



BAKER CITY, OREGON CITY COUNCIL MEETING AGENDA

REGULAR MEETING
MARCH 24, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MAYOR:
Randy Daugherty
COUNCILORS
Roger Coles
Loran Joseph
Helen Loennig
Doni Bruland
Gratton Miller
CITY MANAGER
Barry Murphy

Call to Order/Introduction

1. Call to Order	Doni Bruland	Procedural
2. Pledge of Allegiance and Invocation	Doni Bruland	Procedural
3. Roll Call	Megan Langan	Procedural
4. Agenda Additions, Deletions, Modifications	Doni Bruland	Action Item
5. Public Comment	Doni Bruland	Procedural

Old Business

6. Consent Agenda	Doni Bruland	Action Item
7. Employee Handbook	Andrew Crabtree	Resolution

New Business

8. Budget Changes - Resolution 3987	Jeanie Dexter	Resolution
9. Cascade Natural Gas Increase	Barry Murphy	Discussion

Updates and Future Items

10. Council Committee Updates	Doni Bruland	Information
11. City Manager / Director Updates	Barry Murphy	Information
12. City Council Comments	Doni Bruland	Information
13. Upcoming Agenda Items	Doni Bruland	Procedural

Adjourn

14. Adjourn	Doni Bruland	Procedural
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Baker City operates under an EEO policy and complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Assistance is available for individuals with disabilities by calling 541-523-6541.



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Call to Order



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Pledge of Allegiance and Invocation



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Agenda Additions, Deletions, Modifications



BAKER CITY, OREGON

MAYOR:

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COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Public Comment



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Consent Agenda



BAKER CITY, OREGON CITY COUNCIL MEETING MINUTES

MAYOR:
Randy Daugherty
COUNCILORS
Roger Coles
Loran Joseph
Helen Loennig
Doni Bruland
Gratton Miller
Randy Schiewe
CITY MANAGER
Barry Murphy

REGULAR MEETING
MARCH 10, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

Call to Order/Introduction

- | | |
|--|--|
| 1. Call to Order | The meeting was called to order at 6:01pm by Mayor Daugherty in the Baker City Hall Council Chambers. |
| 2. Pledge of Allegiance | Mayor Daugherty led the meeting in the Pledge of Allegiance. |
| 3. Roll Call | Roll call was answered by Mayor Daugherty and Councilors Coles, Joseph, Loennig, Bruland, Miller and Schiewe.
Also present were City Manager Barry Murphy, Public Works Director Danielle Schuh, Police Chief Ty Duby, Fire Chief Michael Carlson, Human Resource Manager Andrew Crabtree, Finance Director Jeanie Dexter, City Recorder Megan Langan, Public Works Operations Manager Tommy Hayes, Public Works Operations Supervisor Brady Tennent, Water Specialist III Dennis Bachman, Water Specialist I Nate Miller and City contracted Engineer Brandon Mahon. |
| 4. Agenda Additions, Deletions, Modifications | City Recorder Megan Langan stated there is an application to add to agenda item 7. |
| 5. Public Comment | Kim Lethlan made a public comment about a recent interaction with Public Works and a bid he had received.
MOTION MADE BY: Councilor Shiewe
MOTION: To split the \$665 resurfacing amount 50/50 with the City
SECONDED: Councilor Coles
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, Bruland, and Schiewe.
OPPOSED: Councilor Miller
Motion Passed. |

Old Business

- | | |
|--------------------------|--|
| 6. Consent Agenda | MOTION MADE BY: Councilor Joseph
MOTION: To approve meeting minutes from 2/24/2026
SECONDED: Councilor Schiewe
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, Bruland, Miller and Schiewe.
OPPOSED: None
Motion Passed. |
|--------------------------|--|

New Business

- | | |
|---|--|
| 7. Board and Commission Applications | Mayor Daugherty stated we have the following applications for open spots on some of our boards and commissions;
Deanna Johnson - Public Arts Commission
Tyler Brown - Budget Board |
|---|--|

Kenny Keister - Budget Board
Mary Apple - Public Works Advisory Commission

MOTION MADE BY: Councilor Joseph
MOTION: Approve all the applications

SECONDED: Councilor Miller

IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, Bruland, Miller
and Schiewe.

OPPOSED: None
Motion Passed.

8. City Council Goals

City Manager Barry Murphy presented the goals submitted by the City Council. The Council agreed they were good goals. Barry will work on consolidating the goals and bring them back to the City Council.

9. Employee Handbook

Human Resource Manager Andrew Crabtree presented the updates to the Employee Handbook stating this is the best option for the City Council to have their input on Employee Processes.

The City Council and City Staff had discussions. Andrew will make suggested changes and have it on the next meeting agenda for approval.

10. Miners Jubilee Park Use

City Manager Barry Murphy presented the fee changes for Miner Jubilee Park Use. They would like to make it a flat rate for the Baker County Chamber of Commerce to rent the park for Miner Jubilee rather than charging each vendor individually a City fee on top of the fee the Chamber charges. The City Council and City staff had a discussion.

MOTION MADE BY: Councilor Joseph

MOTION: Approve the fee of \$900/day to rent the park for Miner Jubilee

SECONDED: Councilor Miller

IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, Bruland, Miller
and Schiewe.

OPPOSED: None
Motion Passed.

11. Chlorine Conversion Project

Brandon Mahon with Anderson Perry presented an overview of what the process of the chlorine conversion project will look like. Water Specialist's Dennis Bachman and Nate Miller, along with Brandon, were able to help answer questions from the City Council.

The City Council approved Public Works to move forward with the conversion that was already approved in the Capital Plan for 2025-2026.

12. Monthly Financial Report

Finance Director Jeanie Dexter provided a financial update to the City Council. The City Council had a discussion and Jeanie was able to answer their questions.

**13. PVC Pipe, Ductile Iron Fittings, &
Appurtenances Materials Bid**

Public Works Director Danielle Schuh presented the bid tabulations and the recommendation to award the bid to Core & Main as they were the lowest bidder. This material cost was already approved in the 2025-2026 Capital Plan and will be used for the Mountain Line.

MOTION MADE BY: Councilor Coles
MOTION: Approve bid award to Core & Main
SECONDED: Councilor Joseph
IN FAVOR: Mayor Daugherty, Councilor Coles, Joseph, Loennig, Bruland, Miller
and Schiewe.
OPPOSED: None
Motion Passed.

Updates and Future Items

14. Council Committee Updates	Councilor Miller provided an update on R3 funding, stating R3 was approved for \$3 million in the 2027-2028 year. He also stated he would still like to meet with the Main St. Committee to talk about parking options for Main St and that he is also talking to some people about a butcher that would service the County.
15. City Manager / Director Updates	Human Resource Manager Andrew Crabtree provided an update on employment. City Manager Barry Murphy made the official announcement that Danielle Schuh is the new Public Works Director.
16. City Council Comments	No City Council Comments.
17. Upcoming Agenda Items	No additional upcoming agenda items.
Adjourn	
18. Adjourn	Mayor Daugherty adjourned the meeting at 7:27pm.

Signed: _____
Mayor

Attest: _____
City Recorder

A link to this City Council meeting can be found www.bakercity.com or upon request to the City Recorder.

Re: Budget Board

From Robin Nudd <robinnudd1974@gmail.com>
Date Fri 3/13/2026 6:04 AM
To Megan Langan <cityrecorder@bakercity.gov>

Hi Megan, please accept this email as my notice of interest in continuing to serve on the budget board. Should the City receive additional interest from new applicants, I would support that as well. Thank you for all that you do! Have a great weekend.

On Wed, Feb 11, 2026 at 4:13 PM Megan Langan <cityrecorder@bakercity.gov> wrote:
Hello Robin,

I just realized your term is up for the budget board. The Mayor says "you gotta do it" ;)

<https://bakercity.com/DocumentCenter/View/4593/Board-and-Commissions-Application>



Megan Langan
City Recorder | Executive Assistant
Email: cityrecorder@bakercity.gov
Phone: 541-524-2033
Mobile: 541-519-9812
1655 1st Street, Baker City, OR 97814
www.bakercity.com



BAKER CITY, OREGON
P.O. Box 650, Baker City, OR 97814-0650
541-523-6541 Voice/TDD
www.bakercity.com

Board/Commission Application

Name of Board/Commission: Historic District Design Review Commission

Contact Information

Name: Ariel Reker Primary Phone #: 5072205105
Address: 26401 Middle Bridge Loop, Baker City OR Secondary Phone #: _____
Email Address: ariel.m.reker@gmail.com Occupation: Executive Director - Baker City Downtov

Preliminary Questions

1. Are you a registered voter in the state of Oregon? Yes
2. Residence within City Limits: No
3. If yes, how many years? n/a
4. Comments on why you would like to be appointed to this board/commission:

I have faithfully served on this commission for 3 years and would like to continue my service to the community.

5. Do you engage in business that is anyway related to the duties of this board/commission?
Any Conflicts of interest?

No, I have no direct personal benefit that could be related to the duties of HDDRC.

6. Are there any days or times you cannot attend meetings on a regular basis?

No.

7. Is there any information about yourself that you would like to offer the city council to aid them in their appointment process?

I am regularly asked to speak on BCD concerns & projects as they relate to applications reviewed by HDDRC.

8. References: Please list name, address, phone number of a personal or professional reference:

Amy Briels - 541-910-8538 - 2419 Main Street

Signature:  Date: March 10, 2026

Office Use Only:

Received: _____ By: _____

Date Appointed/Denied: _____

Term Ends: _____



BAKER CITY, OREGON
P.O. Box 650, Baker City, OR 97814-0650
541-523-6541 Voice/TDD
www.bakercity.com

Board/Commission Application

Name of Board/Commission: Historic District Design Review

Contact Information

Name: Carol Phillips Primary Phone #: 541 403 0026
Address: PO Box 493 Baker City Secondary Phone #: _____
Email Address: cphillips56@gmail.com Occupation: property development

Preliminary Questions

1. Are you a registered voter in the state of Oregon? yes
2. Residence within City Limits: no
3. If yes, how many years? _____
4. Comments on why you would like to be appointed to this board/commission:

I am applying to renew my term.

5. Do you engage in business that is anyway related to the duties of this board/commission?
Any Conflicts of interest?

I own a building in the historic district.

6. Are there any days or times you cannot attend meetings on a regular basis?

no

7. Is there any information about yourself that you would like to offer the city council to aid them in their appointment process?

This would be my third term on the commission. I value the commissions purpose and look forward to another term.

8. References: Please list name, address, phone number of a personal or professional reference:

Gail Duman, 541.519.7663

Signature: _____

Date: _____

Carol O'Halloran 3/19/26

Office Use Only:

Received: _____ By: _____

Date Appointed/Denied: _____

Term Ends: _____



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026**Subject:** Employee Handbook

City Council Staff Report:**Resolution 3985 – Handbook Review, Rewrite and Rebranding**

Introduction and Overview

Executive Statement

The City of Baker City has been updating its policies and procedures to reflect current statutes and regulations, with a focus on clearly articulating the City's identity, processes, and expectations. Over the past eight months, staff have used the existing handbook to clarify information, but it was deemed inadequate. This review, rewrite, and rebranding of the Employee Handbook address these concerns.

During the March 10, 2026, regular City Council meeting, the administration team requested the Councilor's input. Those corrections have been made. The corrections consisted of language use and the addition of definitions.

As the Employee handbook has been developed and reviewed. If there are no more corrections or additions identified, the City requests the City Council to approve the new Employee Handbook by adopting resolution 3985.

Notice of Continuing Changes

As the City continues to identify concerns in the City, or make amendments to policy, the City will propose additional resolutions outside the standard review periods.

Respectfully Submitted

Andrew Crabtree
Human Resource manager
City of Baker City



BAKER CITY OREGON

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Helen Loennig
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Gratton Miller
Randy Schiewe
CITY MANAGER
Barry Murphy

RESOLUTION NO. 3985

RESOLUTION OF THE BAKER CITY COUNCIL ADOPTING THE UPDATED EMPLOYEE HANDBOOK.

WHEREAS, the current Baker City Employee Handbook was adopted in July 2018, and updated several times, the last taking place in September 2022; and

WHEREAS, many laws have changed during the lifetime of this manual and City staff determined it needed to meet current legal requirements through policy and procedure; and

WHEREAS, the updated Employee Handbook has been reviewed by the City's Department heads and the City Council.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Baker City, Oregon approves Resolution 3985, a resolution of the Baker City Council adopting the updated employee handbook.

Dated this 24th day of March 2026.

Randy Daugherty, Mayor

ATTEST

Megan Langan, City Recorder

City of Baker City



Employee Handbook

City of Baker City – Resolution 3985

Baker City Administration

Revision: January 2026



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1. Welcome Message

Dear New Employees,

Welcome to Baker City. I'm Barry Murphy, the City Manager, and I'm genuinely glad you've chosen to join us. Each member of our staff, across public safety, public works, finance, building, and every other department, plays a critical role in making our community safer, stronger, and more vibrant.

Our City is built on collaboration, integrity, and commitment to high standards of service. We value accountability, transparency, and continuous improvement, and we expect each of you to bring your best and employ your skills, your ideas, and your dedication to help us serve our residents effectively.

You were selected because you bring strengths that align with our mission and our centered beliefs around delivering quality services while listening to and learning from the people we serve. I encourage you to engage with one another, share insights, and take initiative to make a positive difference in our community.

As you begin your journey here, I ask you to consider these points:

- Embrace our core values: Service, Excellence, Integrity, Respect, and Accountability.
- Look for opportunities to contribute beyond your daily duties.
- Connect with colleagues and the community to understand their needs, concerns, and aspirations.
- Take advantage of the training, resources, and support we provide to help you thrive in your role.

You will find orientation materials and resources to help you settle in, including information about duties, workplace safety, and the programs that make Baker City a place we're proud to serve. If you have questions, concerns, or ideas, please reach out to your supervisor or our human resources team; we're here to help.

Thank you for choosing to serve Baker City. I look forward to working with you and seeing the positive impact we will achieve together for our community.

Welcome aboard,

Barry Murphy
City Manager
Baker City

2. Introduction

2.1. Mission

The City of Baker City exists to provide municipal services through efficient and effective governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the City will build on its strengths and creativity.

2.2. Values

Baker City believes that values matter to both citizens and employees because they build trust, guide consistent and fair service, and foster accountability and transparency. For employees, values provide a clear compass for conduct, support professional growth, and strengthen culture and morale. Together, they influence hiring, performance, decision-making, and community relations by aligning actions with shared standards.

1. **Service:** Baker City and its employees will work to meet the needs of the public and serve them professionally and with an ethical and moral compass.
2. **Excellence:** Baker City and its employees will be expected to complete all tasks with a high level of skill and professionalism where each employee is proud of their contribution. Employees will be encouraged to seize opportunities to advance their skills and knowledge when and where possible to maintain growth in knowledge and skills.
3. **Integrity:** Baker City and its employees will be expected to act honestly, ethically, and with accountability in all actions. This includes adhering to laws and policies, being transparent and truthful in communications, protecting confidential information, avoiding conflicts of interest, and taking responsibility for decisions made and their outcomes.
4. **Respect:** Baker City and its employees will work to understand the perspective of others, demonstrate compassion, and respond with consideration to their needs and concerns whenever they interact with colleagues, residents, and partners.
5. **Accountability:** Baker City and its employees will take responsibility for one's actions, decisions, and outcomes. City employees at all levels are expected to own their work, meet commitments, acknowledge mistakes, and take corrective action promptly.

2.3. Overview

Welcome to the City of Baker City and congratulations on your appointment as a City employee. You are now a part of the family of employees dedicated to serving the citizens of this great community. We view your appointment as mutually

beneficial to you and the City. The City benefits by attracting well-trained, competent, and motivated employees. You and your highly qualified fellow employees enable the City of Baker City to continue to improve its commitment to quality service.

As a member of this family, you benefit by having the opportunity to use and acquire new skills that will promote your personal and professional development. Additionally, the City offers competitive wages and an outstanding benefits package, which includes comprehensive medical/dental insurance, paid leaves of absence, and a retirement plan.

In return, the City expects your willingness to uphold our public service obligation by performing your job to the best of your abilities. This includes responsibly carrying out assigned duties, working in full cooperation with your fellow employees, complying with ordinances and established policies, maintaining ethical conduct, and above all, promoting courteous and friendly public relations. We at the City are proud of the rich tradition of providing well managed, cost-effective and accessible municipal services to Baker City residents and your job as an employee is to continue this tradition of excellence in making Baker City a great place to live and work.

It is the mission of the City of Baker City as an employer to develop, implement and support programs and processes that add value to the City of Baker City and its employees, leading to improved employee welfare, growth and retention, while committed to City of Baker City's goals, its management and prosperity for its citizens and employees.

3. Purpose

This Employee Handbook is a guide to our employment provisions and expectations. It outlines many of the programs and benefits that affect all employees of Baker City. Nothing in this Handbook is meant to limit the discretion of Baker City 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 with 15 days' notice. Although these policies and procedures apply to all Baker City employees, in situations involving conflict between the law, a collective bargaining agreement (CBA), or individual department policy manuals and these rules, policies, and procedures, the law, CBA language, or departmental policy manuals shall supersede.

Baker City may add to the policies in this handbook or revoke or modify them from time to time. Baker City will try to keep the manual current, but there may be times when policy will change before this handbook can be revised. Proposed changes to

the handbook will be communicated to employees prior to implementation. 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 their provisions, and any inconsistent policy or benefit statements will be superseded as of that date. While this Handbook is distributed to all employees of Baker City, 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 Baker City. 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 residents and ourselves. We have tried to answer many questions, but in no way do we believe that this document will provide every answer. For that reason, if an employee has any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, address specific questions to the department supervisor or manager. For the purposes of this Handbook, “manager” means either a manager or supervisor.

Baker City 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 Baker City management team will endeavor to make decisions that are fair and equitable, while at all times ensuring that the best interests of Baker City are served.

Some subjects described in this Handbook, such as benefit plan information are covered in detail in official policy documents.

Employees 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.

Employees are encouraged to offer suggestions for improvement to this Handbook, procedures, employment practices or working conditions. Please read through this Handbook carefully. Employees may want to share it with family members so that they will also understand the work environment.

If an employee has any concerns regarding employment with the City, please discuss this with the department supervisor or manager. We want every employee's experience to be challenging, rewarding, and enjoyable while working for the City.

Neither this Handbook nor any other organization document other than an applicable collective bargaining agreement confers any contractual right, either express or implied, to remain in Baker City's employ. Neither does the Handbook guarantee any fixed terms and conditions of your employment. Baker City is an 'at-will' employer, which means that your employment is not at any specific time and may be terminated by Baker City, or you may resign with or without reason or notice at any time.

Any language contained within this document that conflicts with a negotiated collective bargaining agreement shall not be compulsory.

4. Employee Expectations

4.1. Overview

- The purpose of the Code of Conduct is to promote a respectful, ethical, and productive work environment that supports excellent public service and maintains public trust.
- This Code applies to all City employees, including full-time, part-time, temporary, and contract staff, while performing City duties or representing the City.
- It also applies to activities conducted outside normal work hours if they reflect on the City or impact of colleagues, services, or the public.
- The core principle that we shall all obey as employees of Baker City are:
 - 1) Professionalism: Conduct yourself with integrity, courtesy, and accountability; strive for excellence in all duties.
 - 2) Respect and Fair Treatment: Treat all colleagues, residents, and stakeholders with dignity, without harassment or discrimination.
 - 3) Accountability: Accept responsibility for actions, decisions, and their outcomes; report errors promptly and follow through on corrective actions.
 - 4) Public Service Orientation: Prioritize public interest, safety, and well-being; uphold the highest standards of service delivery.
 - 5) Compliance: Adhere to all applicable laws, City policies, procedures, and ethical guidelines.

4.2. Code of Conduct

4.2.1. Expectations

4.2.1.1. *Workplace Interactions*

- Communicate respectfully and professionally in person, by phone, email, and other channels.
- Listen actively, value diverse perspectives, and collaborate constructively.
- Refrain from harassment, intimidation, bullying, or retaliation against colleagues or the public.
- Address conflicts promptly and through appropriate channels.

4.2.1.2. *Integrity and Ethics*

- Be honest and accurate in records, reports, and communications.
- Avoid conflicts of interest or the appearance thereof; disclose potential conflicts per **Section 4.3: Conflict of Interest**, starting on *page 16*.
- Refrain from accepting bribes, gifts, or favors that could influence decisions or undermine integrity.
- Do not misrepresent qualifications, capabilities, or information.

4.2.1.3. *Accountability and Reporting*

- Complete tasks efficiently, accurately, and in compliance with standards and laws.
- Report unsafe conditions, illegal activities, or policy violations to the appropriate supervisor or through designated channels.
- Cooperate with audits, investigations, or reviews conducted by the City.

4.2.1.4. *Use of City Resources*

- Use City facilities, equipment, and information systems primarily for official duties.
- Protect City property from loss, damage, or theft, report issues promptly.
- Safeguard confidential or sensitive information; share only on a need-to-know basis and in accordance with policy.
- Exercise appropriate care when using City vehicles and equipment; follow safety protocols.

4.2.1.5. *Safety and Wellness*

- Comply with all safety policies, wear required Personal Protective Equipment (PPE), and participate in safety training.
- Report accidents, injuries, or near-misses promptly.
- Promote a safe and healthy work environment; avoid actions that could endanger self or others.

4.2.1.6. *Conduct Outside of Work*

- Represent the City responsibly when engaging in City-related activities or events outside normal work hours.
- Refrain from conduct that would undermine public trust or the City's reputation.
- Refrain from any illegal activity.
- Adhere to the same standards of ethics and professionalism in off-duty conduct when it could impact job performance or City operations.

4.2.1.7. *Anti-Harassment and Equal Opportunity*

- The City is committed to a workplace free from harassment and discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected characteristic.
- Promptly report concerns; participate in investigations as required and cooperate fully.

4.2.1.8. *Consequences and Remedies*

- Violations of the Code may result in disciplinary action up to and including termination, as well as potential legal action as appropriate.
- The City will provide due process, including investigation, opportunities to respond, and appropriate sanctions, consistent with applicable laws and union or personnel agreements.
- Violations may be reported through established channels (supervisor, Human Resources, or designated ethics/compliance contact).

