**General leaves of absence are intended to accommodate employees who encounter unusual or unavoidable circumstances which necessitate an extended period of time away from the job.**

A general leave of absence is an unpaid temporary suspension of employment, initiated at the employee's request.

## ELIGIBILITY:

To qualify for a general leave of absence, the employee must be a regular full-time employee, and must not have any time left in any of their leave banks which they could use to cover the requested general leave of absence.

## PROVISIONS:

Except in the case of an emergency, an employee shall give no less than a two-week notice of a general leave request. In the case of an emergency, the employee or family member shall notify the city of the general leave request immediately.

An employee desiring a leave of absence must submit a fully detailed written request using the general leave of absence form. The employee will then submit this form to their immediate supervisor. The supervisor will forward the request to the City Administrator with their recommendation to approve, deny, or modify the general leave of absence request. The decision whether or not to grant the leave will be made by the City Administrator. Because the City of Harrisburg isn't subject to the Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA), the City is not required to provide a leave of absence.

The employee will return to work immediately upon completion of the leave. Failure to return to work upon the completion of the general leave without notifying the City of Harrisburg can lead to disciplinary action, up to and including termination.

A ~~G~~ general leave of absences ~~are~~ is limited to no more than 12090 calendar days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

When returning from a general leave of absence for your own medical purposes, the City will follow the 'Return to Work Program' outlined in policy 124 of this manual.

Employee B benefits shall not accrue during a general leave of absence. ~~However, the City will continue to pay health and medical insurance premiums during the leave.~~ An employee on general leave does not accrue seniority, bonuses, leave time vacation, sick or administrative time, or other benefits that would accrue while the employee is working. Medical benefits and insurance premiums may be paid by the City on a case-by-case basis, depending upon the circumstances for the general leave of absence. The City Administrator shall determine whether or not the City will continue the benefit premium payments as well as for how long the City will continue to do so.



If the City is does continue the benefit premium payments for the employee: An employee who requests an unpaid leave of absence is no longer an active employee. The employee will be offered COBRA, and the City will pay for the COBRA Coverage.

If the City declines to continue the benefit premium payment for the employee: The employee who requests an unpaid leave of absence, will be ineligible for insurance coverage. Coverage will be terminated at the end of the month in which the leave commenced. The employee will be offered COBRA and will have the option of paying the COBRA health insurance rates.

The City is not able to continue Life Insurance, and Accidental Death & Disability coverage. The employee may be eligible to pay for continued coverage through Hartford. The employee may be eligible to continue disability if he/she was approved for a disability claim with Hartford for a condition existing prior to going on general leave.

When an employee returns to work, all benefits they were entitled to prior to starting leave must will normally be restored in full, under the rules and limitations that are in effect by the insurance/benefit carriers and City policy.

-If, for some reasons, benefits have been eliminated, or changed for similarly situated employees, then benefits do not have to be restored. An employee is subject to layoff the same as similarly situated employees not taking leave.

[Policy No. 129 Amended by Resolution No. 1119, Adopted by the City Council on October 14, 2015]

The Leave of Absence form is shown in Appendix D.

APPENDIX D

# Leave of Absence Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Time off requested from \_\_\_\_\_ to \_\_\_\_\_

Total length of time requested (days): \_\_\_\_\_

### TYPE OF LEAVE REQUESTED

- General
- Parental
- Sick Child Leave
- Serious Health Condition of Employee
- Serious Health Condition of Family Member
- Oregon Military Family Leave of Absence
- Crime Victim Leave
- Domestic Violence Leave and Accommodation

Additional Information:

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#### General Leaves:

Except in the case of an emergency, an employee is required to give the City notice of a General Leave of Absence at least 14 days in advance. In the case of an emergency (e.g. death of immediate family member, hospitalization of employee, etc.), the employee or family member shall notify the city of the general leave request immediately.

General leave of absences are limited to no more than ~~12090~~ days. Extensions may be granted by the City Administrator. Extension requests must be made prior to the expiration of the original leave.

No paid leave banks will accrue while on general leave, but ~~any previously accrued paid leave banks~~ all benefits the employee was entitled to will be reinstated in their entirety at the employee's return. If the employee is benefits-eligible, the City ~~will continue to pay health and medical insurance premiums while the employee is on a leave of absence~~ Administrator will determine if the City will continue the benefit premium payments as well as for how long the City will continue to do so. If no medical benefits are offered during the general leave of absence, the employee will





Signature

Date

City Recorder/Assistant City Administrator Signature for verification of employee's eligibility for leave.

€ Notification to Department Head of Eligibility for Leave

€ Notification to Finance Officer/Payroll of Employees Intent to use accumulated leave

\_\_\_\_\_  
City Administrator Signature of Approval

\_\_\_\_\_  
Date