4.2.2. *Policy Administration*

- The City Council is in place to establish guidance and direction to the City Manager and employees of the City. The written policy is intended to ensure that employees best serve the community and therefore place their trust in the City Administration and Elected Officials to govern and manage the City in an effective and meaningful manner.
- The City Manager or Designee is responsible for administering the Code of Conduct, including interpretation, training, and enforcement.
- The Human Resource Manager will review policy and aid in its discharge at the direction of the City Manager while following all laws and regulations.
- Employees should receive training in the Code of Conduct and acknowledge understanding and commitment to comply.

4.2.3. Behaviors

4.2.3.1. Acceptable

- The continued employment of every employee shall be conditioned on good behavior and satisfactory performance of duties. Examples of appropriate behavior in the workplace include, but are not limited to:
 - 1) Presenting a cooperative and professional image.
 - 2) Treating others with respect.
 - 3) Working effectively with others and functioning as part of a team.
 - 4) Being flexible to accept changes in a positive manner; and
 - 5) Communicating effectively in a constructive, respectful manner including the proper use of tone, volume, and expression.
 - 6) Showing a positive attitude in relation to the opinions and proposals made by staff (Superiors and or Subordinates) when in a public-facing situation.

4.2.3.2. Unacceptable

- Failure to meet the expected standards of conduct and appearance shall be grounds for disciplinary action, up to and including termination. Causes for disciplinary action include, but are not limited to, the following:
 - 1) Improper use of an employee's position for personal gain.
 - 2) Improper use or disclosure of information gained through employment.
 - 3) Misuse, abuse, theft, or misappropriation of City funds, property, or the property of others.
 - 4) Creating an audio recording of a conversation without notifying all attendees at the start of the recording. Regulated by, [ORS 165.540](#)
 - 5) Inefficiency or lack of competence.
 - 6) Failure to report for duty in a ready, physically able condition, with or without reasonable accommodation, and in appropriate attire.
 - 7) Conduct that violates ethical standards. **Section 4.2.1 subcategories** starting on *page 13*.
 - 8) Failure to establish or maintain effective working relationships with supervisors and/or coworkers.
 - 9) Discrimination or harassment based on protected characteristics (e.g., disability, race, color, national origin, religion, sex, sexual orientation, veteran/military status, marital status, age, or any other protected status) or retaliation for reporting unlawful employment practices; including harassment by association.
 - 10) Retaliation against colleagues, employees, or the public for any reason.
 - 11) Neglect of duty or reckless behavior that risks injury to self or others or damages property.
 - 12) Insubordination or rude, hostile, or disrespectful conduct toward supervisors, managers, coworkers, the City Council, or the public.
 - 13) Solicitation of political contributions or calls to action on City time or in City settings for political or charitable purposes.

- 14) Acceptance of gifts or gratuities in violation of State ethics laws or City policy.
- 15) Theft or damage resulting from negligence or improper use of City vehicles, equipment, or property.
- 16) Use of intoxicants or possession, distribution, or sale of controlled substances on City premises or reporting to work under the influence.
- 17) Habitual or excessive absenteeism, tardiness, or abuse of sick leave.
- 18) Unauthorized absence or failure to follow department notification procedures for absence or tardiness.
- 19) Violating safety rules or policies; negligent care or handling of City property resulting in damage or risk.
- 20) Conviction of a felony or other crime that impairs job performance or discredits the City, or their trust in your position as an employee (assessed case by case).
- 21) Dishonesty or misrepresentation in employment-related matters.
- 22) Fraud or misrepresentation in securing employment.
- 23) Using City time or City property for personal business without supervisory approval (standard allowances for incidental personal use may apply; see policy for specifics).
- 24) Fighting, physical intimidation, abusive language, or other unprofessional conduct.
- 25) Possession of firearms or lethal weapons on City premises, except for authorized personnel (e.g., police).
- 26) Willful violation of City ordinances, rules, or department policies and procedures.
- 27) Other conduct unbecoming of a public employee or that discredits the City or a department.
- 28) Failing to observe City ordinances or becoming subject to code enforcement. (Property Maintenance, Animal Nuisance Complaints, etc.)

4.3. Conflict of Interest

City employees shall act in public interest, maintain public trust, and avoid actual or perceived conflicts of interest. Actions that could appear inappropriate, or that unduly benefit the employee, or related parties, are prohibited, even if legal.

4.3.1. Declaration and Reporting

- Employees must report actual or potential conflicts of interest to their supervisor as soon as they become aware of them.
- If a situation involves difficulty determining the proper course of action, discuss it openly with the immediate supervisor, and, if needed, seek guidance from the department director, City Manager or the Human Resource Manager.

4.3.2. Prohibited Conflicts and Related Practices

- **Personal Financial Gain:** No employee shall use their City employment to obtain financial gain for themselves, their household, family, or any business with which they are associated.
- **Use of Non-Public Information:** No employee shall use information obtained through City employment for private gain if it is confidential or not generally available to the public.
- **Solicitation and Private Employment:** No employee shall solicit private business from other employees for personal gain while on duty, in uniform, in a City vehicle, or on City premises.
- **City Actions for Private Gain:** No employee shall take any action on behalf of the City that would financially benefit or harm the employee without prior written disclosure to the department director.
- **Service on City Policy Bodies:** No employee shall serve on City policy boards or committees unless authorized by ordinance or required to perform official duties.
- **Use of City Time for Personal Interests:** No employee shall use City time to participate in matters of personal interest.
- **Testimony and Representation:** When giving testimony unrelated to assigned duties, employees shall identify themselves as private citizens and avoid using confidential information or information not ordinarily available to the public.

4.3.3. Disclosure and Compliance

- The City adheres to Oregon Government Ethics standards. All employees are public officials and must comply with the laws of ethics. The City will enforce all laws and policies and expect employees to act legally and ethically.
- **Gifts and Benefits:** Employees should not solicit or accept gifts or gratuities that could influence or appear to influence official actions. The State and City policies, including ORS Chapter 244, govern permissible gift practices. See Gifts policy for specifics.

4.3.4. Gifts and Accepting Benefits

- Acceptable gifts are governed by state law; solicitation or acceptance of items that could influence official action is prohibited.
 - 1) Do not solicit or accept gifts or benefits that could influence or appear to influence official actions. See Gifts policy for thresholds and exceptions.
- Reasonable, non-monetary tokens among coworkers, unsolicited professional awards, or nominal items may be allowed only as provided by policy.

- Department directors may allow nominal, non-monetary gifts (e.g., under \$50) shared among all employees or given to a qualifying nonprofit where appropriate.

4.3.5. External Interactions and Personal Interests

- **Property or Non-Employment Interests:** Employees may own property in the City or have non-employment interests but shall not seek special treatment from the City. An employee may not use their status to gain an advantage unavailable to non-employees.
- **Personal Business with the City:** If an employee seeks a permit or engages in personal business with the City where the employee could influence official actions, the supervisor must ensure the employee is screened from participation and has no access to information unavailable to the general public.

4.3.6. Reporting Improper Conduct

- Observations of unlawful or improper actions by City employees should be reported to the immediate supervisor. If the supervisor is involved, reports may be made to the department director, City Manager, or Human Resources. If the improper action involves the City Manager, report to the Mayor.

4.3.7. Public Officials and Ethics Resources

- All employees are encouraged to review the Oregon Government Ethics Commission (OGEC) website for guidance: [OGEC Portal](#)

4.4. Public Relations

- To promote open, accurate, and courteous communication between the City of Baker City and the citizens we serve. The City seeks to build trust through timely, factual information and professional conduct in all interactions.

4.4.1. Guiding Principles

- **Kindness and Courtesy:** Interact with residents and stakeholders with respect, empathy, and professionalism, even in challenging situations.
- **Responsiveness:** Acknowledge inquiries promptly; provide clear, factual information and, when necessary, explain the next steps or timelines.
- **Accuracy and Transparency:** Share information that is truthful, complete, and consistent with City policies, ordinances, and applicable laws.
- **Professionalism:** Maintain calm, respectful behavior in all communications and interactions, including on public channels and in written materials.
- **Accountability:** Take ownership of communications, correct errors promptly, and follow established procedures for public inquiries.

4.4.2. Roles and Responsibilities

- All employees: Model professional conduct in every interaction with the public; protect resident privacy and confidentiality; refer questions to the appropriate department when necessary.

4.4.3. Communication Standards

- Use clear, plain language and avoid jargon when communicating with the public.
- Provide complete information: what is known, what is not yet known, and what steps will be taken.
- Maintain appropriate tone across channels (in person, phone, email, social media, press releases, and public meetings).
- Protect privacy and sensitive information; share only what is permitted by law and policy.
- Correct mistakes quickly and transparently when they occur.

4.4.4. Managing Difficult Interactions

- Listen actively, acknowledge concerns, and avoid personalizing criticisms.
- De-escalate confrontations, set boundaries, and offer constructive options or next steps.
- Escalate complex or sensitive issues to the appropriate supervisor or the Communications team as needed.
- Document interactions and outcomes for accountability and continuous improvement.

4.4.5. Channels and Consistency

- Provide consistent messaging across all City channels: in person, phone, email, social media, newsletters, website, and public meetings.
- Use approved templates and agenda for communications when distributing official statements or updates.
- Monitor public channels for misinformation and correct when needed with factual, timely information (when appropriate or approved to do so).

4.5. Motor Vehicle Operations

4.5.1. Requirements and Qualifications

- Minimum age, licensing, and endorsements: Drivers must hold a valid driver's license appropriate for the vehicle type, meet any minimum age requirements, and maintain required endorsements.
- Medical fitness: Drivers must meet medical standards necessary to operate a vehicle safely (as applicable).

- Background checks and Motor Vehicle Record (MVR) review: A driving history check shall be completed prior to assignment to fleet use and periodically thereafter (e.g., annually). Acceptable driving history criteria will be defined by HR/Legal and may include limits on violations, suspensions, and DUI offenses.
- Training: Drivers must complete required training (defensive driving, use of seat belts, vehicle-specific operation, and any organization-specific safety procedures) before operating a vehicle.
- Authorization: Vehicles may only be operated by authorized personnel. Unapproved use is prohibited.

4.5.2. Safe Driving Practices

- Seat belts: All occupants must wear seat belts at all times.
- Distractions: No handheld phone use while operating a vehicle. Use hands-free devices if needed and permitted.
- Impairment: Never operate a vehicle while under the influence of alcohol, illegal drugs, or any substance that impairs driving ability.
- Vehicle condition: Conduct a pre-trip inspection or checklist as required; report any defects before operation. Do not use a vehicle with known defects.
- Speed and safe following distance: Adhere to posted speed limits and maintain a safe following distance, adjusting for weather, traffic, and road conditions.
- Weather and road conditions: Adjust driving practices for rain, snow, ice, fog, and other hazardous conditions. Seek alternatives if conditions are unsafe.
- Passenger and cargo safety: Ensure proper seating, load securement, and that passengers comply with safety requirements.
- *Remember that you are representing the City while driving and that the public expects safe, courteous driving habits from its public employees.*

4.5.3. MVR Program

- MVR checks: The organization will obtain and review driving records from the appropriate authority at onboarding and at defined intervals thereafter.
 - 1) Baker City uses the Automated Reporting System as a DMV partner. All DMV data is reported to the HR department.
- Criteria for continued eligibility: Maintain within defined standards (e.g., no DUI in a specified period, no license suspensions, acceptable traffic violation levels). The exact standards should be defined in the **Fleet Management Program: Section 15.1: Acceptable Driving Record**, starting on *page 113*, and may vary by vehicle type or role.
- Confidentiality: Driving records are confidential and accessed only by authorized personnel for safety and compliance purposes.

4.5.4. Operational Responsibilities

- **Incidents and Near-misses:** Report all accidents, injuries, or near-misses immediately per the organization's incident reporting policy. Preserve scene evidence without interfering with emergencies.
- **Authorized Vehicles:** Use only organization-approved vehicles for official duties.
- **Personal Use:** Personal use of organizational vehicles is prohibited unless explicitly authorized.
- **Maintenance:** Report maintenance needs promptly. Follow scheduled maintenance intervals as defined by the fleet program.
- **Cleanliness:** Maintain a clean vehicle interior and appropriate fuel/ fluid levels as required.
- **Safety Devices:** Ensure presence and proper function of airbags, seat belts, first-aid kits, fire extinguishers, and other required safety gear.
- **Compliance:** Follow all applicable laws and regulations (federal, state/provincial, local) and organization policies, including seat belt laws and mobile device restrictions.
- **Violations:** Violations of this policy may result in disciplinary action up to and including removal from driving privileges, suspension, or termination, consistent with employment policies.
- **Appeals:** Employees may have a process to appeal corrective actions per the organization's disciplinary procedures.
- **Drivers:** Follow all requirements, maintain a valid license, and comply with safety practices.
- **Supervisors/Managers:** Ensure drivers are credentialed, complete training, conduct timely evaluations, and address violations.
- **Fleet/Facilities:** Maintain vehicles and manage maintenance schedules and records.
- **HR/Legal:** Update policy, handle MVR checks, and ensure legal compliance.

4.5.5. Documentation, Record Keeping, and Program Requirements

- The City will maintain records of driver qualifications, training, vehicle inspections, maintenance, incident reports, and driving history as required by law and internal policy.
- Defensive driving: The City may require refresher courses at defined intervals. Courses may be assigned based on driving record or documented policy violations, near misses and/or incidents.
- Vehicle-specific training: For specialized vehicles or roles.
- Policy familiarity: Acknowledge understanding of the Motor Vehicle Operations policy (training completion tracked as per policy).

4.6. Performance

The City of Baker City's performance expectations require employees to deliver high-quality, accountable service to the community, adhere to all applicable laws and City policies, and uphold the highest standards of integrity and professionalism. Employees are expected to perform their duties efficiently and accurately, follow established procedures, and communicate effectively with supervisors, colleagues, and the public. Timeliness, reliability, and a focus on customer service are essential, for maintaining a safe work environment and protecting confidential information. Employees should seek opportunities for professional growth, participate in required training, and contribute to a collaborative team culture that supports the City's mission and strategic goals.

Performance will be evaluated based on clearly defined duties and measurable objectives tied to each role, with regular feedback through formal annual performance reviews. All employees must participate in annual reviews and provide detailed and accurate self-evaluations.

Employees are expected to meet or exceed performance standards, report issues promptly, and demonstrate adaptability when priorities shift. Underperforming areas will be addressed through coaching and development plans, with documented steps and reasonable timelines for improvement.

4.7. Dress Code

- Employees are responsible for presenting a clean, proper, professional appearance whether in the office or off-site, City vehicles, or while conducting official City business.
- Personal hygiene as well as good taste and good judgment in personal attire are expected. Avoid ripped and stained clothing, or clothing with offensive language.
- The City may require employees within a department to wear uniforms.
- In the event good judgment in personal attire is not exercised, the Department Head may establish a reasonable dress code, or ask the employee to leave the workplace until properly dressed or groomed.
- All employees wear appropriate attire for the position. If PPE is required, the attire must accommodate the need to wear PPE.

4.8. Attendance

- Attend assigned shifts and duties as scheduled; notify supervisors promptly of anticipated absences.
- To maintain a safe and productive work environment, the City expects its employees to be reliable and punctual in reporting for scheduled work.
 - 1) Absenteeism and tardiness place a burden on other employees and on the operation of the City.

- 2) In instances when the employee cannot avoid being late or is unable to work as scheduled, they should immediately notify their supervisor of the anticipated tardiness or absence within one hour of the beginning of their shift.
- Poor attendance and excessive tardiness are disruptive. Unless excused, either may lead to disciplinary action, up to and including termination.
 - The ability to attend work regularly is a job requirement.
 - The use of protected leave is not a violation of the attendance policy.

4.9. Workspace

- One of the City's objectives is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

4.10. Political Activities

- **Official Position-Campaigning.** Employees may not use their official authority or position with the City to further the cause of any political party or candidate for nomination or election to any political office.
- **On-Duty Activity.** Oregon law [ORS 260.432\(2\)](#) forbids any City employee while on the job from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting or opposing any political cause or the nomination or election of any person for public office, the gathering of signatures on an initiative, referendum or recall petition, or the adoption of a measure or the recall of a public office holder.
- **Off-Duty Activity.** During the term of their employment, a City employee may not hold any elective office that creates a conflict of interest between the duties of that employee and the prospective duties of the elective office. An employee may obtain prior written approval of the City Manager before filing as a candidate for an elective position. Failure to obtain prior written approval may be deemed by the City to constitute a voluntary resignation if the employee is elected to that position and the City determines that the election to the position creates a conflict of interest. Nothing in this rule is intended to restrict the political actions or activities of employees outside of their regular working hours.

4.11. Secondary Employment

- No employee may engage in paid outside employment (part-time, temporary, or permanent) without prior written approval from the Human Resource Manager. Each change in outside employment requires separate approval. Leave of absence will not be granted to accept outside employment.
- Secondary employment should be approved only if it is compatible with the employees' City duties, does not reduce the employee's effectiveness, does not create a conflict of interest or appears to discredit the City, and does not create an appearance of impropriety. An employee shall not serve as a contractor or sub-contractor on City projects if the outside work is substantially similar to the

employee's City duties. Any City-required extra duty takes precedence over outside employment.

- Private business may not be conducted during City work hours. City equipment, materials, facilities, or time may not be used for outside employment. Employees may not market or solicit outside employment during work hours or on City property without prior written approval from the department head and or the Human Resource Manager.
- City equipment or resources may not be used for outside employment under any circumstances.
- The Human Resource Manager may revoke approval for outside employment at any time.
- The employee must promptly disclose any changes in outside employment that could affect compatibility with City duties or raise conflict-of-interest concerns.
 - 1) This can be done by submitting an update in writing to the Human Resource Manager and the department head.

4.12. Employee Identification Card

- City identification cards (ID) verify an individual's status as a current employee or volunteer of the City. The ID card remains the property of the City and must be carried while performing official duties or representing the City.
- This card must be presented upon request of proof of employment or volunteering by anyone; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action.
- Lost and stolen ID cards must be reported promptly to their supervisor. ID cards are void upon termination or interruption of employment and/or volunteering services and must be returned to their supervisor and/or Human Resource Manager.

5. Equal Employment Opportunity (EEO) Policies

5.1. Anti-Harassment and Discrimination

Baker City is committed to fostering a productive, respectful, and inclusive workplace where every employee, contractor, volunteer, intern and applicant is treated with dignity and fairness. The City strictly prohibits discrimination, harassment, and retaliation of any nature and strives to maintain a work environment in which individuals are free from bias, intimidation, and unlawful mistreatment.

This commitment applies to employees, contractors and volunteers at all work locations, during City-sponsored events and in all forms of official, work-related communications.

The City of Baker City expects each employee to follow the added EEO values below that represent a healthy work environment and are provided as guiding values by the Equal Employment Opportunity Commission (EEOC).

- **Respect:** We value each person's unique background, perspective, and contribution.
- **Fairness:** Employment decisions are based on merit, qualifications, and performance.
- **Accountability:** All personnel share responsibility for upholding the policy and reporting concerns.
- **Safety:** A respectful workplace supports the physical and emotional safety of everyone.

5.1.1. Commitments

- **Equal Employment Opportunity (EEO):** Baker City provides equal opportunity in all employment actions, including recruitment, hiring, promotion, compensation, discipline, and termination, without regard to protected characteristics such as race, color, national origin, pregnancy, sex, gender identity or expression, age, religion, disability, sexual orientation, veteran status, marital status, genetic information, or any other characteristic protected by law.
- **Anti-Discrimination:** The City Strictly prohibits discrimination, unfair treatment, bias, or exclusion based on protected characteristics or any other non-work-related attribute.
- **Harassment Prohibition:** Harassment, including sexual harassment and hostile conduct that creates a work environment that is intimidating, offensive, or abusive, is strictly prohibited. Prohibited conduct includes unwelcome conduct remarks, or actions; verbal, written, physical or visual behaviors, that a reasonable person or the organization would find offensive and deem inappropriate. No conduct shall interfere with work performance or creates a hostile work environment with or without consideration of a protected class as the basis for one conduct.
- **Retaliation Prohibition:** Retaliation against anyone who reports discrimination or harassment, participates in an investigation, or assists in any related proceedings are strictly forbidden and will result in corrective action, up to and including termination.

5.1.2. Scope and Applicability

- This policy applies to all employees, contractors, interns, volunteers, and applicants in Baker City, across all departments, positions, and work locations.
- It covers conduct that occurs on City premises, during City-sponsored events, and wherever City business is conducted, including remote or hybrid work arrangements, when such conduct affects the workplace or an employment relationship.

5.1.3. Employee Responsibility

- City employees are expected to conduct themselves in a manner that supports a respectful and inclusive workplace.
- Be mindful of how your actions and words may affect others.
- Treat colleagues, supervisors and members of the public with respect, professionalism and dignity.
- If you witness or experience conduct that violates this policy; promptly report such conduct through supervisory and administrative channels.

5.2. Whistle Blower Act / Anti-Retaliation Clause

Baker City safeguards employees, contractors, volunteers, interns and applicants who raise concerns about potential violations of law, policy, or City procedures. This Whistle Blower / Anti-Retaliation provision is designed to encourage reporting by protecting individuals from retaliation.

5.2.1. Policy

- **Retaliation Prohibition:** Baker City prohibits any form of retaliation, retribution, or adverse action against any person who reports suspected violations of the law or City policy, participates in an investigation, or assists in any related process in good faith.
- **Protected Activities:** Protected activities include, but are not limited to, reporting concerns about unlawful conduct, violations of City policies, safety hazards, financial improprieties, discrimination, harassment, or the violation of whistleblower laws.

5.2.2. What Constitutes Retaliation

- Retaliation may include but is not limited to:
 - 1) Adverse actions such as termination, demotion, wage reduction, schedule changes, disciplinary measures not related to the individual's job performance, harassment, intimidation, or harassment by supervisors or coworkers.
 - 2) Creating a hostile work environment, reassigning without just cause, or denying opportunities as a direct result of a report or participation.
- Retaliation can be assessed from the perspective of a reasonable person, based on the basic facts presented about the employee's actions.

5.3. Harassment

Baker City prohibits harassment in any form that creates a hostile or abusive work environment. Harassment includes conduct that is sufficiently severe or pervasive to create a hostile, intimidating, or offensive work environment. Harassment undermines dignity, safety, and the ability to perform job duties and will not be tolerated. Supervisors and supervisors' managers share responsibility for

implementing this policy, addressing concerns promptly, and ensuring a respectful workplace for all.

The City of Baker City prohibits harassment based on age, disability, race, color, national origin, religion, sex, pregnancy, sexual orientation, veterans status, genetic information, domestic violence victim 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 Baker City.

5.3.1. 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:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment.
- Submission or rejection of such conduct by an individual influences any employment-related decisions affecting the individual; or
- 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. Anyone may engage in sexual harassment; the nature of an individual’s positions has no bearing on whether unwelcome actions are deemed sexual harassment. 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 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.

5.3.2. Digital Harassment

Digital harassment involves harassment conducted through electronic means such as email, text messages, messaging apps, social media, or other online platforms used in connection with work.

- **Prohibited digital harassment includes:**
 - 1) Sending unwanted explicit content.
 - 2) Threats
 - 3) Demeaning language
 - 4) Stalking
 - 5) Doxxing
 - 6) Or any form of repeated or unwanted electronic communication that creates a hostile or intimidating environment.

The City will take appropriate corrective action, including potential disciplinary measures, to stop digital harassment and protect affected individuals.

5.3.3. Other Types of Harassment

Harassment also includes conduct based on *protected characteristics* or non-work-related attributes when such conduct is severe or pervasive enough to create a hostile or offensive workplace, or when it interferes with an individual's ability to perform their job.

- **Examples include:**
 - 1) Derogatory slurs.
 - 2) Insults.
 - 3) Epithets.
 - 4) Offensive posters or cartoons.
 - 5) Stalking.
 - 6) Or repeated intimidating behavior.

The City will address these behaviors through prompt investigations and apply appropriate corrective actions up to and including termination, in accordance with applicable laws and policy.

5.4. Employee Rights to a Safe Work Environment

Baker City is committed to providing a workplace that is physically and emotionally safe. Employees are expected to contribute to a respectful, hazard-free environment by complying with safety policies, reporting unsafe conditions or behaviors, and cooperating in safety investigations. Management will enforce safety standards, address hazard risks promptly, provide appropriate training and resources, and protect individuals from retaliation for raising safety concerns or participating in safety activities.

5.4.1. Complaint Process

- We encourage prompt reporting of concerns. Reports may be made to the Human Resource Manager or City Manager.

- What happens after a report: The City will acknowledge receipt, conduct an objective and timely review, and take appropriate remedial action if warranted, while ensuring the confidentiality of the reporter to the extent possible.
- Anonymous reporting: When allowed by law and practical for the investigation, reporters may submit anonymously. All reports will be handled with confidentiality to protect the complainant's identity.
- Complainants and witnesses may request reasonable accommodation to participate in investigations or proceedings.

5.4.2. Investigation and Confidentiality

- **Scope:** Investigations will be thorough, objective, and prompt.
- **Confidentiality:** Information will be shared strictly on a need-to-know basis and in accordance with applicable laws.
- **Outcomes:** Corrective actions may include policy changes, training, disciplinary measures, reconciliations, or other remedies as appropriate.
- **Investigative Bias Protection:** If circumstances warrant, the City may engage a third-party investigator to ensure objectivity. The City Manager and Human Resource Manager will work to identify a third-party investigator and will review findings and proceed with corrective actions via the results of the investigation.
 - 1) Employees may request consideration of a third-party investigation; however, the decision to retain an external investigator rest with the City Manager.

5.4.3. Resources

- All employees experiencing harassment, or discrimination are encouraged to review the Employee Assistance Program (EAP)
 - 1) Baker City uses **Canopy** as an EAP provider:
 - Website: my.canopywell.com
 - Phone: 800-433-2320
 - Text/Message Service: 503-850-7721

5.4.4. General Information

- **Non-retaliation Assurances:** The City will not tolerate retaliation. Any alleged retaliation will be investigated and addressed, up to and including disciplinary action, independent of the outcome of the underlying report.
- **Administrative Response:** Corrective Actions will be taken when discrimination or harassment is found. Retaliation for reporting concerns will result in disciplinary measures up to and including termination.
- **Record Keeping:** Records of reports and investigations will be maintained in accordance with City recordkeeping policies and applicable laws.
- **Compliance:** Adherence to this clause is mandatory, and adherence will be monitored as part of standard audits and performance reviews.
- **Acknowledgment:** Employees must comply with this policy as a condition of employment. By continuing employment or engagement with Baker City, you

acknowledge understanding and receipt of this Whistle Blower Act / Anti-Retaliation clause.

- 1) [US Department of Labor Whistleblower Protections - Information Portal](#)

5.5. Americans with Disabilities Act (ADA) Policy

Baker City is committed to providing equal employment opportunities and a workplace that accommodates the needs of qualified individuals with disabilities, in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

- It is the City's policy to provide reasonable accommodation for qualified applicants and employees, unless doing so causes undue hardship for the City or violates safety requirements.
- All decisions regarding accommodation will be made on an interactive basis with the employee or applicant, with confidentiality preserved to the extent possible.
- **Resources:**
 - 1) Website: [US Department of Labor - Americans with Disabilities Act](#)

5.5.1. Requesting a Reasonable Workplace Accommodations

- **Eligibility and scope:** Eligible individuals include applicants and employees with a known disability who request reasonable accommodation to perform essential job functions or to participate in the application process.
- **How to Request:** Requests should be made to the Human Resource Manager, preferably in writing but may be made verbally and followed up in writing. The request should describe the limitations of the accommodation sought, and how it relates to performing essential job duties or participating in the hiring process.
 - 1) If completing the request in writing would be problematic, the Human Resources Manager (HRM) will assist the employee in completing the request. The employee will receive a copy for review and reference. If any information in the application is inaccurate, the employee is responsible for correcting those errors, regardless of whether the HRM provided assistance.
- **Interactive Process:** Baker City will engage in an interactive, timely dialogue with the individual to identify effective, reasonable accommodations. Both parties will discuss potential accommodations, barriers, and whether accommodation imposes an undue hardship.
 - 1) The City may request medical documentation that aids in providing guidance on how to determine an effective and reasonable accommodation.
- **Decision and Timeline:** The City will respond to a request in a reasonable timeframe, typically within 10 business days, and document the agreed-upon accommodation in writing. If more information is needed to determine feasibility, the City may request additional documentation.
 - 1) The consideration and determination period will not begin until all requested information and documentation is submitted to allow the

Human Resource Manager to have a complete application to review prior to making a determination.

5.5.2. Required ADA Documentation

- **Medical Documentation:** When an accommodation request is based on a disability, the City may request reasonable documentation from a qualified health professional to verify the existence of the disability and the need for the accommodation. The City will limit the information requested to what is necessary to determine the need for a reasonable accommodation.
- **Privacy and Handling:** All medical information will be kept confidential and stored in a controlled personnel file in compliance with privacy laws. Access to medical information will be limited to those with a legitimate need to know.
- **Expiration and Reassessment:** Some accommodations may require periodic review or renewal. The City may request updated documentation if an employee's condition changes or upon the annual anniversary of the accommodation.

5.5.3. Appeal Procedure

- **Complaints and Concerns:** If an accommodation is denied or if an individual believes their rights under the ADA are violated, they may file a written complaint with Human Resource Manager, or the City Manager.
 - 1) Filing this complaint will allow the employee to request a third-party review of the requested accommodation.
- **Investigation:** All ADA-related concerns will be investigated promptly and with respect for confidentiality to the extent possible. The City will consider reasonable accommodation during the investigation and will make every effort to resolve the issue in a timely manner.
- **Non-retaliation:** Retaliation or adverse action against individuals for requesting accommodation or filing an ADA complaint is strictly prohibited and will result in disciplinary action.

5.6. Rights to Protected Leave

Baker City recognizes and supports employees' rights to take legally protected leave when needed, including but not limited to family and medical leave, disability leave, military leave, and other protected leaves under federal, state, and local law.

Employees may request protected leave in accordance with applicable statutes and City policies, and requests will be considered promptly and without retaliation. Any leave taken will be coordinated with the employees' supervisor and the Human Resource Manager to ensure compliance with relevant laws, continuation of benefits where required, and reasonable accommodation where appropriate.

Employees are encouraged to inform their supervisor and the Human Resource Manager as early as possible when leave is anticipated or required, and to provide

any necessary documentation in a timely manner. The City will maintain confidentiality of medical and sensitive information to the extent permitted by law.

- Review **Section 6.7. Protected Leave**, starting on *page 49* for more specific information.

5.7. Open Door Policy

- The City of Baker City maintains an Open Door Policy for all personnel. Supervisors and management personnel will be available to discuss employee concerns, questions, and feedback in a timely and respectful manner. This policy supports employee engagement and awareness of City policies and privacy laws.
 - 1) Any resistance to, interference with, or discouragement of an employee from speaking with a supervisor or manager is a form of discrimination or retaliation and will be addressed under the *Anti-Discrimination and Harassment Policy*; **Appendix HR9**.
 - 2) If a manager is unavailable or unwilling to speak with an employee about a concern, the employee may report the issue to the Human Resources Manager or the City Manager for guidance and resolution.
 - 3) If an employee raises a concern and receives information or direction from management but remains unsatisfied with the outcome, the employee is encouraged to escalate the matter to the Human Resources Manager or the City Manager for review
 - 4) Employees have the right to speak with the mayor, and or the City's legal counsel if the matter if concerns involves the Human Resource Manager or City Manager.
- The City of Baker City aims to cultivate an inclusive culture where diverse perspectives are welcomed and differences are respected.
- Supervisors and managers are responsible for modeling appropriate conduct, addressing concerns, and ensuring departments implement this policy consistently.

6. Employment with Baker City

6.1. Equal Opportunity Employer Statement

The City of Baker City is an equal opportunity employer. The City provides equal employment opportunities to all individuals without regard to race, religion, color, national origin, marital status, sexual orientation, gender identity, gender expression, age, ancestry, status as a protected veteran, physical or mental

disability, medical condition, pregnancy, genetic information or any other status protected under federal, state, or local law.

6.2. Employment Relationships

The City of Baker City generally does not offer individual employees a formal employment contract with the City. Employees who are represented by a union, **are not** “at-will” employees. All Executive, non-represented, part-time and temporary employees **are** “at-will” employees. Employment “at-will” means the employee or the City may terminate an employment relationship at any time, with or without notice, for any lawful reason.

This Employee Handbook is not a contract and does not create any agreement, expressed or implied, and does not guarantee an employee any specific terms or conditions of employment. No manager or other representative of the City, other than the City Manager or the City Council, has the authority to enter into any agreement guaranteeing employment for a specific period. Any such agreement shall be enforceable unless it is in writing and signed by the City Manager and the employee.

If an agreement is supported by the City Manager, it is the responsibility of the employee under contract to maintain all predetermined responsibilities of the employee for the contract to maintain its binding nature. Failure to maintain items such as certifications, licenses, security clearance, and/or other identified bona fide requirements identified within the agreement will result in the nullification of any such employment contract and will allow the City of Baker City to terminate the employment contract without recourse from the contracted employee.

6.3. Recruitment and Hiring

Baker City is an equal opportunity employer committed to building a diverse, inclusive, and high-performing workforce. We believe that our strength comes from the varied backgrounds, perspectives, and talents of our employees. All recruitment and hiring practices are conducted to attract qualified candidates and to provide fair consideration for every applicant.

We consider all aspects of a candidate’s qualifications, experience, and potential in relation to the needs of the City and the responsibilities of the position. We do not discriminate on the basis protected classes or characteristics or by any other manner. Our objective is to hire individuals who share Baker City’s commitment to public service, integrity, professionalism, and a customer-focused approach to serving our community.

6.3.1. Family Member of Current Employees

- Relatives, spouses / domestic partners, or individuals with a mutual financial relationship of current employees, are eligible for hire at the City of Baker City subject to the same selection and evaluation process and job requirements as any other applicant.
- Relatives, spouses / domestic partners, or individuals with a mutual financial relationship may be employed in the same or different department except when issues of supervision exist.
- It is the policy of the City to prohibit the employment of relatives, spouses / domestic partners, or individuals with a mutual financial relationship where one member of the relationship would be in a position of direct or indirect supervisory authority of the other member. The City also prohibits a supervisory relationship that gives rise to a conflict of interest or a potential conflict of interest.
- For the purposes of this policy and in accordance with ORS 659A.309, “family member” is defined as spouse in a marriage, daughter, son, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, stepparent, or stepchild.
- Any conflict of interest shall be declared by employees immediately. Failure to declare conflict or relationship with another employee may result in disciplinary action.

6.3.2. Internal Recruitment and Promotions

- The City of Baker City has three established collective bargaining units (CBAs) as part of the City All vacant positions are within the bargaining unit, excluding entry-level positions. All non-entry level positions will be posted internally to the bargaining unit for consideration in accordance with current CBAs. If no bargaining member applies, or if the members that apply are deemed unqualified, the City may then seek external candidates.
 - 1) Denial of an internal applicant will result in City Management following all CBA guidelines prior to seeking an external applicant.
- Each CBA has an established wage and step schedule. Each schedule designates experience required to elevate. Experience is directly correlated to years of service since hire date.
 - 1) If you have worked for the City previously your experience for Step raises will corollate to your most recent date of hire unless otherwise specified in pre-employment documentation.
- All step increases will be effective starting the first day of the pay period of which their date of hire is associated. (e.g. Hire July 19, step raise will be effective July 16 at the start of the associated pay period.)

- If an employee is promoted to a higher position within a designated union wage scale the employee will maintain his current step in the new position.
 - 1) This clause is void if a CBA designates a difference in promotional procedure.

6.3.3. External Recruitment

- All applicants will follow the predetermined hiring process. This process is subject to change and will be listed on the [Baker City Website](#) under the Human Resources tab.
- All application materials through Baker City can be found on the Baker City website.
- All Applications will be submitted to the human resource manager for the City.
 - 1) Mail to: Attention HR, PO Box 650, Baker City, OR 97814
 - 2) Deliver to: Room 205 of City Hall 1655 First Street, Baker City, OR 97814
 - 3) Email to: Humanresources@BakerCity.gov
- The City may contract recruiting services from external companies to reach a larger network of applicants. (i.e. Indeed, LinkedIn, Elkhorn Media Group, etc.)
- All employees hired externally will complete the hiring process. This process includes submitting a complete application, along with any supplemental questions or materials requested and providing any additional materials requested by the Human Resource Department, completing the interview process, performing skills tests if requested and all other conditions listed as part of an offer of employment (i.e. background, pre-employment drug screening, etc.).
- Employees hired for any position will generally be placed at the base wage within the corresponding wage scale for the position.
 - 1) If a candidate possesses qualifications or experience exceeding the minimum requirements of the position and requests placement above the base wage, the hiring committee may recommend advanced step placement for review and approval by the City Manager. Such placement must be justified based on the candidate's demonstrated experience, skills, and the value they bring to the organization.
- Employees approved for placement on the wage scale above the base level will be credited added years of experience corresponding to the required years associated with a designated step on a CBAs wage scale.
 - 1) Any Advanced step placement must be approved by the City Manager.
 - 2) If any variation of this policy is applied to a new hire it will be documented in the new employee's confirmation of employment letter and initial personnel action.

6.3.4. Scoring Applicants and Veterans Preference

Application and Interview Scoring

The City of Baker City utilizes a structured process to evaluate candidates applying for employment with the City. This process is comprised of an application review using scoring rubric to assess qualifications, experience and other skills. Applicants determined to be qualified will be selected for an interview. During the interview the applicant will be asked a series of identical questions that are both graded and non-graded. After the conclusion of the interview process the hiring committee will score candidates and determine which candidates will advance to the *conditional employment phase*.

Veterans Preference

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

Eligible veterans will have five additional percentage points added to their overall score and eligible disabled veterans will have ten percentage points added to their overall score (based on a 50-point scoring method a veteran would receive 2.5 points while a disabled veteran would receive 5). Scoring will occur at each phase of the hiring process. In the event of a tie between a veteran and non-veteran, preference will be given to the qualified veteran.

Veterans' preference does not guarantee employment, and it does not apply to internal agency actions such as promotions, transfers, reassignments and reinstatements where CBAs govern the hiring process.

Additional Requirements

If during the hiring process, the City determines that any additional requirements or skills analysis need to be completed to evaluate a candidate's qualifications; the City will send notice to the candidates explaining the additional requirements and the timeline for completion. These additional requirements may include skills testing, written assessments, or multiple interviews. These procedures are intended to ensure that hiring decisions are based on merit, qualifications, skills and stewardship for the residents of Baker City.

The request for additional assessments will be at the discretion of the hiring panel, the Human Resource Manager, the specific Department Head and or the City Manager.

6.3.5. Pre-employment eligibility verification

The City takes appropriate measures to ensure that all individuals selected for employment meet the eligibility and qualifications necessary to serve the residents of Baker City. Once a perspective employee has been selected, they will enter the *conditional employment phase*. During the phase, the perspective candidate must meet all pre-employment eligibility requirements which may include but are not limited to, passing a criminal background history check, a driving record review, pre-employment drug screening and any other verification of licenses and credentials.

All conditions of pre-employment verification will be clearly stated in the candidate's conditional offer of employment letter.

The City of Baker City complies with all statutes and regulations of the [Immigration Reform and Control Act of 1986](#). All employees will complete an I-9 to be eligible for employment with the City. If a candidate is not eligible to work in the United States the City of Baker City will deny employment.

6.4. Paid Leave Benefits

6.4.1. Holidays

The City provides paid holiday leave to all benefit-eligible employees. If a holiday recognized falls on a Saturday, it will be observed the Friday prior; if it falls on a Sunday, it will be observed the following Monday. At the City Manager's discretion, early release time may be given to employees working the day prior to the City holiday. Such early release does not increase accrued leave balances and does not provide additional leave benefits to employees who are already using paid leave at the time the early release is granted.

City Hall operating hours are Monday - Thursday 7:30 a.m. to 5:00p.m. and 7:30 a.m. to 12:00p.m. on Friday. If a recognized holiday falls on a Friday, City Hall will adjust its operating time to the Friday schedule on the day prior to the recognized holiday.

If a holiday falls on a regularly scheduled day off, employees will be granted an additional day off either the day prior to or after the holiday depending on circumstance.

The City observes the following holidays in accordance with the State of Oregon observance:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth (can be observed either June 19th or the Day after Christmas)
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Friday following Thanksgiving Day
11. Christmas Day
12. Day after Christmas or Christmas Eve (optional Juneteenth observation) as determined by the City Manager.
13. Any additional day designated as a legal repeating holiday by the President of the United States and by the Governor of the State of Oregon.

6.4.2. Floating Holidays

The City of Baker City observes Juneteenth as an optional floating holiday. If an employee chooses not to observe Juneteenth on June 19th, they may observe the holiday the day after Christmas or Christmas Eve dependent on the determination made by the City Manager. If a floating holiday is observed on the official day (Juneteenth), then the alternative date of observation must be worked, or the employee may use vacation.

6.4.3. Vacation

All benefit-eligible employees are eligible to accrue vacation leave. Benefit-eligible employees who regularly work less than 40 hours receive pro-rated benefit accruals. Accruals to an employee's leave banks begin at the date of hire. After completion of the probationary period, accruals may be taken with supervisor / manager approval. Use of vacation time during the probationary period will only be allowed with authorized and approval by the City Manager.

Vacation is accrued at the following rates listed on the ***Vacation Leave Rates: Position and Rate Chart*** below:

Vacation Leave Accrual Rates: Positions and Rate Chart		
Director Rate	Supervisor Rate	Standard Rate
City Manager Finance Director Public Works Director Assistant Public Works Director Operations Manager (PW) Building Official Police Chief Police Lieutenant Fire Chief Assistant Chief of Operations - Fire (Prorated .625 FTE) Human Resource Manager	Tech Admin Supervisor (PW) Operations Supervisor (PW) Community Development Coordinator (Admin) Office Manager (PD)	City Recorder / Executive Assistant / IT General administrative employees All union employees apart from any CBA requirements
Rates		
Director Rate	• 16 hours of vacation accrual per month or 24 days per year.	
Supervisor Rate	• 1-4 years: 8 hours per month or 12 days per year. • 4-7 years: 12 hours per month or 18 days per year. • 7 or more years: 16 hours per month or 24 days per year.	
Employee Rate	• 1-6 years (8hrs per month or 12 days per year) • 6-12 years (10hrs per month or 15 days per year) • 12-16 years (12hrs per month or 18 days per year) • 16 or more years (16hrs per month or 24 days per year)	

Vacation hours accrued in excess of the applicable maximum accrual limit and not used by the employee will be paid out and included in the employee's paycheck on a quarterly basis. Quarterly payouts will occur during the payroll periods that include March 31, June 30, September 30, and December 31.

Maximum Vacation Accrual Limits

- Non-represented employees may accrue vacation up to a maximum of 240 hours, unless a written use plan is approved and an exception is granted by the City Manager.
- Represented employees' maximum vacation accrual limits shall be governed by the terms of the applicable collective bargaining agreement.
 - 1) The maximum vacation allowances are as follows: BCPA (Police) 280hrs, BCFA (Fire) ranging from 336hrs to 450hrs per CBA, all other City employees 240hrs.
 - 2) The totals above may change with CBA updates.

- The City Manager may authorize temporary accrual above the established maximum on a case-by-case basis. Employees granted such approval may be required to submit a written plan outlining how their balance will be reduced within a specified timeframe. The use plan must include the employees need to use hours that would equal an employee's accrual rate for two quarters, and vacation must be used prior to the start of the following quarter.

Separation from Employment

- Upon separation from employment, employees who have completed six (6) months of service will be compensated for earned and unused vacation and compensatory leave accrued through the last day worked, up to the applicable maximum accrual limit.

Carryover

- The City does not maintain a "use-it-or-lose-it" vacation policy. Accrued vacation may carry over from year to year, subject to the applicable maximum accrual limits.

Accounting for Leave

- Vacation leave balances are accrued and deducted based on approved and processed payroll records for each pay period. Leave balances reflected on wage statements may not immediately reflect pending requests until processed through payroll.

Use of Vacation

- Employees requesting vacation leave should submit requests through the electronic timekeeping system as early as possible to allow for departmental planning and coverage. Approval of vacation requests is subject to supervisory approval and the operational needs of the department.
- Vacation leave generally will not be approved for periods exceeding two (2) consecutive weeks unless authorized by the City Manager. While the City will make reasonable efforts to accommodate vacation requests, however, approval is not guaranteed.

Sale of Vacation and Compensatory Time

- Employees may be eligible to sell accrued vacation or compensatory time subject to applicable CBA provisions and City policy. Eligibility limits, minimum retained balances, and approval requirements will be defined by employee classification. For non-represented employees, any changes to cash-out provisions will be made through updates to the Employee Handbook

Sale of Accrued Time Allowance Per Employee Type		
Employee Type	Vacation	Compensatory Time (Comp)
City / Non-Rep	Up to 80 hours per sale twice per fiscal year. Maximum Fiscal year sale 160 hours, must allow 6 months between sales.	Employees are allowed to sell up to 30 hours once per fiscal year. (Exempt /Modified Exempt Only)
Current CBA sale allowances are listed below. If during the course of a CBA contract negotiation any amounts are changed or adjusted the below amounts would be rendered invalid and the CBA would be the authority. The Appendix FP3 will be updated if any changes occur and the handbook will be subsequently updated during the next review cycle.		
BCEA	BCEA Union employees may sell up to ½ their vacation balance twice per fiscal year. Employees must allow 6 months between sales.	Employees are allowed to sell up to 30 hours once per fiscal year.
BCPA (Police)	BCPA union employees may sell vacations up to twice per fiscal year. Sales must be with a minimum of 6 months between sales. Total annual sales of vacations hours cannot exceed 100 hours maximum	BCPA union employees may sell up to the full balance of their compensatory time once per fiscal year.
BCFA (Fire)	BCFA union employees may sell vacations up to twice per fiscal year. Sales must be with a minimum of 6 months between sales. Total annual sales of vacations hours cannot exceed 100 hours maximum	Employees are allowed to sell up to 30 hours once per fiscal year.

If an employee wishes to sell accumulated time, the employee will be required to complete **Appendix FP3; Request to Sell Accumulated Time Form**. All current rules governing the sale of time are documented in this form.

6.4.4. Sick Leave

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

Accrual

- Benefit-eligible employees accrue eight hours of sick leave for every month of service or four hours per pay period, an annual maximum of 96 hours per year.
- Employees who are not benefits-eligible accrue paid sick leave at the rate of 0.0333 hours for every one (1) hour worked up to a maximum of 40 hours per year.

Sick leave begins accruing on the first day of employment and may be used on the 91st day. Sick leave may be used within the first 90 days of employment if an

employee has accrued sick leave and the use of leave is approved by the City Manager or Human Resource Department in coordination with the employee's supervisor, manager, or department head.

Sick leave accruals are applied on the last day of the pay period. Employees must be in an active pay status on the last day of the month to accumulate sick leave for that month. Sick leave will not accrue during periods of unpaid absence unless required by state, local or federal law. Sick leave may run concurrently with Oregon Family Medical Leave, Federal Family and Medical Leave, Paid Leave Oregon and other leave where allowed by law.

Employees with questions about this policy may contact the Human Resources Manager. Please also refer to the Oregon Sick Leave Law poster located on all employment boards and is incorporated here by reference. ([ORS 653.601 to 653.661](#))

Use of Sick Leave

- Accrued paid sick leave may be used for the following reasons:
 - 1) To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care
 - 2) To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child
 - 3) To recover from or seek treatment for a health condition that renders you unable to perform at least one of the essential functions of your regular position
 - 4) Absences associated with the death of a family member by:
 - Attending the funeral or alternative to a funeral of the family member
 - Making arrangements necessitated by the death of the family member
 - Grieving the death of the family member
 - 5) Absences related to domestic violence, harassment, sexual assault, bias or stalking
 - To seek legal or law enforcement assistance or remedies to ensure the health and safety of yourself or your minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias or stalking per Oregon law under [ORS 659A.272](#)

- To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or harassment or stalking or the commission of a bias crime against you or your minor child or dependent
 - To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault bias or stalking
 - To obtain services from a victim services provider for yourself or your minor child or dependent
 - To relocate or take steps to secure an existing home to ensure your health and safety or that of your minor child or dependent.
- 6) In the event of a public health emergency, including but not limited to:
- Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency
 - A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others
 - Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons
- 7) Employees may use Oregon sick time for blood donation made in connection with a voluntary program approved or accredited by the American Association of Blood Banks or the American Red Cross.
- The definition of a “family member” provide by [BOLI](#) includes:
- 1) A spouse or domestic partner.
 - 2) A child of an eligible employee or the child’s spouse or domestic partner.
 - 3) A parent of an eligible employee or the parent’s spouse or domestic partner.
 - 4) A sibling or stepsibling of an eligible employee or the sibling’s or stepsibling’s spouse or domestic partner.
 - 5) A grandparent of an eligible employee or the grandparent’s spouse or domestic partner.
 - 6) A grandchild of an eligible employee or the grandchild’s spouse or domestic partner.
 - 7) Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.
- Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence, unless covered by a protected leave status: FMLA, OFLA, PLO.

- If an employee has been ill or injured, has missed time from work, and has a release from their doctor to return to temporarily modified work, the City must be contacted two (2) business days before working in a temporarily modified job.
- The City will determine whether employees may return to work in a temporary job.
- If an employee misses more than four (4) consecutive days work, they may be required to provide a release from their doctor before returning to work.
- Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.
- Routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with management. Employees are encouraged to schedule such appointments to occur outside of work hours.
- Employees 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.
 - 1) However, at no time can the combination of these exceed normal earnings.
 - 2) Exception: Where benefits are additional insurance coverages. (i.e. AFLAC)
- Sick time accumulated will not exceed 1440 hours for non-represented fire department employees and 960 for all other non-represented employees. Sick leave 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.
- The City Council adopted *Resolution #3046* to remove the ceiling of 960 accrued sick hours for retirement benefit purposes for non-represented employees.
 - 1) Through the adoption of this handbook, *Resolution #3046* will be reversed for all current employee reporting. No employee will be grandfathered into reporting based on *Resolution #3046*.
- Employees are expected to notify their manager of absence due to illness or injury at the beginning of each workday during their absence.
 - 1) Exceptions to this include serious accidental injury, hospitalization, or absences for an extended amount of time that are known in advance.
 - 2) In certain situations, a Medical Release Statement and Fitness for Duty Examination may be requested for review before an employee returns to work.
- Please refer to the FMLA/OFLA section of this handbook, for sick leave use when on FMLA/OFLA leave.
- Employees who are found to have abused the City's sick leave policy may be subject to disciplinary action, up to and including termination.

- **Protected Sick Leave Use:** Under [ORS 653.606](#) an employee is only entitled to the use of 40 hours of sick leave per year where an employee is not using sick leave in conjunction with another protected leave.
 - 1) After the use of 40 hours of sick leave the employee may deny the use of sick leave.
 - 2) Any denial will be reviewed by the Human Resource Manager, and a ruling will be issued or information will be provided to the employee regarding their right to FMLA, OFLA, PLO.

Separation from Employment: Sick Leave

- Upon termination, separation, or dismissal (voluntary or involuntary) employees are not entitled to receive a financial distribution of their accrued and unused sick time, unless required by law or an active CBA.

6.4.5. Bereavement Leave

Employees who wish to take time off due to the death of a family member should notify their manager immediately. Family member is defined within **Section 20: Definitions**, on page 134.

- 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 probationary 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.
- The three days of paid bereavement leave is in addition to the 14 days of unpaid leave “eligible employees” may take for bereavement purposes under OFLA.
- Employees may, use any available sick leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of “family member.”
 - 1) If leave is needed beyond the allowable time provided by OFLA, approval may be required by your supervisor and the Human Resource Manager.

6.5. Vacation Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as a “hardship” by the City Manager. All donations will be kept confidential, and donors will remain anonymous.

- To qualify for a leave donation, an employee must meet the eligibility requirements of the Family Medical Leave Act and/or the Oregon Family Leave Act.
 - 1) An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.
- Donated hours must not be processed in an amount greater than that, which is approximately necessary to cover the employees' next occurring pay period or the expected leave period.
- If otherwise qualifying, donated leave may be used to provide paid Family & Medical Leave that would otherwise be unpaid but may not extend the length of Family & Medical Leave entitlement.
- Donated leave may not be used to extend employment beyond the point that it would otherwise end by law, rule, policy, or regulation. For example, if an employee had otherwise been terminated due to layoffs or other reasons, donated leave may not be used to extend employment.
- The Requesting Employee (Recipient) Requirements:
 - 1) The employee has provided documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
 - 2) The employee has exhausted all vacation, sick, and compensatory accrued leave and is not on, or eligible for, disability leave or pay.
 - 3) The Employee has worked for one full year for the City and has received satisfactory performance evaluations.
- The Donating Employee:
 - 1) Must complete and submit a designed form indicating the desire to donate accrued leave. This form must be submitted to the Human Resource Manager who will review all donations with the City Manager. During review, the donation will either be approved, denied, or adjusted based on the review of all donation forms received and the circumstances for the donation.
 - 2) An employee may donate up to a maximum of 40 hours of vacation time per calendar year per employee request posting, but the employee must retain a minimum of 40 hours of vacation leave.
 - 3) Any decision by the City Manager regarding Vacation Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage.

6.6. Victim, Harassment, or Safety Leave

Victim, harassment, or safety leave is job-protected time off for employees who are survivors of domestic violence, sexual assault, stalking, bias, or other harassment.

This leave can be paid or unpaid and is used for purposes like seeking medical treatment, obtaining legal or law enforcement assistance, accessing social services, relocating, or attending court proceedings

6.6.1. Crime Victim Leave Policy

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

- “Family member” defined on *page 134* under **Section 20: Definitions**. Employees who are eligible for crime victim leave must:
 - 1) Use any accrued, but unused vacation/sick leave during leave period.
 - 2) Provide as much advance notice as is practical of his/her intention to take leave (unless giving advance notice is not feasible); and
 - 3) Submit a request for leave in writing to the Human Resource Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.
- In all circumstances, the City of Baker City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

6.6.2. Domestic Violence Leave and Accommodation Policy

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

- Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to:
 - 1) Seek legal or law enforcement assistance or remedies.
 - 2) Secure medical treatment for or time off to recover from injuries.
 - 3) Seeking counseling from a licensed mental health professional.
 - 4) Obtain services from a victim service provider.
 - 5) Relocate or secure an existing home.
- Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

- When seeking this type of leave, the employee should provide as much advance notice as is practical of his or her intention to take leave, unless giving advance notice is not feasible.
- Notice of need to take leave should be provided by submitting a request for leave in writing to the Human Resources Manager as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave.
- The City of Baker City may then and generally will require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.
- If more leave than originally authorized needs to be taken, the employee should give the City of Baker City's Human Resource Manager notice as soon as is practical prior to the end of the authorized leave.
- When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as it is practical.
 - 1) When leave is unanticipated, this notice may be given by any person on the employee's behalf.
- Employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Baker City. Please contact the Human Resources Manager immediately with requests for reasonable safety accommodation.

6.6.3. Requests for Reasonable Safety Accommodation

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

- Requests for leave and reasonable safety accommodation may only be limited or denied when the employees' leave would create an undue hardship on the City's operations.
- 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.
- A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, paid or unpaid leave, changed workstation or telephone number, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault, stalking, or criminal harassment.

6.6.4. Records and Confidentiality

In accordance with ORS 659A.280(5), all records and information kept by the City regarding an employee's request for, or use of, leave and/or 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 file with restricted access to only the Human Resource Manager.

6.7. Protected Leave

Protected leave is an employee's right to take a temporary absence from work that is protected by law, meaning their job is secure, and they can return to the same or an equivalent position afterward. This leave may be paid or unpaid and is granted for specific reasons such as serious medical conditions, family care, or new child bonding. Key laws that provide this protection include the federal Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and other state and local laws.

During a period of protected unpaid leave (FMLA, OFLA, Oregon Sick Leave), employees must use their accrued paid leave banks (Vacation, Compensatory, Sick) to collect a gross check during their leave period. Wages during the leave period will be offered to the employee per their election up to 100% of gross wages.

If an employee is void of available accrued paid leave and no donations of leave are available or given, the employee will maintain responsibility to pay for the elected employee paid benefits. If an employee uses his/her leave as unpaid, the employee may be billed monthly and can pay the City per invoice, or the City will track the accrued expense and recapture the benefits through the employees' gross checks upon return. The City may capture up to 10% of the employees' gross check to pay back the City for benefits received but unpaid.

BOLI Reference: [Paid Leave Oregon Information Portal - BOLI](#)

If an employee is on a paid leave benefit (PLO), the employee is equally entitled to receive 100% of their gross pay. If the paid benefit is less than their regular gross pay, the employee can supplement their pay with accrued paid leave banks

(Vacation, Compensatory, Sick). The City does not determine in which order, or from which bank the employee can supplement their income from. Supplemental pay for the PLO program is further explained under **6.7.3 Paid Leave Oregon (PLO – Frances)**, starting on *page 54* of the employee handbook.

- This policy is governed by the following ORS's and OAR's:
 - 1) [ORS 653.606](#).
 - 2) [OAR 471-070](#)- series (1330 most related subsection within the series).
 - 3) [ORS 657B.030 \(2\)](#).
- Any overage over 100% is at the discretion of the governing organization, per Oregon law and listed under the above cited ORS and OARs.
 - 1) Baker City deems any payment of paid accrued time exceeding and employees 100% gross income must be related to an extreme circumstance.
 - 2) Requests for consideration may be authorized, but approval is not guaranteed as each request will be reviewed by the City Manager and Human Resource Manager on a case-by-case basis.
- All employees starting protected leave will receive an information packet and the following forms:
 - 1) **Appendix HR5:** FMLA – OFLA – PLO Information Packet
 - 2) **Appendix HR6:** Acknowledgement of Receipt of Protected Leave Forms
 - 3) **Appendix HR7:** Protected Leave Request Form
 - 4) **Appendix HR8:** Medical Certification of Leave Form
- After the completion of all forms and an approved leave has been established, the City will document all facts and responsibilities in a “Leave Statement” form. This form will document all information regarding the employees’ leave periods in relation to payroll and benefits, along with the return-to-work information.

6.7.1. FMLA

FMLA, or Family and Medical Leave Act, is a federal law that allows eligible employees to take up to 12 weeks of unpaid, job-protected leave for specific family and medical reasons.

Employees must use their accrued paid leave banks (Vacation, Compensatory, Sick) to collect a gross check during their leave period if paid leave is available.

[FMLA Information Portal](#)

- **Eligibility:**
 - 1) Work for a covered employer (most private-sector employers with 50 or more employees).
 - 2) The employee has worked for the employer for at least 1,250 hours in the 12 months before the leave starts.
 - 3) Meet other requirements, such as providing notice to the employer and a medical certification if the leave is for a serious health condition.

▪ **Covered Events:**

- 1) **Birth and adoption:** Leave for the birth of a child and care for the newborn, or for the placement of a child for adoption or foster care.
- 2) **Serious health conditions:** Leave for the employee's own serious health condition or to care for a family member with one. A serious health condition is one that requires inpatient care or continuing treatment by a healthcare provider.
- 3) **Qualifying exigency:** For military family members, there is a provision for leave due to a qualifying "exigency" arising from a family member's active duty.

▪ **Employee Protections:**

- 1) **Job protection:** The law requires that the employee be restored to their same or an equivalent position upon their return from leave.
- 2) **Continued benefits:** Employers must continue to provide health benefits coverage during the leave on the same terms as if the employee had not taken leave.
- 3) **Protection from retaliation:** It is illegal for employers to interfere with, restrain, or deny any FMLA rights if the employee qualifies.

▪ **Considerations:**

- 1) **Unpaid leave:** The FMLA provides unpaid leave. However, employees must use other types of paid leave that their employer or state offers, such as paid family leave programs, or accrued paid leave.
- 2) **Notice:** Employees must provide notice to their employer when they need FMLA leave.
- 3) **Employer communication:** Employees do not have to provide their employer with their specific medical diagnosis, but they do need to provide enough information for the employer to know that the leave qualifies under the FMLA.

▪ **Process of Requesting Leave:**

- 1) If you have notified the City with any information they understand to be of a qualifying reason, the City will provide you with a protected leave information packet.
- 2) If you feel you may need to take leave for a protected reason, speak with the Human Resources Manager regarding leave.
- 3) The Human Resources Manager will provide documentation and information regarding protected leave.
 - FMLA – OFLA Information Packet
 - Family Leave Request Form
 - Medical Certification Form
 - Acknowledgement of Receipt of FMLA-OFLA Information

- 4) Documentation will need to be submitted 30 days prior to leave beginning.
 - Exceptions will be made for emergent circumstances.
- 5) Upon receipt of the required documentation, the Human Resource Manager will complete a *Designation of Leave Notice*, to explain all information of the desired leave including both the employers and employees' responsibilities and options associated with the leave.
 - This will be reviewed and then signed by the employee and City management.
 - The purpose is to help ensure a smooth transition into leave and back into service as an employee of Baker City.

6.7.2. OFLA

OFLA, or the Oregon Family Leave Act, provides unpaid, job-protected leave for up to 12 weeks for eligible employees in Oregon. OFLA is no longer able to be taken concurrently with the state's Paid Leave Oregon program, or FMLA; separate applications for each program will be required.

OFLA leave is capped at 12 weeks for sick child leave and bereavement. Bereavement leave is further limited to two weeks per family member with a maximum of four weeks in a given leave year.

Employees must use their accrued paid leave banks (Vacation, Compensatory, Sick) to collect a gross check during their leave period if paid leave is available.

[OFLA Information Flyer](#)

- **Eligibility:**
 - 1) Employees of companies with 25 or more employees
 - 2) Must have worked for their employer for at least 180 days and averaged 25 or more hours per week in the 180 days before the leave.
 - 3) Meet other requirements, such as providing notice to the employer and meeting a required program
- **Covered Event:**
 - 1) Sick Child Leave
 - Sick child leave is for the employee to care for their child because of an injury, illness, or condition that requires home care.
 - Sick child leave includes both serious and non-serious health conditions (OFLA sick child leave is in addition to family leave for a child's serious health condition under Paid Leave Oregon).
 - Sick child leave is also available for school and childcare closures in conjunction with public health emergencies.

- For purposes of sick child leave, the child must be either under the age of 18 or an adult-dependent child substantially limited by physical or mental impairment.
- 2) Bereavement Leave
 - Bereavement leave is available within 60 days after an employee learns of the death of a family member
- 3) Pregnancy Disability
 - OFLA provides up to 12 additional weeks for pregnancy disability.
 - Pregnancy disability for the employee's own pregnancy is related to an employee's incapacity before or after the birth of the child or for prenatal care.
- 4) Military Family Leave
 - Up to 14 days per deployment, continues to count against available OFLA.
- **Employee Protections:**
 - 1) **Job protection:** The law requires that the employee be restored to their same or an equivalent position upon their return from leave.
 - 2) **Continued benefits:** Employers must continue to provide health benefits coverage during the leave on the same terms as if the employee had not taken leave.
 - 3) **Protection from retaliation:** It is illegal for employers to interfere with, restrain, or deny any OFLA rights if the employee qualifies.
- **Considerations:**
 - 1) **Unpaid leave:** The OFLA provides unpaid protected leave. However, employees must use other types of paid leave that their employer or state offers, such as paid family leave programs, or accrued paid leave.
 - 2) **Notice:** Employees must provide notice to their employer when they need OFLA leave.
 - 3) **Employer communication:** Employees do not have to provide their employer with their specific medical diagnosis, but they do need to provide enough information for the employer to know that the leave qualifies under the OFLA.
- **Process of Requesting Leave:**
 - 1) If you have notified the City with any information they understand to be of a qualifying reason, the City will provide you with a protected leave information packet.
 - 2) If you feel you may need to take leave for a protected reason, speak with the Human Resources Manager regarding leave.
 - 3) The Human Resources Manager will provide documentation and information regarding protected leave.

- FMLA – OFLA Information Packet
 - Family Leave Request Form
 - Medical Certification Form
 - Acknowledgement of Receipt of FMLA-OFLA Information
- 4) Documentation will need to be submitted 30 days prior to leave beginning.
- Exceptions will be made for emergent circumstances.
- 5) Upon receiving the required documentation, the Human Resource Manager will complete a *Designation of Leave Notice*, explaining all information of the desired leave including both the employers and employees' responsibilities and options associated with the leave.
- This will be reviewed and then signed by the employee and City management.
 - The purpose is to help ensure a smooth transition into leave and back into service as an employee of Baker City.

6.7.3. Paid Leave Oregon (PLO – Frances)

Paid Leave Oregon is a program providing paid time off for eligible employees in Oregon for qualifying family, medical, or safe leave reasons. The program is funded through employer and employee contributions and provides a percentage of an employee's wages for up to 12 weeks of leave, with some exceptions for pregnancy and childbirth which may grant up to 14 weeks.

- **Eligibility:**
 - 1) Employees have job protection after 90 consecutive days of employment.
 - 2) Employees must meet other requirements, such as providing notice to the employer and meeting a required program.
- **Covered Event:**
 - 1) Caring for and bonding with a child in the first year after:
 - Birth
 - The child is placed in your home through adoption or foster care
 - 2) Completing necessary activities before adopting a child or having a foster care child join your home.
 - 3) An employees family member has a serious health condition.
 - 4) An employee has a serious health condition.
 - 5) An employee or their child are a survivor of sexual assault, domestic violence, harassment, bias crimes, or stalking
- **Employee Protections:**
 - 1) **Job protection:** The law requires that the employee be restored to their same or an equivalent position upon their return from leave.

- 2) **Continued benefits:** Employers must continue to provide health benefits coverage during the leave on the same terms as if the employee had not taken leave.
 - 3) **Protection from retaliation:** It is illegal for employers to interfere with, restrain, or deny any PLO rights if the employee qualifies.
- **Considerations:**
 - 1) **Paid leave:** PLO provides paid leave. This leave is calculated as a percentage of your base year income. Benefit may be supplemented by accrued paid leave time, not exceeding 100% of an employee's gross weekly wage.
 - 2) **Notice:** Employees must provide notice to their employer when they need PLO/FMLA leave.
 - 3) **Employer communication:** Employees do not have to provide their employer with their specific medical diagnosis, but they do need to provide enough information for the employer to know that the leave qualifies under the PLO/FMAL.
 - **General Information**
 - 1) Paid Leave Oregon is a changing program. As changes become effective, the City of Baker City will work to update the handbook and provide notice to the employees.
 - 2) For the most accurate and up to date information please visit:
 - Website: [Paid Leave Oregon \(PLO\) Portal](#)
 - Benefit Calculator: [PLO Benefit Payment Calculator](#)
 - Base Year: [PLO Base Year Benefit Chart \(Calendar\)](#)
 - Eligibility Quiz: [PLO Eligibility Quiz](#)
 - **Process of Requesting Leave:**
 - 1) If an employee has notified the City with any information they understand to be of a qualifying reason, the City will provide the employee with protected leave information.
 - 2) An employee should speak with the Human Resource Manager if they believe they may need to take or qualify for protected leave.
 - 3) The Human Resources Manager will provide documentation and information regarding protected leave.
 - FMLA – OFLA Information Packet
 - Family Leave Request Form
 - Medical Certification Form
 - Acknowledgement of Receipt of FMLA-OFLA Information
 - 4) Documentation will need to be submitted 30 days prior to leave beginning.
 - Exceptions will be made for emergent circumstances.

- 5) Upon receiving the required documentation, the Human Resource Manager will complete a *Designation of Leave Notice*, explaining all information about the desired leave, including both the City's and employees' responsibilities and options associated with the leave.
- If an employee chooses to take supplemental pay during this period of protected and paid leave, the supplemental pay will not exceed 100% of gross weekly wages. The Human Resource Manager will use the PLO Benefits Calculator to calculate the projected weekly benefit. This projected wage will be used until the Human Resource Manager receives a notice of benefits from PLO administrative system. If the amount differs from the pre-calculated benefit, the weekly supplemental amount of income will be adjusted and a notice of the adjustment will be sent to the employee.
 - If an employee is expected to receive benefits but errors occur through the application process and an employee has not received an approval or a benefit payment, the employee can request to use their accrued paid time to avoid undue hardship. Documentation and verification may be required prior to authorization of use above supplemental rate.
 - This will be reviewed and then signed by the employee and City management.
 - The purpose is to guarantee both a smooth transition into leave and back into service as an employee of Baker City.

6.7.4. Bereavement Leave

For details concerning use of Bereavement Leave review **Section 6.4.5: Bereavement Leave** starting on *page 45* of the Employee Handbook

6.7.5. 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.

6.7.5.1. Federal Military

6.7.5.2. Leave

Qualifying Exigency Leave for Families of National Guard and Reserves:

The National Defense Authorization Act for 2008 ([NDAA](#)) amends FMLA to allow military family members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs ("qualifying exigency").

For purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies:

- To address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment.
- To attend military events or sponsored family support programs.
- To arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty.
- To make or update financial and legal arrangements to address the military member's absence, or to serve as the military member's representative in obtaining, arranging or appealing military service benefits.
- To attend counseling (not provided by a health care provider) for oneself, the military member, or child of the military member.
- To spend time (up to 5 days of leave for each instance) with a military member on temporary rest and recuperation leave.
- To attend post-deployment activities.
- Any other events which employer and employee agree arise out of the military member's call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

Military Caregiver Leave: The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a service member who incurs a serious illness or injury in the course of active duty.

- This leave is called "Service Member Family Leave" (SMFL).
- A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative).
- For this leave only, a "serious injury or illness" is defined as any injury or illness incurred in the line of duty that "may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating."
- This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition.

6.7.5.3. *Oregon Military Family Leave*

- Employees who work an average of 20 hours per week, regardless of how long the employee has worked for the City, may be eligible for this leave.
- The OMFLA provides spouses of armed service members with 14 days of unpaid leave each time an employee's spouse is deployed for military service.
- In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse's deployment.

- These 14 days count against the employee's 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon's Family Leave Act (OFLA).
- Benefits and compensation may be continued during OMFLA leave. Upon completion of OMFLA, an employee is eligible to be restored to employment in the position held at the beginning of the leave.
- No retaliation or discrimination may occur because an employee has requested OMFLA leave.

6.7.6. Jury or Witness Duty

When an employee is notified or subpoenaed to serve as a witness or juror, they 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:** An employee must notify their manager as soon as they receive the notice or as soon as it is practical in order for arrangements to be made to cover their position. If requested, the employee is expected to provide the City with a copy of the subpoena or notice.
- **Pay while on leave:** Employees will waive compensation from the courts for jury duty.
 - 1) The City will provide compensation for jury duty hours.
 - 2) Hours should be accurately documented in the timekeeping system.
- **Status of benefits:** Benefits are not affected by jury or witness duty leaves.
- **Reinstatement:** Employees will be reinstated to the same position they held at the time their leave commenced, subject to the City's general reinstatement policy.
 - 1) When not in court, the employee is expected to report to work during regular work hours. If requested, the employee must supply proof of their court appearance or jury service.

6.7.7. Leave Tracking and Periods

The City uses a "rolling" 12-month period, measured backward from the date an employee uses leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Typically, an eligible employee is entitled to as much as 12 weeks of FMLA/OFLA leave in any one-year period. However, there are some circumstances that may entitle an employee to additional leave; for more information, please contact the Human Resource Manager.

Employees will be required to provide a status update every 30 calendar days should leave extend past four weeks.

6.8. Leave without Pay

The City requires employees to exhaust all accrued leave before requesting leave without pay. Leave without pay may be approved based on workload and business necessity, for limited duration, by the City Manager. Leave without pay is not guaranteed unless an employee is represented by a CBA with an allowance clause.

If an employee takes protected leave and the leave is **not** supported by a paid benefit, they are guaranteed leave without pay if an employee chooses, all benefits would be required to be paid.

- Examples might include unpaid religious holidays or 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 has the right to make such a change, and may do so at the discretion of the City Manager.

6.9. Leave Reporting

All City employees (exempt and non-exempt) are required to report any vacation or anticipated sick leave to their department manager or designee in advance of the time off.

6.9.1. Reporting Leaves

- All City employees are required to submit all leave requests, for sick, vacation, and/or compensatory leave, to their manager for all scheduled leave. Notification must be given in advance of the time off.
- The manager is responsible for authorizing or declining requests and communicating this back to employees.
- All exempt employees are required to report leave and accurate leave hours when they take time off work. This includes the use of compensatory time.
- An employee is considered to have resigned if he/she fails to report to work for two consecutive working days without notifying his/her supervisor. Exceptions will be made for extreme or extenuating circumstances.

6.10. Insurance Benefits

Baker City partners with CIS to administer employee health and related insurance plans. CIS provides a range of comprehensive options, enabling employees to choose a plan that best fits their needs. Full-time employees are eligible to participate in City-sponsored plans, with the City contributing 90% of the plan cost.

The City 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. The total cost to provide the benefit programs described in this handbook is a significant supplement to pay and should be viewed as additional compensation.

Participation in benefits is optional; employees who waive coverage may receive a monthly stipend. Benefits eligibility is prorated for employees who are not 100% full-time (FTE). Employees with less than 0.625 FTE are not eligible for benefits unless otherwise required by a collective bargaining agreement (CBA) or City policy.

Some benefits begin on the first of the month following date of hire. Unless a new employee had previously worked for a public employer, there may be a six-month waiting period for PERS contributions. Some benefits may accrue during the employee's probationary period, but eligibility to use the benefit will not occur in most cases until they obtain regular status, or meet other conditions of employment specified in the handbook or contained in the benefit policy/plan booklets.

The exception to the "No Benefits" policy is bereavement leave, sick leave, and if needed, Workers' Compensation leave. Bereavement leave and sick leave will be pro-rated according to the number of hours regularly worked, for employees who work less than 40 hours per week.

Notice:

Health coverage plans may change, and the plans listed below in **Section 6.10.1** through **Section 6.10.3** may not be accurate. If any changes occur to health care or insurance benefits the City will provide notice to employees in advance and an amendment will be made to the handbook when practical.

Enrollment and Administration

- 1) The original Enrollment Period is 60 days from Date of Hire.
- 2) Enrollment, changes, and questions about eligibility or costs should be directed to CIS Benefits or the Human Resources Manager.
- 3) The City reserves the right to modify or terminate any benefits plan in accordance with applicable laws and plan documents.
- 4) Annual Open Enrollment occurs in late September through October. Specific dates will be sent via notice to employee annually.

6.10.1. Medical and Vision

- CIS offers two medical coverage plans:
 - 1) Regence High-Deductible Health Plan (HDHP), eligible for a Health Savings Account (HSA).
 - 2) UnitedHealthcare plan, a zero-deductible option with variable co-pays.
- Both medical plans include VSP vision coverage.

- For plan details, eligibility, and enrollment deadlines, see CIS Benefits or contact the Human Resources Manager.

6.10.2. Dental / Ortho

- CIS provides a Delta Dental plan, including an orthodontic benefit.
- For plan specifics, eligibility, and enrollment, review the CIS Benefits Portal or contact the Human Resources Manager.

6.10.3. Life and Disability

- City-paid coverage
 - 1) Basic Life Insurance: 1.5 times salary up to \$100,000
 - 2) Accidental Death and Dismemberment (AD&D): 1.5 times salary up to \$100,000
 - 3) Statutory Life (Public Safety employees – Police and Fire): \$10,000
- Voluntary employee-paid coverage
 - 1) Dependent Life: \$10,000
 - 2) Supplemental Employee Life
 - 3) Supplemental Spouse Life
 - 4) Disability
 - Short-Term Disability: Provided as a supplement, with eligibility and coordination through the City's leave and benefits processes (including coordination with PLO when a claim is qualified).

6.10.4. HSA & FSA Accounts

The City provides pre-tax options to benefits-eligible employees for dependent care expenses, medical and dental services, and employee insurance premiums.

Information explaining the details of the program is available from the Human Resource Manager.

HSA Account Information

- Each employee electing to enroll in an HSA eligible plan will need to elect which HSA account administrator they wish to use, HSA Bank or Health Equity. Once an Employee makes an election, the City will begin contributing to the account per City policy.
- Employees hired prior to July 1, 2025, will be eligible for an HSA contribution in the amount of the \$3,400 for a family plan and \$1,700 for an individual plan.
- All non-represented employees hired after July 1, 2025, will receive contributions in the amount of \$1,700 for a family plan and \$850 for an individual plan. Represented employees will receive HSA contributions in accordance with their respective CBAs.
- Distributions will be made by documented CBA guidelines or on a quarterly basis.
- Benefit contributions will be made in quarterly payments on the first day of the month, corresponding to the end of the first calendar quarter after following date

of hire and then on the first day of the quarter there after unless otherwise described by a CBA. Funding may take up to ten (10) business days to reflect on the employees' HSA account.

FSA Account Information

- **What is an FSA:**
 - 1) An FSA is a pre-tax savings account that lets you set aside money to pay for qualified medical, dental, and vision expenses.
 - 2) An FSA may also be used for eligible dependent care expenses as described in this policy.
- **Eligibility for Participation:** Employees do not need to be enrolled in a medical, dental, or vision plan to participate in the pre-tax FSA. Dependent care (see below) is a separate eligible category.
- **Dependent Care FSA:** A portion of the FSA may be used for qualifying dependent care expenses (as determined by the IRS) for dependents under 13 years of age.
 - 1) This is not for dependent healthcare reimbursement.
 - 2) The dependent care FSA is intended to cover eligible childcare expenses so long as they are for maintaining employment or fulfilling work-related requirements.
- **Pre-tax Payroll Deductions:** Contributions to the FSA are made via pre-tax payroll deductions, which reduces taxable income.
- **Annual Election Amount:** The amount you contribute is set annually in accordance with IRS limits and plan rules.
 - 1) The specific limits will be provided by the City's benefits administrator.
- **Reimbursement Requests:** You may request reimbursement of eligible expenses only up to the amount that has actually been contributed to the account as of the date of the request.
 - 1) Reimbursements cannot exceed your election amount or the allowable expense.
- **Rollover and forfeiture:** There is no rollover of unused funds from one plan year to the next.
 - 1) Any funds not used for eligible expenses within the applicable plan year are forfeited, in accordance with IRS rules.
- **Resources:**
 - 1) Website: [IRS Information Portal - HSA/FSA Accounts](#)

6.10.5. COBRA

- **COBRA Overview**
 - 1) Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their qualified dependents may continue health insurance coverage under the employer's health plan for a limited period after a qualifying event, provided they are otherwise eligible.
- **Qualifying Events**
 - 1) Eligibility to elect COBRA arises when a qualifying event would typically result in the loss of coverage.

- Examples include separation from employment (voluntary or involuntary).
- Death of the employee.
- A reduction in the employees' hours.
- Leave of absence.
- Divorce or legal separation.
- Or a dependent child who no longer meets eligibility requirements.
- **Cost and Payment**
 - 1) If COBRA eligibility applies, the employee or beneficiary pays the full premium for coverage at group rates, plus a 2% administrative fee to cover processing costs. Retiree's are not subjected to the 2% administrative fee.
- **Notice and Enrollment**
 - 1) Eligible individuals will receive a written COBRA notice detailing their rights, responsibilities, available coverage options, applicable premium amounts, and the procedures for electing COBRA coverage.
 - 2) Enrollment periods and deadlines, premium payment timing, and any subsidized or employer-assisted COBRA options will be provided in the notice and under applicable City policies.
- **Coordination with the City**
 - 1) Questions about COBRA eligibility, coverage options, or enrollment should be directed to the Human Resource Manager or the plan administrator (CIS).
 - 2) The City will comply with all applicable COBRA provisions, timelines, and recordkeeping requirements.

6.10.6. Waiver of Coverage

Currently Baker City offers an approved \$100 month stipend to employees who choose to waive medical insurance. This stipend is regulated by our insurance carrier and is provided as additional income and is subject to all applicable taxes and payroll deduction. Any changes will result in notification to the employees.

6.11. Additional Employee Benefits

6.11.1. PERS

As participants in the PERS system, employees are designated as Tier I, Tier II, or OPSRP members based on their prior PERS service and PERS eligibility rules. An employee becomes a PERS member after completing six full calendar months of service with a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year. The six-month waiting period cannot be interrupted by more than 30 consecutive days of non-work. The effective date of PERS membership is the first day of the month after the employee meets the eligibility requirement.

- City contributions and plan design

- 1) The City makes contributions to PERS on the employee's behalf of all employees hired prior to July 1, 2025. City contributions are determined by agreements negotiated between the City and the employee group and are subject to PERS rules and actuarial funding requirements.
 - 2) All non-represented employees hired after July 1, 2025 will be required to pay the employee contribution portion of PERS which is 6% of an employee's gross wages. Represented employees will receive PERS employee contributions in accordance with their respective CBAs.
 - 3) The initial employer contribution amount is based on PERS actuarial funding needs and is expressed as a percentage of payroll, which may vary by designation (Tier I, Tier II, OPSRP) and may change on a multi-year cycle as determined by PERS and local agreements.
- Beneficiary designation
 - 1) Upon becoming a PERS member, employees will complete a Beneficiary designation form to name individuals or entities who should receive benefits in the event of the employee's death prior to retirement or refund. The standard designation typically directs benefits to the employee's surviving next of kin, unless the employee designates otherwise.
 - More in-depth resources can be found on the OR PERS website listed below:
 - 1) [Oregon PERs Self Service Portal](#)

6.11.2. Unemployment Insurance

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

6.11.3. Employee Assistance Program (EAP)

This free, confidential service is provided to benefit eligible employees through the City's insurance provider. These services may extend to the employee's covered dependents who may be experiencing life problems. The City uses Canopy for the EAP administrator. The program is accessible 24/7.

- Employees may reach canopy in the following ways:
 - 1) Phone: 800-433-2320
 - 2) Text: 503-850-7721
 - 3) Website: my.canopywell.com

Further Information regarding this service can be obtained by contacting the Human Resource Manager.

6.11.4. Deferred Compensation (Section 457(b) Plan)

As a supplement to PERS retirement, benefit-eligible employees may elect to participate in a Deferred Compensation program under Section 457(b). The City offers several 457(b) plan options, including both pre-tax and Roth (after-tax) alternatives.

- Contributions to these plans are withheld from the employee's regular paycheck.
- Eligible employees may participate starting with their first paycheck, subject to plan-specific eligibility rules and annual deferral limits set by the plan and applicable law.
- Employees should consult the Human Resources/Benefits Office or the plan administrator for detailed information on plan options, contribution limits, enrollment deadlines, and how to enroll.

6.11.5. Gym Membership

The City offers directors the option of a paid employee-only gym membership. All other employees are offered discounted and negotiated rates as an added benefit.

- The value of this membership is included in the employees' wages and is subject to payroll taxes and reporting.

6.11.6. Ground Ambulance and Life Flight Coverage

The City of Baker City offers voluntary ground ambulance and life flight coverage as employer-sponsored options. Please note that the City does not administer or manage these benefits; enrollment, plan details, premium costs, eligibility, and any changes are handled by the respective benefit providers.

Any updates to coverage, benefits, or enrollment requirements are determined by the providers and are subject to their terms, contracts, and applicable laws. For enrollment forms, plan specifics, and questions about current coverage, contact the City's Human Resource Manager for referrals and guidance.

- **Ground Ambulance Coverage**
 - 1) Provider: Pioneer Ambulance
 - 2) Coverage: Employee and household
 - 3) Annual cost: \$45
 - 4) Open enrollment: September
 - 5) Payment: Premiums are deducted through payroll as a single benefit deduction
 - 6) Status: Voluntary benefit unless otherwise required by a collective bargaining agreement (CBA)
- **Life Flight Coverage**
 - 1) Provider: St. Luke's Life Flight
 - 2) Coverage: Employee and household
 - 3) Annual cost: \$75
 - 4) Open enrollment: March
 - 5) Payment: Premiums are deducted through payroll as a single benefit deduction
 - 6) Status: Voluntary benefit unless otherwise required by a CBA
- **Enrollment and Administration**
 - 1) Registration forms are available from the Human Resources Manager.

- 2) New employees may register at the time of hire, with the benefit amount prorated for the remainder of the benefit year.

6.12. Personnel Records

This section governs the creation, maintenance, access, confidentiality, correction, and destruction of personnel records for all City employees, contractors, and interns in accordance with applicable federal, state, and local laws.

- **Access and Confidentiality**

- 1) **Authorized access:**

- Only individuals with a legitimate need to know (e.g., HR staff, supervisors with relevant duties, department heads) may access personnel records.
- Access is granted on a need-to-know basis and logged.

- 2) **Confidentiality:**

- Personnel records contain sensitive information and must be kept confidential.
- Paper records are stored in secure locations
- Electronic records are protected by appropriate security controls to prevent unauthorized disclosure.

- **Content of Records**

- 1) Records may include, but are not limited to:

- Employment applications and resumes
- Performance evaluations
- Disciplinary actions
- Training records
- Compensation and benefit information
- Payroll data
- Attendance records
- Leave and accommodation documentation
- Communications related to personnel actions

- **Retention and Destruction**

- 1) Records will be retained in accordance with City policy and legal requirements.
- 2) When retention periods expire, records will be securely destroyed or archived in accordance with applicable laws and records management procedures.

- **Corrections and Updates**

- 1) Employees may request corrections or amendments to their personnel records if information is inaccurate or incomplete.
- 2) Requests should be submitted to the Human Resource Manager.
 - The City will review requests in a timely manner and communicate decisions.

- **Right to Inspect**

- 1) Employees generally have the right to review their own personnel records in accordance with law.
- 2) Requests to inspect records should be directed to HR, and reasonable access will be provided within established timeframes.
 - A personnel Records Request Form must be completed for all present and past employee.
 - All digital records are accessible through the program using the employee login provided during the employee's orientation.

- **Release of Information**

- 1) Release of personnel records to third parties requires written authorization from the employee, except as required by law, court order, or as otherwise authorized by City policy.
 - Certain information may be released to appropriate governmental agencies as permitted or required by law.

- **Administrative Responsibilities**

- 1) The Human Resource Manager is responsible for maintaining personnel records, ensuring privacy protection, and coordinating responses to records requests, corrections, or disclosures.
- 2) Supervisors and managers must ensure that any records within their control are accurate and up to date, and that relevant personnel records are supplied to HR as needed for employment actions.

- **Training and Compliance**

- 1) Employees and managers may receive training on privacy, recordkeeping obligations, and applicable legal requirements. Periodic reviews will be conducted to ensure compliance.

6.13. Employment Classifications

6.13.1. Non-Represented:

An individual who is not a member of a collective bargaining unit (union) and whose terms and conditions of employment are governed solely by the City's personnel policies and procedures, rather than a union contract.

Non-represented employees typically fall into the following classifications:

- **Management/Executive Staff:** These employees plan, direct, and formulate policies and strategies for the organization. They typically exercise a high degree of independent judgment and discretion and often have authority to hire or fire. Examples include City Manager, Department Directors, and their principal assistants.
- **Confidential Employees:** Individuals whose duties require them to have access to confidential information related to labor relations or personnel matters.
- **Part-Time/Temporary/Seasonal Employees:** These employees are often classified as "at-will," meaning their employment can be terminated at any time

for any lawful reason. These employees do not qualify to be represented by a bargaining unit (BU).

6.13.2. Represented Employees

A employee whose job falls within a formal job classification and is part of a bargaining unit represented by a labor union. Their employment terms, including wages, hours, and working conditions, are determined through collective bargaining and outlined in a negotiated collective bargaining agreement (CBA).

Employees classified under a bargaining unit are **not-at-will** employees.

Employees under this classification are protected under the CBA but are required to follow all managerial direction when they have *Administrative Authority* and are exercising that authority within their rights where they are not knowingly violating the rights of a represented employee.

Union representative employees have the rights and abilities to grieve against unfair practices by their employer. Any grievance must follow the rules documented in the CBA.

Any employee classified as represented is only protected by the rules governing their specific bargaining unit. Represented employees are not entitled to protections, benefits or allowances provided to any other CBA that is negotiated by City Management.

The City of Baker City employees are represented by three unions. The three groups represented are as follows:

- **Baker City Employee Association**
 - 1) Representing all non-supervisory staff employed by the City of Baker City in the following departments:
 - Public Works
 - Building
 - Finance
- **Baker City Firefighter Association**
 - 1) Representing all full-time career firefighters employed by the Baker City Fire Department, not including the Fire Chief or Assistant Chief.
- **Baker City Police Association**
 - 1) Representing all professional sworn officers and non-supervisory staff employed by the Baker City Police Department.

All CBAs directly designate the positions covered by their CBA. Any added position would need to be bargained and adopted through union negotiations and union approval.

6.14. Job Descriptions and Positions

All employees working for the City of Baker City, whether classified as represented or non-represented, will operate under a signed job description. The purpose of the job description is to hold both the employee and the employer accountable to a specific set of effectively communicated standards.

- All City job descriptions will be maintained in a single format for consistency.
- Any updates to job descriptions are covered under *Administrative Authority*.
 - 1) When updates occur, the City management will offer a review by union representatives for approval.
 - 2) Any review of a job description by a union will be expected to be conducted in a timely manner to not restrict or hinder the administrative process.
 - 3) Changes in job duties do allow the opportunity for a bargaining unit to negotiate.
 - 4) The City will work to inform any employee or Bargaining Unit of a change occurring in a job description where an employee's duties will be or may be altered.
- All employees will sign and follow the stipulated information and required of the specific job description pertaining to their designated position.
 - 1) Employees are expected to contribute to their designated department in a collaborative manner even if a specific duty isn't identified.
 - The City will work diligently to compensate any employee working out of class where required by their CBA, or when deemed ethical to do so.

All positions within the City are designed to complete necessary functions. The City remains committed to meeting the needs of all required services and separating positions by duties and qualifications. The City retains rights to add and remove positions through their rights to *Administrative Authority*. If the administration of the City of Baker City determines to change current staffing capacity, all employees will be notified and all applicable State, Federal, and local statutes, regulations and CBA requirements will be followed.

All specific positions are listed on the *Salary Exhibit A*, which is posted online at [Baker City Human Resources Page - Job Opportunities](#). Each employee classification or CBU has a posted *Salary Exhibit A* that is specific to the classification department of CBU.

6.15. Reclassification

A reclassification is where an employee who is employed in a tiered position (e.g. Specialist 1 > Specialist 2 > Specialist 3) receives an internal reclassification from one position grade to a higher position grade (e.g. Water Specialist 1 > Water Specialist 2). Reclassification occurs based on a request rather than an official

opening for a position. If a position is posted for all internal applicants to be considered it would be classified as an internal promotion rather than a reclassification.

Employees who maintain a position within the City, specifically a position being held under a CBA where the positions are tiered based on qualification, have the ability to request a reclassification to a higher grade of position if that employee meets all minimum qualifications of the position outlined in the predetermined Job Description.

Job descriptions will not be changed to avoid the reclassification of an employee who has made a request to seek a higher grade where they meet the qualifications and there is no restriction that would result in no consideration.

- Not all requests will result in an approval; any denial will result in official notice of decision being sent to the requesting employee.
 - 1) Review of that decision may be requested.
- Denials may be issued for the following reasons: *This may not be a comprehensive list of all reasons a denial may be issued.*
 - 1) Failure to meet minimum qualifications.
 - 2) There is no open position at the grade being requested; some positions are restricted to the quantity of employees who may hold a certain position title (e.g. Specialist 3 is limited to 1 FTE).
 - 3) Recent documented disciplinary or performance concerns.

If an employee is granted a reclassification to a higher grade within a position, they will maintain their step and seniority date. An employee's next step raise will not be affected by a reclassification.

The City will provide a manual for employees showing staffing allowances for each position along with a position succession plan. The position succession plan will document the steps required by an employee to meet the qualifications to be considered for another position. The plan will identify likely movements by an employee, and may not include all desired movements if the transition between positions is considered irregular. An employee may request a transition chart to be added to the succession plan at any time. The request will be reviewed by department heads, managers and supervisors who were applicable along with the Human Resource Manager and potentially the City Manager in extreme cases. Once a pathway is identified and a transition chart is developed, the information will be provided to the requesting employee and the posted succession plan will be updated.

6.16. Probationary Period

All employees of the City of Baker City, whether represented by a union or not, will be subject to a probationary period with a minimum time frame of 6-months. Positions may be subject to a longer probationary period if outlined in a CBA or designated by City Management at an employee's date of hire.

Employees are subject to probationary periods being extended by the department head, manager, supervisor, Human Resources Manager or City Manager when deemed necessary. Any extension of probation will be communicated and documented. If probation is extended, the employee will be given milestones to complete where the successful completion of those milestones will result in continued employment not subject to probationary rules.

Department heads, managers, supervisors, the Human Resources Manager or the City Manager may implement specified reviews during an employee's probationary period. This review will be implemented to help clarify expectations and be transparent regarding an employee's probationary status.

All probationary employees **are at-will** employees whether the position is union represented or not. The City will maintain adherence to all local, state, and federal employment statutes and regulations, while also promoting an environment promoting successful transition from probationary employment to *confirmed status*.

If an employee fails to meet the required standards of a position they may be released from employment at any time where all local, state, and federal employment statutes and regulations are observed.

6.17. Salaries and Payroll

The City of Baker City strives to provide competitive compensation for all positions. As a public government agency, salary information for all positions, whether represented or non-represented, are posted publicly in accordance with public records law.

All employees covered by CBA negotiate an annual Cost of living adjustment (COLA) and wage increases along with wages associated with designated duties for specific positions.

All non-represented positions will receive an annual increase ranging from 1% to 5% based on their annual performance review. The non-represented employees are not given an annual COLA on top of their annual performance increase.

For all non-represented positions who operate in a wage range rather than on step system, the wage range will increase by the information provided by the Consumer Price Index. This range increase will be applied to avoid wage compression between CBU members and supervisory/management staff.

6.17.1. Hourly vs. Salary – Rates of Pay

Baker City pays employees on both hourly and salary schedules. All employees paid hourly are paid for the hours directly worked in a pay period by a multiplication of that employee's hourly rate. All salaried employees are paid 24 equal checks based on an annual hourly accumulation of 2080 hours. All City Firefighters who work 2912 hours annual will receive 24 equal checks for their hours worked based on their designated salary.

6.17.2. Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) is a key U.S. federal law setting nationwide standards for minimum wage (currently \$7.25/hr. federally), overtime pay (time-and-a-half after 40 hrs./week of hours worked), recordkeeping, and child labor rules, affecting most private and public sector employees. Administered by the U.S. Department of Labor, its core function is to ensure fair pay and safe working conditions by establishing baseline protections for covered employees, with exemptions for certain types of roles like some executives, administrative, and professional staff.

FLSA is a minimum requirement to be observed by all employment organizations, agencies and businesses. State mandates may result in added regulation to areas such as minimum wage or overtime laws.

FLSA requires employers to designate or classify positions, these classifications explain an employee's rights under the FLSA. Below are the classifications and their definitions for each FLSA designation:

- **Exempt:** When classified as FLSA exempt, an employee is not entitled to overtime accruals.
 - 1) **Exemption Test:** Salary Basis Test, Salary Level Test, Duties Test.
 - More information can be found at the [FLSA Employment Exemptions EAP](#)
 - 2) **Hourly:** No hourly employee may be FLSA Exempt.

- 3) **Salaried:** If an employee is over Standard Salary Level and meets the requirements of the Duties Test, they may be exempt if the employer lists their position as exempt.
- **Modified Exempt:** As a public-sector organization the City of Baker City may mark positions as FLSA Modified Exempt under FLSA Section 7(o) [29 U.S.C. § 207(o)(2)], which for the purposes of Baker City indicate an employee may accrue overtime benefits at a rate of 1.5 hours earned for each hour worked, were the employee may only take the compensation by claiming *Compensatory Time Accrual* rather than paid overtime.
 - 1) **Hourly:** No hourly employee may be FLSA Exempt or Modified Exempt.
 - 2) **Salaried:** If an employee is over Standard Salary Level and meets the requirements of the Duties Test, will receive compensatory time for extended work hours without the option for paid overtime.
- **Non-Exempt:** Employees under this FLSA classification are entitled to overtime accruals at a rate of 1.5 hours earned for each hour worked.
 - 1) **Hourly:** No restriction will be placed on hourly employees on how they choose to accrual or get paid overtime.
 - 2) **Salaried:** No overtime restriction for any employee serving in a position listed as non-exempt.

6.17.3. Compensatory Time and Overtime

All hourly employees are eligible for overtime or compensatory time accruals based on their desired allocation. No hourly employee may be restricted as to how they chose to receive their additional compensation for working an extend work week (over 40-hours in a week). All Salaried employees are limited to their FLSA status.

All Baker City employees are entitled to compensatory time. Below are the restrictions on compensatory time:

- **Exempt** employees are entitled to the accrual of compensatory time at straight time accrual. This accrual will have a cap of 80 hours, and any overage will not be paid out or tracked. The past policy supporting straight time accrual for exempt staff members was the *Flex Time Policy*.
- **Modified Exempt** employees are entitled to the accrual of compensatory time at the overtime accrual rate. No employee designated as Modified Exempt is entitled to overtime pay disbursements unless their compensatory bank exceeds 80-hours.
 - 1) Disbursements will be quarterly if banks exceed 80-hours. Employees may be asked to take time off to use their compensatory bank prior to the end of the quarter. Requests for use of leave may come from the supervising staff member, the Human Resource Manager, or at the City Manager's request.
- **Non-Exempt** employees are allowed to earn compensation at the overtime accrual rate either by banking compensatory time or requesting paid overtime. This accrual can occur after an employee has reached 40 *In Service Hours* during a single work week (12:00AM Monday – 11:59PM Sunday). All non-exempt

employees are capped at a max accrual of compensatory time of 80-hours and will be paid overages on a quarterly basis or request to take time off to use any hours exceed the 80-hour maximum accrual.

CBA agreements supersede any FLSA statutes and regulations.

6.17.4. Pay Periods

The City of Baker City operates on a semi-monthly payroll schedule consisting of 24 pay periods per calendar year. Each month includes two pay periods. The first pay period runs from the 1st through the 15th of the month, and the second pay period runs from the 16th through the last day of the month.

Each pay period has a designated payday. The corresponding paydays are listed on the chart below.

Pay Period Information Chart	
Pay Cycle Period	Payday
1 st through the 15 th	25 th of the month or the prior business day if the payday falls on a weekend or holiday.
16 th through the last day of the month	10 th of the month or the prior business day if the payday falls on a weekend or holiday.

6.17.5. Payment of Wages and Direct Deposit

Baker City will pay each employee their wages on the predetermined payday or the last business day before the pay period. Payment of wages can be requested through ACH direct deposit or by requesting a check.

Wages are paid in arrears and reflect hours worked and leave reported during the applicable pay period.

If an employee elect to receive Direct Deposit the employee must complete a written Direct Deposit Authorization Form prior to initiating or changing banking information. Changes to direct deposit information must be submitted in writing and require a minimum of five business days to take effect. The City is not responsible for delays or losses resulting from incorrect banking information provided by the employee. If a financial institution rejects or returns a direct deposit, the City will issue a replacement payment as soon as reasonably practicable after being notified and verifying the direct deposit has been returned.

All employees will receive pay statements via email unless the employee specifically requests a paper pay stub. All paper pay stubs will be issued no later than the end of the following pay cycle.

6.17.6. Payroll Deductions

The City of Baker City complies with all federal and state laws regarding payroll deductions.

Mandatory Deductions: The City will withhold all legally required deductions. Mandatory deductions include the following:

- Federal income tax
- Oregon state income tax
- PERS contributions
- Medicare and Social Security (if applicable)
- Court-ordered garnishments
- Child support
- IRS levies

Voluntary Deductions: Voluntary deductions may be made only with the employee's written authorization. Authorization may be revoked prospectively in writing. Voluntary deductions include the following:

- Insurance premiums
- HSA/FSA contributions
- Deferred compensation (457)
- Union dues
- Charitable contributions
- Gym membership
- Direct deposit changes
- Optional benefit programs

Exempt Employee Salary Protection: Employees classified as exempt under the Fair Labor Standards Act will receive their full weekly salary for any week in which work is performed, except for deductions permitted by law.

Overpayments: In the event of payroll overpayment, the City will notify the employee in writing and arrange for repayment consistent with applicable wage laws.

Garnishments: The City will comply with all court-ordered wage garnishments and legal levies as required by law.

Final Pay: Deductions from final paychecks will comply with Oregon wage and hour law and any applicable collective bargaining agreement.

SB 906 Compliance: Pre the requirements of [SB 906](#) the City will provide all new hires payroll information document to inform them how payroll deductions occur and what each deduction is on their pay statement.

6.17.7. Employment Separation Payroll Policy

During the event of an employment separation, an employee will receive their final paycheck based on applicable employment law statutes and standards. The timing related to the issuance of an employee's final paycheck depends on the type of separation:

- Involuntary Termination (fired/laid off) or Mutual Agreement requires the final check be issued no later than the next business day.
- Voluntary (employee quits)
 - 1) If the employee gives a minimum of 48 hours' notice, the final check is to be issued on an employee's last day (or next business day if weekend/holiday).
 - 2) If an employee is to quit with less than 48 hours' notice, the employer is required to issue the employees final check within 5 business days or the next scheduled payday, whichever occurs first.

The City will pay the separating employee all earned wages up and to the point of separation, plus accrued vacation and compensatory time. The most up to date information regarding an employee's right to their final paycheck can be found at: [Oregon Bureau of Labor & Industries \(BOLI\)](#)

6.18. Time Keeping

The City of Baker City uses a digital time-keeping system integrated with the ERP program. The system is web-based. Each employee will use designated time-keeping allocation categories. The duties performed during a day, or a specified period, will be mapped to one of the documented time-keeping codes.

Baker City employees will accurately document their time and select the appropriate time-keeping category for the hours recorded. Any employee who documents time inaccurately may be required to correct their timecard. If an inaccuracy is determined to be fraudulent, the employee may be subject to disciplinary action per applicable City policies and procedures.

All employees are expected to complete and submit their timecard no later than the first day of the new pay period to allow for review and completion of the payroll process.

6.19. Work Schedule

Employees will work designated schedules all employees will be assigned a full-time employee (FTE) calculation. Any employee working 40hr per week 52 weeks per

year is considered a 1.00 FTE unless they are a career fire fighter and they work a 2912-hour year.

Each Department Head assesses the needs of the department and enacts a schedule that best suits the department's needs. Generally, employees will work on one of the following schedules:

City Employee Work Schedule Overview Chart					
Department	Public Works		City Hall	Police	Fire
Day	Schedule A	Schedule B	Schedule	Schedule	Schedule
	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Monday	10	Day Off	9	Rotating 12 Hr. Shifts. 3 Days on 12hr. Shifts are from 7:00 to 7:00 2 Days off 2 Days on 3 Days Off	Rotating 48 Hr. Shifts. Shifts are from 7:00am to 7:00am 48h ours On Duty 96 Hours Off Duty
Tuesday	10	10	9		
Wednesday	10	10	9		
Thursday	10	10	9		
Friday	Day Off	10	4		
Saturday	Day Off	Day Off	Day Off		
Sunday	Day Off	Day Off	Day Off		
1. Public Works is expected to respond to off-duty calls for emergency services.					
2. All Staff members are expected to be available for meetings when and if their attendance is required. Advanced notice will be given.					

The above schedule chart is subject to change and is not guaranteed. If an employee would like to request an altered shift schedule, they may do so by requesting a schedule adjustment from their supervisor. The adjustment will be discussed between the Supervisor, Department Head (If not the Supervisor), and the Human Resource Manager. The City Manager also retains the right to make the final decision regarding schedule and hour alterations changes requested by a City employee.

6.20. Workers' Compensation

The City of Baker City provides workers compensation insurance on all City employees. The City of Baker City has established Coverage with the State Accident Insurance Fund (SAIF). Any employee who has a claim will be required to follow the reporting process and will be provided with resources to aid in completing and need forms and documentation.

If an employee is injured on the job and his/her Workers' Compensation claim is accepted, the employee may request that the City 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 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 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 their vacation or compensatory leave. Upon exhaustion of the employee's sick leave, vacation leave or compensatory time, the City's supplemental payments will stop.

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

If the employee does not request leave use, then it will be assumed that the employee does not want to use their 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 **Section 6.4.4 Sick Leave** starting on *page 41* of the Employee Handbook.

All employees must review **Section 13.5: Accident Reporting and Return to Work Policy**, starting on *page 106*, for more information about reporting and documenting any incident that would result in a Workers Compensation claim.

6.21. Protected Activities In the Workplace

- The City of Baker City will manage protected activities in compliance with all applicable laws and regulations.
- All requests for accommodation regarding a protected activity should be submitted to the Human Resource Manager.
- All requests should be in writing and explain the need for accommodation and specifics of the requested accommodation.
- In the instance of a denial for accommodation from the Human Resource Manager regarding a protected activity, the Employee may request an appeal.
- Any appeal would be reviewed by the City Manager. The City Manager will take such action as necessary to review the request for appeal and the denial statement from the Human Resource Manager. The City Manager will weigh the request and seek guidance if necessary and issue a final determination regarding accommodation requested.

- All information concerning protected activities will be maintained with privacy and confidentiality. Only need to know staff members will be made aware of the accommodation and only to the extent they need to know to meet the needs of the accommodation.
- All employees will have access to their digital personnel file where all records concerning the accommodation will be maintained. All parties connected to an accommodation request will be given copies of all communications regarding the accommodation request, and determination.
- **Expression of Breast Milk:**
 - 1) The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If feasible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If it is not feasible, the employee is entitled to take reasonable time as needed to express breast milk. The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks.
 - 2) The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.
 - 3) If a private location is not within close proximity to the employee's work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.
 - 4) An employee who intends to express milk during work hours must give their supervisor or manager reasonable oral or written notice of their intention to do so, to allow the City time to make any preparations necessary for compliance with this rule.
 - 5) Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work to store the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

6.21.1. Postpartum Activities

- The City will provide reasonable accommodation related to postpartum needs where feasible, such as leave, modified duties, or schedule adjustments, absent undue hardship.
- Employees seeking postpartum accommodation should notify their supervisor or Human Resources promptly and provide appropriate medical documentation as required by policy and law.
- Information regarding postpartum status and related accommodations will be treated confidentially and shared only with individuals with a legitimate need to know.
- Adverse actions (discipline, retaliation, or discrimination) based on postpartum status or related accommodation requests are prohibited.

6.21.2. Religious Activities

- The City will provide reasonable accommodation for religious observances, such as schedule adjustments, flexible break times, or exceptions to uniform or dress code requirements, unless doing so would cause undue hardship or a safety hazard.
- Employees should submit requests for religious accommodation as far in advance as practical. Supervisors will review requests and coordinate with Human Resources to identify feasible adjustments.
- Accommodation requests are evaluated on a case-by-case basis, and not all requests may be possible depending on operational constraints.
- Religious beliefs and practices will be treated confidentially, except as needed to implement accommodations.
- Retaliation or harassment based on religious beliefs or accommodation requests is prohibited.

7. Disciplinary Action Policy

7.1. Policy Summary

Baker City strives to work with employees early when an action occurs that requires correction to limit any discipline by allowing an employee to correct their behavior or actions while taking accountability and maintaining integrity. Employees will be subject to the City's Disciplinary Policy in the instance an employee continues to exhibit behaviors not aligned with City Policy, management expectations, job duties/requirements, or has failed to maintain public trust through their actions. Management expectations must be documented and clearly communicated, and job duties or requirements must be outlined in an employee's Job Description.

The City Disciplinary Policy is intended to aid in correction and gives managers and supervisors a path to follow. While the progressive discipline path in **Section 7.3: Progressive Discipline Outline** starting on *page 82*, covers each level of discipline, it is at the manager's discretion to enter the progressive disciplinary process at any level based on the actions of an employee leading to discipline.

All disciplinary matters will follow all applicable laws and regulations and specifications outlined within an adopted CBA. All disciplinary actions should be reviewed with the City Human Resource Manager. The City Manager should be notified of all discipline and directly involved when applicable or upon their request.

The Human Resource Manager will maintain a neutral perspective and review all cases of potential discipline in accordance with policies and procedures. The Human Resource Manager will offer a comprehensive verbal or written report concerning the proposed discipline. The City Manager will retain final decision-making authority regarding discipline.

7.2. Process and Procedure

The City 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 to take corrective action measures when needed for the purpose of correcting performance deficiencies or to deal with violations of policy and work rules.

Employees will be informed by their manager of any corrective action that is necessary as soon as possible after any performance problem has been identified. The manager will discuss the situation and explain 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 found in **Section 7.3 Progressive Discipline Outline** starting on *page 82* of the Employee Handbook.

The corrective action process will not always commence with 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, intent and motivation to change the performance, and the environment in which the offense took place

7.3. Progress Discipline Outline

- **Verbal Discussion:** will cover concerning behavior or situation.
 - 1) Will be followed up with an email correspondence to verify accuracy and mutual understanding regarding the conversation.
- **Mandatory Training:** participation in training and/or counseling may be issued as a result of a concerning behavior or situation that has been observed by a manager or reported to Human Resources by a fellow employee or manager.
 - 1) All training will be assigned to help an employee grow professionally where the purpose and purposed outcome of the training is to resolve the concern.
- **Verbal Counseling:** A verbal counseling or reprimand related to observed or reported unprofessional conduct will occur to set effectively communicated expectations and to resolve misunderstandings.
 - 1) Will be followed up with an email correspondence to verify accuracy and mutual understanding regarding the conversation.
 - 2) Official *Verbal Counseling* will be documented in the employee's personnel file.
- **Written Warning, (Disciplinary Action Notice):** Will summarize the behavior that has led to the issuance of a *Disciplinary Action Notice*. Policy violations and unprofessional behaviors will be documented.
 - 1) Any and all meetings leading up to a *Written Warning* will be documented through an email correspondence to verify accuracy and mutual understanding regarding the conversation.
 - 2) An employee may dispute the mutual understanding documented in an email. A manager will respond to resolve the miscommunication.
 - 3) Any issuance of a *Disciplinary Action Notice* and all corresponding documents will be placed in the employee's personnel file.
- **Paid Administrative Leave:** Any employee who has been observed or accused of gross misconduct, illegal activities, or various other unprofessional conduct may be placed on Paid Administrative Leave (PAL).
 - 1) When an employee is placed on PAL, the Human Resource Manager will be directed by the City Manager to conduct an investigation concerning the allegations.
 - 2) Prior to an employee being placed on PAL they will receive in writing a detailed account of the allegations and scope of the investigation along with their rights, expectations and an outline of the alleged policy violations.
 - 3) An employee will receive a notice after the completion of an investigation.

- 4) If the Human Resource Manager or the City Manager determines a Third-Party Investigator (TPI) should conduct the investigation, the Human Resource Manager and the City Manager will obtain a qualified Investigator to conduct the investigation.
 - 5) If an employee placed on PAL feels that the Human Resource Manager or City Manager may be biased against them, they can request a Third-Party Investigation (TPI). A review will occur and a response to the request will be documented. There is no guarantee to allow for a TPI.
 - 6) All records will be documented in the employee file.
- **Unpaid Suspension:** If an employee has committed an offense where the action is related to incompetence, dishonesty, or insubordination, the employee may be disciplined by being placed on unpaid leave for a period of up to 30 days.
 - 1) Any employee receiving unpaid suspension will receive in writing the charges against them with a detailed account of their actions along with the policy violations.
 - 2) An employee, when placed on unpaid suspension, will be allowed up to two (2) hours to respond to the charges for misconduct that the management team has alleged.
 - Failure to respond will result in a mutual agreement to the disciplinary measure and the City will consider the documented charges as substantiated.
 - If an employee chooses to respond, the City Manager will review the facts of the alleged behavior and response presented and any other information available to them, and they will make a final determination in a timely manner (typically before the next business day, but the timeline is subject to the complexity of the situation).
 - 3) Employees will be restricted from claiming paid leave accruals (sick, vacation or compensatory time).
 - 4) All records will be documented in the employee file.
 - **Separation / Termination:** The City has deemed continued employment is not in the best interest of the City or its employees.
 - 1) Reasons for Discharge may include:
 - An employee has failed to meet the expectations of performance or certification during the probationary period.
 - An employee has failed to meet the requirement of a mutually agreed upon contract.
 - An employee has committed gross misconduct where the employees' actions have been substantiated by an investigation.

- Where an employee has failed to meet the requirements of improvement outlined in previous progressive disciplinary action and or counseling.
- 2) Prior to a final determination of discharge an employee may be given a Pre-Separation notice where a final determination of separation has not been made or will allow an employee to respond to the findings of an investigation that substantiated misconduct. If a Pre-Separation Notice is issued, the employee will be allowed the opportunity to provide the City Manager with information. Any and all responses and the scope of a response allowed will be documented within the Pre-Separation Notice.
- A Pre-Separation Notice is not guaranteed in matters of discharge and will only be issued at the discretion of the City Manager or in accordance with state and federal statutes and regulations along with any stipulation of an active CBA.

Employees are expected to understand and have a comprehensive knowledge of the policies and procedures governing City Employees. Failure to understand a policy without seeking clarification if an employee knowingly does not understand a policy or procedure is not a defense in regard to disciplinary action. Duty expectations are set as part of an employee's job description and during regular staff meetings.

It is the desire of the City of Baker to avoid disciplinary action. The City feels the best option is to provide training and constant communication regarding policies, procedures, and managerial expectations, along with providing an environment free of hostility where an employee is able to grow and develop both personally and professionally if they choose.

8. Professional Development and Educational Opportunities

8.1. Leadership Workshops

The City of Baker City is committed to providing leadership staff with growth and development opportunities in leadership. Participation in workshops can enhance leadership morale, knowledge, and effectiveness, contributing to a healthier work environment and greater operational efficiency.

Employees in leadership positions are encouraged to pursue workshop opportunities to strengthen their leadership capabilities and positively influence the workforce.

The Human Resources Manager, in partnership with the City Manager, may identify and offer additional opportunities where they believe a staff member would benefit.

Not all requests may be granted due to budget constraints; however, the Management Team will strive to budget for leadership development opportunities in the coming year whenever feasible where advance notice of opportunities is given.

8.2. Certifications

The City of Baker City employs a wide variety of staff, many of whom require advanced certification to perform their duties. Any position requiring certification will be provided with opportunities to access educational materials and resources to achieve the required credential. The Leadership Team will maintain a certification path for each employee, documenting required and desired certifications.

Any staff member who holds a required certification will be offered continuing education units (CEUs) to maintain their license and certification. The City will cover approved CEU costs, including travel or per diem as applicable. For information regarding reimbursement of approved travel expenditures, see Section 15: Reimbursement Policy in the Employee Handbook.

The City encourages staff to pursue optional and desirable certifications to enhance knowledge, diversity of skills, and overall effectiveness. If an employee wishes to pursue a non-required certification, they may request the opportunity. If the certification can be achieved within budgetary constraints, the City will encourage the employee to proceed. If budget constraints prevent immediate support, the City will strive to budget for the employee's desired certification in the next budget year, where feasible. This approach aligns with the commitment to leadership development and supporting employees' professional growth.

8.3. Educational Reimbursement

The City may reimburse an employee for courses taken at an accredited educational institution and which in the opinion of the City Manager are related to the employees' present position in City service and potential development with City service.

- To be eligible for reimbursement an employee must complete and maintain the course with a 2.7 GPA or receive an 80% passing rate or better.
- Employees interested in continuing education reimbursement should seek prior approval before starting the course to aid in understanding whether the City will reimburse an employee for a class or classes.

- Employees should be aware that, due to budgeting restraints, the City is under no obligation to approve any or all employee requests.
- If approved, an employee will be eligible to receive reimbursement of up to \$1,500 annually.

8.4. Administrative Conference's and Events

The City of Baker City and its employees are responsible for maintaining memberships in relevant organizations. These organizations may host administrative conferences and events throughout the year, and attendance may be required or encouraged. Staff may be asked to attend conferences where they will represent the City or their respective department. When an employee is asked and agrees to participate, the City will send the employee to serve as the City's representative at the conference.

Employees affiliated with an organization as part of their position may request the opportunity to attend annual conferences and seminars. Attendance should enhance the employee's knowledge, skills, and abilities or allow the City to benefit from their representation at the event.

For preauthorized conferences or administrative events, travel, per diem, and paid registration will be provided. The City's goal is to promote staff growth and development, support community service, and advance the City's interests through participation in these conferences and events.

9. Record Retention Policies

The City of Baker City and its employees will maintain all applicable records based on the records retention statutes and regulations governing public agencies. All information regarding public record retention rules can be found listed by the Oregon Secretary of State under Chapter 166, Division 200. ([OAR 166-200-0410](#)).

9.1. Phone and Voice Mail System Records

The City of Baker City uses a web-based Voice over IP address phone system. The web-based program stores all records relating to the phone system such as incoming, and outgoing calls along with messages and voicemails. Any and all records created using the City's phone system are subject to review by the City administration and public records retention. No employee is entitled to privacy of any and all information stored within the system.

The voice mail system is the property of the City and has been provided for use in conducting the City's business. All communications and information transmitted by, received from, or stored in this system are the City's records and the property of the City. This voice mail system is to be used for City business only, and use of the system for personal purposes is discouraged.

Employees have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The City, 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, or sent over the system for any reason, and without the permission of any employee. Employees are not authorized to retrieve or listen to any voicemail messages that are not sent to their personal attention. Any exception to this policy must receive prior approval from the department manager.

9.2. Electronic Communications

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

Employees should not expect a right to privacy while using City communications or communicating using City Email. All internal and external communications are considered public records with few exceptions.

The exemptions for public records are defined by Oregon Revised Statutes. The information regarding privileged information can be found under ORS 192.345 and ORS 192.355. Follow the Links below to access specific information.

ORS 192.345 - [Oregon Revised Statute 192.345 - State of Oregon](#)

ORS 192.355 - [Oregon Revised Statute 192.355 - State of Oregon](#)

To review the process of requesting and issuing public records and the responsible parties review **Section 10.2 Public Information Requests** on page 88 of the Employee Handbook.

10. Official Communications

10.1. Public Information Requests

The City of Baker City complies with State and Federal statutes and regulations concerning the release of public information. All public information requests can be

made using the Public Records Request Form; **Appendix GA3**. Staff will respond to public records requests of all applicable policies, statutes and regulations. All public information requests will be submitted to the City Recorder, and the City Recorder will work with the appropriate staff and the City Manager to obtain and release the information requested, if allowed by law.

Any information determined to be sensitive related to a public records request may be reviewed by the City Attorney to make sure no privileged information is released where it is not allowed.

▪ **Typical Public Records examples:**

- 1) Policies and directives
- 2) Correspondence or memorandum related to official business
- 3) Work schedules and assignments
- 4) Agendas and minutes of meetings
- 5) Drafts of documents that are circulated from comment or approval
- 6) Any document that initiates, authorizes or completes a business transaction
- 7) Final reports or recommendations

▪ **Typical Non-Public Records examples:**

- 1) Personal messages or announcements
- 2) Copies of extracts of documents distributed for convenience or reference
- 3) Announcements of social events
- 4) Messages received via *LISTSERVE*
- 5) Spam

Public records requests may come from a variety of sources, a public person, an outside organization, a media/new report, etc. The City will work with each requestor and provide updates regarding their public information requests and will to the best of their abilities provide all information within the scope of the request that is allowable no matter who the requestor is, or what their intent is to do with the public information. City employees will refrain from sending information to a requestor unless they have properly submitted a form and paid the applicable fees. All inquiries regarding Public information requests should be channeled through the City Recorder.

10.2. Social Networking and Blogging

The City 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 to protect itself from unauthorized disclosure of information. The City's social networking policy covers City-authorized social networking and personal social networking and applies to all employees. Employees can review

Section 10.2.3 Authorized Networking starting on *page 89* of the Employee Handbook for more information on authorized social networking activities.

10.2.1. General

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Instagram and Twitter / X, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with. Unless specifically instructed, employees are not authorized and therefore restricted from speaking on behalf of the City. Employees are expected to protect the privacy of other employees and clients and are prohibited from disclosing personal employee and non-employee 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.

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

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

10.2.2. 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 Baker City. The City reserves the right to monitor comments or discussions about the City, its employees, and clients.

10.2.3. Authorized Networking

Authorized social networking is social networking or blogging on behalf of the City which has been authorized by the City. Authorized social networking and blogging posts are used to convey information about City 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 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 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. Employees are cautioned that they should have no expectation of privacy while using City equipment or facilities for any purpose, including authorized blogging.

11. Workplace Privacy and Confidentiality

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 Baker City. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspection. It is the intent of the City to be responsive to requests for public records. This policy covers the information within the public body that is required to be kept private and confidential.

11.1. Personal Identity Information

The City of Baker City works with the public in a variety of ways and participates in the collection of privileged and sensitive information. All employees and representatives of the City will maintain integrity when managing confidential information. No personal information of a resident, employee or partner of the City will be shared with any person without the express written consent of that individual or where it is required by law. Failure to adhere to this policy will result in disciplinary action and may result in immediate termination.

11.2. Employment Records

The City recognizes our employees' right to privacy. In achieving this goal, the City adopted these basic principles:

- The collection of employee information typically is limited to information the City needs for business and legal purposes.
- Personal information and information in confidential records will not be disclosed, except as permitted or required by law, or as authorized by the employee.
- Verification of employment dates, job titles, and wages may be provided without written approval.

- Internal access to employee records will be limited to those employees having authorized need-to-know.
- Employees are permitted to review their personnel file, except for background screening information, and they may correct inaccurate factual information or submit written comments in disagreement with any material contained in their personal records.
- 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 the wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
- The City's IT provider maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City's electron systems.
- All employees are required to follow these principles, as well as any other City policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

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

Authorized people are individuals in a direct line of supervision over the employee, as well as the Human Resource Manager, and the individual to whom the file applies. The employee may also give written permission for an otherwise unauthorized individual to view their 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. 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 Human Resource Manager in confidential files.

Certifications and training related to employment will be maintained by the City. The Human Resource Manager will work with each department to ensure training and certifications are documented and filed appropriately in either the personnel file or the department's training records.

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 personnel records current can be important to an employee with regard to pay, deductions, benefits and other matters. If an employee needs to change any of the following items, please notify the Human Resource Manager to ensure that the proper updates/paperwork is completed as quickly as possible:

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

11.2.1. Redaction of Personnel Information

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 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 will notify all affected employees as soon as we are reasonably able to do so.

11.2.2. Background Screenings

The City of Baker City makes all efforts to verify that the candidates that the City hires are of reputable quality. Background screening will occur for all perspective candidates of the City.

Additional Background screening may occur where an employee or employee group may serve in a position where they are required to monitor individuals where they are unable represent themselves such as peoples with disabilities, children, etc. This level background screening will occur through the ORCHARDS (Oregon Criminal History & Abuse Records Database System) clearinghouse. Any employee

is able to reserve the right to not complete the following background but will be prohibited from performing any duty requiring the specified level of background clearance.

Any information obtained for background screening will be maintained in a confidential file. All results will also be kept confidential and restricted from access. This information will be maintained in the employees digital file to adhere to public records retention laws but will only be made accessible to such personnel who is considered “need to know”. This Information is not reviewable by the employee.

11.2.3. Medical Records

Employees may be required to provide medical documentation during their employment. Any medical record obtained by an employee during the course of their employment is considered their property. Any piece of information that is documented on medical records is private information and will not be disclosed to any staff. Information that is disclosed will be kept on a need-to-know basis and only pertinent information will be shared with supervisory staff.

All records will be maintained in a confidential access protected file. All medical records are reviewable by an employee. All records will be redacted in all other instances of records review.

12. Digital and Cyberspace Policies

12.1. General Policy Information

The focus of this policy is to help the City of Baker City meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizens’ information.

The Cybersecurity Policy; **Appendix HR4**, is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually. Any revisions will be approved by the City Council.

Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines

and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

[Oregon DOJ - Consumer Protection](#)

12.2. Information Technology Department: IT

The City of Baker City has established that the tasks associated with managing the City's IT functions will be assigned to the City Recorder. If as an employee, you have an IT-related issue you should first reach out to the City Recorder. If a different individual, staff member or support entity is required to resolve the problem, the City Recorder will either direct you to the appropriate staff member or reach out to support personnel (internal / external) to resolve the issue.

All new IT purchases and added devices should receive Department Head, and City Recorder approval prior to purchase and implementation as the new device may impact on the IT system.

12.3. Software and Systems

This policy provides simple guidelines for using City digital software and systems. The City uses job-specific software to perform essential services, and this policy ensures those systems are used appropriately, securely, and in compliance with Oregon law. Software access will be based on job duties and department needs. Users may only access necessary to perform their assigned responsibilities.

These programs and the user license will be used in accordance with the end-user agreement for each program and will not be used for personal activities where the use of the program occurs on company time and is unapproved prior to the use of the program.

New programs added to the Software and System inventory for a department or for use throughout the City, must be pre-approved before using the software or program. Approval of new programs and software will be at the discretion of the City Manager and the City Recorder and IT support staff.

12.4. City Phone Usage (Landline & Cellular)

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

Cell phones assigned to City employees, volunteers and officials are intended to provide for the efficient conduct of business related to the City. Personal calls (outgoing and incoming) will be allowed infrequently, for limited duration, and only in instances of family emergencies when a landline telephone is not reasonably available. These phones remain City property and will be on the service plan provided by the City.

Employees issued City cell phones shall have no expectation of privacy while using City- issued devices. The City may audit and monitor phone calls, text and email messages, internet, and other usage.

As with telephone usage, employees should keep personal cellular calls to a minimum and should impact on an employee's workday as little as possible. The City may provide a monthly cellular telephone allowance to employees in designated positions who regularly make City business calls while away from the office. In addition, the City may provide a one-time reimbursement to help offset the cost of purchasing a cell phone.

Employees receiving a cellular telephone allowance must use the allowance to obtain a reliable cell phone and reliable cell phone service. The allowance and any reimbursement will be considered part of the employee's official compensation and will be reported as taxable income. Cell phones, because they are the property of the employee, may be used for both personal and City business. Cell phone expenses over and above the amount of the allowance will not be covered by the City and will be considered the employee's responsibility. The City may annually determine the amount of cellular telephone allowance.

Employees should not store confidential or work-related information on personal cellular phones unless authorized by a supervisor and protected by a password.

12.5. Personal Device Usage

The City of Baker City allows Bring Your Own Device (BYOD) as an option for employees. If an employee is on their personal device, they should be using it for the purpose of City business unless the employee is on lunch or break. The approved use of a personal or mobile device for business purposes may only occur if its use does not create a safety hazard.

Use of a personal or mobile device for business use must be approved by a supervisor, department head, and or the Human Resource Manager.

If an employee is using their personal device for non-job specific items (e.g. browsing social media, watching non-job-related videos, browsing the internet, shopping, etc.) the employee is subject to discipline. The City of Baker City works in an environment where safety is one of our foremost concerns. Allowing a personal or mobile device to reduce an employee's attention and increase risk to the employees or fellow employee's safety will not be tolerated. Prescribed discipline will follow the information outlined in **Section 7.3: Progressive Discipline Outline** starting on *page 82*.

Review **Section 10.2: Social Networking / Blogging**, starting on *page 88* for information regarding the use of social media, networking sites and blogging while on company time, or as a company representative.

12.6. Information and Digital Security

The City of Baker City establishes basic requirements for protecting City information and ensuring the secure use of City systems. The City is responsible for safeguarding public information while complying with Oregon law. All employees will be enrolled in annual cyber security training. It is the responsibility of the employee to complete any and all assigned training. Failure to complete assigned training may result in disciplinary action.

- City Information
 - 1) City information includes all data created, received, or stored in the course of City business.
 - 2) City information is a public asset and must be used only for official City purposes.
 - 3) Some information may be confidential or exempt from disclosure under Oregon law and must be protected accordingly.
- Security Incidents
 - 1) Suspected data breaches, security incidents, or unauthorized access must be reported promptly to a supervisor or the City Manager.
 - 2) Users must cooperate with any investigation or response actions.

12.7. Security

All organization servers and workstations will utilize systems to protect from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the dashboard will be

conducted by the contract vendor(s) to confirm the status of virus definition updates and scans.

12.8. Use of Artificial Intelligence (AI) in the Workplace

Approved AI use in the workplace for City employees is intended to enhance efficiency, accuracy, and service delivery by leveraging tools for data analysis, scheduling, and citizen-facing support, while strictly adhering to City data handling, privacy, security, and ethics policies.

Unapproved AI use poses risks to privacy, data security, and public trust. Examples include sharing sensitive or confidential data with a third-party open AI service without approval, signed consent, or bypassing security controls.

Best practices are as follows: During use, limit data to what is necessary and maintain a human-in-the-loop for decisions affecting citizens. After use, review outputs for accuracy (do not assume AI provides 100% accurate information).

The City has explored and will employ AI developed systems to be incorporated into the workplace to create more efficient processes. All implemented AI programs are approved to be used will all information. If any exclusions are required to be implemented during the use of a City AI program, the employees using the programs will be notified prior to use and as part of the end-user training.

13. Employee Health and Safety

The City 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!

Employees are expected to give their full-time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. They 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 their job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Controlled Substance is defined in **Section 20: Definitions**, on page 134.

Reasonable Cause is defined in **Section 20: Definitions**, on page 13.

Any employee who is struggling with substance abuse is encouraged to seek assistance. The City of Baker City has an employee assistance program (EAP) and

any employee who has willingly sought out assistance through the EAP will not be penalized through disciplinary action, or any other such means. The EAP can be reviewed in **Section 6.11.3: Employee Assistance Program (EAP)** on page 64.

13.1. Controlled Substance in the Workplace

Baker City has a policy against the use of illegal or controlled substances while on duty. Any controlled substance used by an employee must be prescribed and taken at the prescribed dosage. The reported, or verified use of illegal substances on or off duty will result in a drug screen. Failure to pass a drug/alcohol screening will result in termination.

The document prohibition within this policy excludes assigned or approved duty requirements for employees engaged in law-enforcement work.

13.1.1. Drug Free Workplace

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

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

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

13.1.2. Prohibited Conduct – Alcohol

Possession, transfer, use or being under the influence of any alcohol while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or the safety of City employees or others is prohibited.

The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical

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

13.1.3. Controlled Substances

Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City property, on City time, while driving City vehicles (or personal vehicles while on City business), or in other circumstances which adversely affect City operations or safety of City employees is prohibited.

Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substances in their system while on City property or on City time.

The conduct prohibited by this rule also includes consumption of any such substance outside of work hours.

Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia onto City property is prohibited.

Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City property is prohibited.

13.1.4. Approved Prescribed Medications

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City operations.

Employees must inform their supervisor about any prescription drugs that they are using which could adversely affect their physical or mental faculties to any perceptible degree. If an employee's use of such prescription drugs could adversely affect City operations or safety of City employees or other persons, the City may reassign the employee using the drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication.

Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination.

The use of marijuana, which is a Schedule I (Federally being considered to be reclassified as a schedule III drug – Jan. 2026) controlled substance under federal law, is expressly prohibited (on or off duty) under this policy, even if its medical use is authorized under state law.

Employees who use medical marijuana in connection with a disability should discuss with their Supervisor and the Human Resource Manager other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation.

13.1.5. Off Duty / Premises Rule

The use of any controlled substance outside of work hours and or off premises where an employee would be violating the law will result in a substance screening. Positive results will result in termination.

Public Safety Officers (Police and Fire) will be held to a high standard of ethical behaviors where any violation of this policy will result in immediate termination. All reports of criminal activity or the use of controlled substances (including alcohol were a report claims excessive use) will be investigated.

13.1.6. Substance Testing

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

As used in this policy, unless the context indicates otherwise: The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, psych neurological examinations and other tests of saliva, blood and urine.

No testing shall be performed under this rule without the approval of the employee or the employee's designee.

Circumstances which can constitute a basis for determining "reasonable cause" (defined in **Section 20: Definitions**, on page 136 may include, but are not limited to:

- A pattern of abnormal or erratic behavior
- Information provided by a reliable and credible source

- A work-related accident
- Direct observation of drug or alcohol use
- Presence of the physical symptoms of drug or alcohol use (i.e. glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes)
- Unexplained significant deterioration in individuals' job performance
- Unexplained or suspicious absenteeism or tardiness
- Employee admissions regarding drug or alcohol use
- Unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. Directors, Managers, and Supervisors will use the Reasonable Suspicion and Observation Report, listed as **Appendix HR3**, to document the concern and the reasonable cause. This document will be reviewed by the Human Resource Manager and if deemed necessary or appropriate by definition and based on this policy the Human Resource Manager will request the employee to submit to a controlled substance/alcohol screening. Use the Chart below to determine personnel action base on results:

Screening Action Chart			
Results	Reasonable Cause not determined to be upheld	Employee submits to a screening	Employee chooses to not submit to a screening
Positive (Both Tests)	No Action	Termination	Review for Disciplinary Action up to Termination
Negative	No Action	No Action	

- Whenever possible, supervisors should locate a second employee or witness to corroborate his/her "reasonable cause" findings if they are observed, all other findings should be reviewed confidentially.
- An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test.
 - 1) The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the Human Resource Manager.

- 2) The letter of notification shall state the particular substance identified by the laboratory tests.
 - 3) The employee may request a third test within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.
- If no appeal is taken through third party testing where results show discrepancy or results are verified as positive, the employee will be subject to immediate termination or a last-chance agreement.
 - A *Last Chance Agreement* is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues.
 - 1) No employee is entitled to a Last Chance Agreement. The implementation of a Last Chance Agreement will be at the discretion of the City Manager and the Human Resource Manager after review of all the facts provided.
 - 2) The Last Chance Agreement shall be written to inform the employees of the problems noted with their performance and to specify the performance required for the employee to achieve in order to continue to be employed by the City.
 - 3) Violation of the provisions of a Last Chance Agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

The City of Baker City also considers Accidents as a reasonable cause to test an employee for controlled substances and alcohol. Employees are subject to testing when they cause or contribute to accidents that damage a City vehicle, machinery, equipment or property or result in an injury to themselves or another person requiring offsite medical attention.

Post Accident screening will be determined by the Supervisor and with the assistance of the Human Resources Manager. If the accident is minor in nature and explainable the City of Baker City retains its right to waive a post incident screening. Waiver of a post incident screening will result in that determination being documented and communicated to the subjected employee. The waiver of post-accident screening will be on a case-by-case basis and is not guaranteed to any staff and no guideline set on making the determination will be pre-determined.

13.1.7. Property Rights and Searches

When reasonable cause is determined where an employee may possess alcohol or a controlled substance on City property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City

may search through the employee's possessions located on City property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk.

Employees should have no expectation of privacy to any items they bring on to City property, or in property, equipment or supplies provided by City to employees.

13.1.8. Refusal to Test or Allow a Search

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

An employee who refuses to cooperate with any and all tests, or inappropriately manipulates any test, required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

13.1.9. Reporting Criminal Activity

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

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

Criminal activity that is committed and legal action is taken against the employee to the extent that the employee becomes unable to appear at work or fulfill requirements of their duties will result in an administrative review where consideration of dismissal as an employee of the City of Baker City will occur. Action taken based on an administrative review will follow the disciplinary policy outline in **Section 7: Disciplinary Action Policy**, starting on *page 80*, and any other applicable regulation or statute.

13.1.10. Substance Treatment

The City recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated.

The City is willing to help such employees obtain appropriate treatment. An employee who believes that they have a problem involving the use of alcohol or drugs should ask a supervisor or the Human Resource Manager for assistance.

The City will work with an employee to identify all benefits and benefit programs that may be available to help deal with the obstacle. The City has an Employee Assistance Program (EAP) that is designed to aid employees in need, more information regarding the EAP can be found in **Section 6.11.3: Employee Assistance Program (EAP)**, on *page 64*.

Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all of the program costs.

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

13.1.11. Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

All information pertaining to an employee's violation of this policy is confidential. All information will be documented and stored within the employee's personnel file and will adhere to record retention requirements outlined in **Section 9: Record Retention Policies**, starting on *page 86*, along with the requirements and guidelines for personnel files described in **Section 11.2: Employment Records**, starting on *page 90*.

13.2. Tobacco in the Workplace

The City complies with all laws prohibiting smoking in public buildings. The City believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present.

Smoking is prohibited when:

- Occupying or within 10 feet of City vehicles.
- On or in all City Properties while working.
- On or in all City properties unless the area is designated.
- Within 25ft of any entrance to a building.
- While operating any equipment including open station equipment.
- Within 50 ft of any stored combustible.

Obvious use of smokeless tobacco is prohibited within public view and disposing of smokeless tobacco on City property, other than in a waste receptacle, is also prohibited. If smokeless tobacco is disposed of in sinks and/or toilets, all evidence of the substance must be removed.

Failure to comply with this policy will result in disciplinary action.

13.3. Animals in the Workplace

This policy establishes definitions and rules pertaining to dogs in the City-owned, operated, or leased facilities. The public expects City offices and facilities to be productive workspaces that welcome members of the public. Employees expect City offices and facilities to provide safe spaces that are free from threats and dangerous conditions.

Bringing a dog to work is a **privilege, not a right**. A dog at work depends on both the animal's behavior and being a responsible dog owner. Additionally, some people have allergy issues, and not all pets are equally trained or well-behaved, all of which create the potential for a variety of health, safety, and sanitary concerns.

Only dogs are allowed at work, all other animals are prohibited from City owned facilities. Dogs are not permitted in City owned vehicles and equipment as well as common spaces such as kitchens, living quarters, bathrooms, or meeting rooms.

Exceptions to this policy are service animals which are regulated by applicable state and federal laws.

These limited visits shall be confined to nonpublic portions of buildings. Examples of this might include a brief visit for part of the workday, bringing a dog by the office after a grooming appointment before the end of a workday, or for a few hours on a Friday, all within the employees' personal workspace. Full workdays or multiple visits per week are beyond what is envisioned with this policy.

All dogs must be pre-approved before they are allowed at work. This approval will be written by completing the Approved Dog in the Workplace form; **Appendix HR2**. An employee can seek pre-approval from the City Manager if approved by the Department Director. Department Directors or the City Manager will take into consideration a number of factors before approving a dog for the workplace. The Department Director or City Manager must consider such factors as allergic reactions or medical conditions; other physical, emotional, or psychological discomforts; potential for distraction in the workplace; productivity reduction, degradation of work products, etc.

All questions regarding dogs in the workplace should be forwarded to the Human Resource Manager.

13.4. Workplace Security

The City of Baker City has established security systems that aid in the protection and safety of City facilities and staff. These security systems use cameras as part of the structure, and these cameras record both audio and visual information. All information recorded on security monitoring systems is for the purpose of safety.

All recordings are maintained for a period of 10 calendar days. After 10 days the system deletes the footage. These records are also subject to public records request, review **Section 9: Record Retention Policies**, starting on *page 86*, and **Section 10.1: Public Information Requests**, starting on *page 87*.

13.5. Workplace Violence

The City recognizes that a safe workplace for employees, elected officials, customers, vendors, contractors, and the general public is essential. A safe, respectful, and comfortable work environment enhances employee satisfaction and productivity.

The City maintains a zero-tolerance policy for threats or acts of violence by any employee or member of the public against another person's life, health, well-being, family, or property. Violations will be addressed promptly, and appropriate law enforcement will be engaged to document and investigate the incident.

All employees have a duty to report incidents or risks that may harm employees or others associated with the City or that threaten the safety, security, or financial interests of the organization. Reports should be submitted to the City Manager or Human Resources Manager as soon as possible.

Information related to a report, including the identity of the reporting employee, will be kept confidential to the extent permitted by law and as appropriate under the circumstances, consistent with the City's need to investigate, obtain necessary information, and comply with legal requirements.

The City shall conduct an investigation of current employees when there are concerns about work performance, reliability, honesty, or potential threats to the safety of co-workers or others. An employee investigation may include review of criminal records and, as appropriate and consistent with legal requirements, searches of desks, work areas, file cabinets, voicemail systems, and computer systems.

The City Manager, Human Resources Manager, or their designee will acknowledge receipt of a report and, where permissible and appropriate, provide an update to the employee reporting about the status of the response and any actions taken, ensuring that the rights of all parties involved are respected.

13.6. City Insurance Claim Reporting

Any potential insurance claims against the City will be filed with the City's Finance Director who will inform the City Manager and Human Resource Manager of claim details after they have been respectively informed by the supervisor or department manager. Any and all verifiable information should be made available within 24 hours of the City's department staff becoming aware of a potential insurance claim.

A potential claim can be identified as a public loss, injury, and/or property damage that has been sustained. Notification to the Finance Director will include accident reports, photos, and any other documentation about the incident.

Immediately upon becoming aware that a public loss has occurred, or that injury or damage has been sustained, the department responsible will conduct an investigation, and submit a written report to the City Manager within two (2) business days. The report shall include the following information:

- Name, address and phone number of the claimant or employee
- Nature of loss or injury
- Location of incident
- Description of the damaged property

- Employee(s) involved
- Accident report
- Any police reports filed.

A SAIF 801 form will be completed for all employment related injuries requiring medical attention, beyond first aid. If an injured employee is unable to complete the SAIF 801 form, their immediate supervisor shall complete it on their behalf.

- All injuries will be reported to the employee's supervisor within 24 hours.
- Injuries that go unreported may result in discipline up to and including termination.
- The completed SAIF 801 form will be filed with the Human Resource Manager.
- A SAIF incident report will be completed for all injuries, including those that require only first aid, potential injuries, and near misses.
- The incident report will be filed with the Human Resource Manager, and a copy will be given to the effected employee within 24 hours of the event.
- A post-accident/incident investigation will be conducted immediately following the reportable event by the supervisor of the effected employees.

The City Manager, Human Resource Manager and Finance Director may request a meeting to review any and all incidents, accidents or claims which occur. This meeting will require the attendance of any City employee who was directly involved in the occurrence and where their presence has been requested. If the employee is represented by a Collective Bargaining Unit (CBU), the employee may request a union representative to accompany them to the meeting. This meeting to review facts will not be disciplinary in nature; the purpose will be to verify facts and gain transparency and understanding regarding the occurrence. If the employee is under the supervision of a department head or field manager/supervisor, they may be requested to join the meeting for the entirety or a portion of the meeting.

13.7. Accident Reporting and Return to Work Policy

This policy is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as Americans with Disabilities Act, The Rehabilitation Act of 1973, or other applicable laws.

On-The-Job Accident: If an employee has a work-related injury and is missing time from work, contact the Human Resource Manager immediately. Unreported work-related injuries or illness may result in disciplinary action up to and including discharge.

- **Accident Reporting - Employee Responsibilities:** An accident is any unplanned event that disrupts normal work activities and may or may not result

in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to the employee's immediate supervisor and the Human Resource Manager. If an accident occurs which requires professional medical treatment, the employee should follow the emergency response plan.

- 1) The employee must fill out an Worker's Compensation 801 form as soon as possible if the employee wants to apply for employees' compensation benefits.
 - 2) Other information will be forwarded as soon as developed including:
 - The name of the employee's attending physician.
 - Completed Release to Release-to-Work/Medical Accommodation form; **Appendix HR1**, from the attending physician and any additional medical documentation, if appropriate or applicable.
 - 3) The Human Resource Manager will notify the insurance carrier of any changes in the employee's medical or work status as soon as possible.
- **Employee's Physical Condition:** If professional medical treatment is sought, the employee should inform the attending physician that the City has a return-to-work program with light duty/modified assignments available.
 - 1) The Human Resource manager will make a Release to Return-to-Work form available during the initial medical visit or to the employee as soon as possible.
 - 2) This should be provided to the treating physician and should be returned to the Human Resource Manager following the initial medical treatment.
 - **Employee Able to Return to Work:** If the attending physician releases the employee to return to work, as evidenced by completion of a Release to Return-to-Work form, the form must be returned to the Human Resource Manager two (2) business days prior to light duty/modified work.
 - 1) The employee must report for work at the designated time.
 - 2) The employee cannot return to work without a release from the attending physician.
 - 3) If the employee returns under restrictions the employee must make sure that they do not go beyond the physician's restrictions.
 - 4) If the employees' restrictions change at any time, they must notify their supervisor at once and give the supervisor a copy of the new medical release.
 - **Supervisor:** The supervisor will monitor the employee's performance to ensure the employee does not exceed the employee's physician release. The supervisor will monitor the employee's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the

company's ability to adjust work assignments upon receipt of changes in physical capacities.

- **Medical Treatment and Temporary/Transitional Duty - Physical Condition:** Once the Release-to-Work form is completed and returned to the Human Resource Manager it will be reviewed. If the form does not explicitly say the employee must be excused from work for a specified period, but does provide restrictions that require vast modifications to an employee's duties, the Human Resource manager will review the form and provide input. Once the Human Resource Manager completes the review, he/she will develop a temporary/transitional job description from information obtained from the attending physician. Once complete it will be sent for review and approval by the physician (If applicable).
- **Transitional Temporary Work Assignment:** The City will determine appropriate work hours, shifts, duration, and locations of all work assignments. The City reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.
- **Job Offer Letter:** Upon receipt of a signed temporary/transitional job description form from the attending physician, a written job offer letter will be prepared by the City.
 - 1) It will be mailed by both regular and certified mail to the employee's last known address or presented to the employee.
 - 2) The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, and report time duration of transitional work assignment, phone number, and location of the transitional assignment.
 - 3) The employee will be asked to sign the bottom of the job offer letter indicating acceptance or refusal of the offered work assignment.
 - 4) Copies of the job description, work releases, and job offer letters will be forwarded to the insurance carrier.
- **Communication:** It is the responsibility of the employee and supervisor to immediately notify the Human Resource Manager of any changes concerning a transitional or temporary work assignment. The Human Resource Manager will then communicate with the insurance carrier and attending physician as applicable.
- **Employee Unable to Return to Work:** If the employee is unable to report for any kind of work, the employee must call in every 30 calendar days to report on medical status or after any medical appointment.
 - 1) The department director may relieve an employee of this requirement if the nature of the injury is long term.

- 2) While off work, it is the responsibility of the employee to supply the Human Resource Manager with a current telephone number (listed or unlisted) and an address where the employee can be reached.
 - 3) The employee will notify the Human Resource Manager within 24 hours of all changes in medical condition.
 - 4) The employee will provide the Human Resource Manager with all medical documentation regarding Workers Compensations and or medical updates within two (2) business days of the employee's receipt unless the indication is immediate return to work then that should be delivered same business day.
- **Accident Reporting - Supervisor Responsibilities:** If an accident occurs, but does not require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed.
 - 1) If first-aid treatment is needed, it should be sought on-site.
 - 2) The accident analysis and incident report/801 must be completed and filed with the Human Resource Manager within 24 hours of the injury by the employee's supervisor.

Off Duty Injury: If an employee suffers from an off-duty injury the employee should report the injury no later than the start of their next scheduled workday. If an employee's injury requires alterations to their duties the City will require a medical note and the completion of a Release-to-Work/Medical Accommodation form; **Appendix HR1**, where the employees' duty restrictions are clearly explained.

If the work restriction results in a failure for the employee to be fit for duty, the employee can request the employee to go on leave until they are fit for approved light duty. If forced leave is required, the employee will be made aware of all applicable benefits and protected leaves which are further explained in **Section 5.6: Right to Protected Leave**, starting on *page 31*, and **Section 6.7: Protected Leave**, starting on *page 49*, along with **Section 6.10.3: Life and Disability**, on *page 61*.

If an employee is injured while off duty and commits fraud by returning to work and claiming the injury as work-related, the employee will be subject to immediate termination.

13.8. Safety Committee

The City, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual as well as safety committee meeting minutes can be found on the employee page of the City's web site as well as employee bulletin boards. 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 healthy. The City 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.

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

The Safety Committee along with the Directors will access and implement an effective Emergency Action Plan. All employees are required to review the Emergency Action Plan, which will be provided to all new employees during their orientation. Current employees may review the Emergency Action Plan located within respective departments.

14. Workplace Environmental Health and Safety Program

The City of Baker City has developed a comprehensive Environmental Health and Safety Program. This program ensures the safety of all employees and the public along with all operations and procedures while maintaining adherence to all safety standards, regulations, and statutes.

The Environmental Health and Safety Program is comprised of 29 Chapters; those chapters are as follows.

- 1) **Safety Responsibilities**
- 2) **Recordkeeping**
- 3) **Safety and Health Training Program**
- 4) **Accident Investigation Procedure**
- 5) **Safety Committee and Safety Meetings**
- 6) **Emergency Action, Fire Prevention, and First Aid**
- 7) **Bloodborne Pathogens: Exposure and Control Plan**
- 8) **Confined Space Entry**
- 9) **Hazard Communication Program and Chemical Hazards**
- 10) **Control of Hazardous Energy: Lock Out Tag Out (LOTO)**
- 11) **Noise Exposure and Hearing Conservation**
- 12) **Personal Protective Equipment (PPE)**
- 13) **Respiratory Protection Program**
- 14) **Lead Compliance Plan**
- 15) **Laboratory Safety and Chemical Hygiene Policy and Procedures**
- 16) **Asbestos Maintenance Program**
- 17) **Ergonomic Program**
- 18) **Cranes, Derricks, and Hoist Operations**
- 19) **Contractor Safety and Health Hazard Control Notification Policy**
- 20) **Forklift Safety**

- 21) **Excavation Safety**
- 22) **Fall Protection**
- 23) **Welding: Fire Exposure and Control**
- 24) **Electrical Safety**
- 25) **Ladder Safety**
- 26) **Job Hazard Analysis**
- 27) **Heat Exposure Program**
- 28) **Silica Exposure Control Program**
- 29) **Wildfire Smoke Exposure Program**

This program also includes several sub programs and appendices to enact a comprehensive EHS program designed to protect the City, its Employees, residents, and the environment in which we all live. This Program will be found through the document library on the City website: BakerCity.com, and as a listed appendices to the handbook. The program will be listed as **Appendix GA2**.

15. Fleet Program

15.1. Acceptable Driving Record

15.1.1. Basic Qualifications

- Must be 18 years of age to operate City owned vehicles and equipment.
- Must have in effect a current liability insurance policy if operating a personal vehicle on City business.
- Must have knowledge of, and adhere to rules, state and municipal traffic laws, and regulations whenever driving City vehicles.
- Must have a valid Driver's License in possession while driving vehicles.
- Must be approved by their supervisor to drive on City business.

15.1.2. Pre-employment eligibility requirements:

For positions requiring operation of motorized vehicles and equipment.

- The potential candidate cannot have had a DUI on their record in the past three years.
- The potential candidate cannot have had more than three tickets (moving violations) in a three-year period or two or more tickets in a six-month period.
- The potential candidate cannot have a suspended license for any reason.

15.1.3. Reporting Violations

- Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

15.1.4. Active Employee Compliance Rules

- An employee will be restricted from driving if they have had two at-fault accidents in the previous three years. All accidents are considered at-fault unless proven otherwise.
- The City of Baker City Subscribes to the DMV with a Partner account that monitors the driving record of all employees.
 - 1) Any violations or record changes will be sent to the HR department for review by the Oregon Department of Transportation.
- If an employee obtains more than three minor moving violations in a three-year period, one major moving violation or two or more tickets in a six-month period, it will result in the restriction from driving motorized vehicles and operating equipment.
- The suspension of Driving Privileges without a wavier for work for any reason will result in the restriction from driving motorized vehicles and operating equipment.
 - 1) The suspension will be reviewed, and a work wavier may be granted if the reason is not associated with charges such as DUI or a Felony moving violation. The employee may be granted the right to continue working without being placed on suspension.
- If fleet operation is a criterion of an employee's position with the City and the employee's ability to operate equipment and motorized vehicles becomes restricted, the employee will be placed on unpaid suspension until a legal response has been filed with the Courts or DMV and proof has been delivered to the HR department for the City.
 - 1) An employee may use paid time off during this period until benefits are exhausted and will be subject to CBA policies.
 - 2) Non-represented employees will have 90 days of unpaid leave before they are subject to termination.
- Issuance of a DUI will result in a restriction from driving motorized vehicles and operating equipment. (This is not a presumption of guilt but administrative control.
 - 1) If an employee is found guilty by the courts, the employee is subject to immediate termination upon the court filing, becoming affective.
- The review of a court filing or official results will allow the City Management Staff to determine if continued employment is acceptable.
- Any employees working for the City that are not required to operate motorized vehicles or equipment:
 - 1) Will be restricted from operating any motorized vehicle or piece of equipment owned by the City until restrictions on an employee's record is void of compliance concerns.

- 2) If the driving restriction affects an employee's duties or ability to get to and from work the employee may be placed on unpaid suspension.
 - An employee may use paid time off during this period until benefits are exhausted and will be subject to CBA policies.
 - Non-represented employees will have 90 days of unpaid leave before they are subject to termination.

Definitions of Minor and Major moving Violations

- No major violations in the previous three years. Major violations include:
 - 1) Driving under the influence of alcohol or drugs
 - 2) Driving while license is suspended or revoked
 - 3) Leaving the scene of an accident
 - 4) Reckless driving
 - 5) Road rage incidents
- No more than three minor violations in the previous three years. Minor violations include:
 - 1) Speeding 20 MPH or less over the posted limit
 - 2) Failure to obey traffic controls and/or signals
 - 3) Failure to signal
 - 4) Failure to yield the right of way
 - 5) Failure to wear a seat belt
 - 6) Cell phone or texting violations
 - 7) Other similar violations

15.2. Accident Response and Review

City employees will respond to and review accidents in accordance with safety standards and City policy while adhering to all statutes and regulations. All City employees will follow the process below during the event of an accident to guarantee the City and all affected individuals are safe and future accidents that are preventable don't occur.

The following process for accidents review's is as follows:

- Immediate Response
 - 1) Ensure Safety
 - Stop all work in the affected area if necessary.
 - Attend to injured personnel: provide first aid or call 911 if required.
 - Secure the scene to prevent further incidents.
 - 2) Notify Supervisors

- The immediate supervisor must be notified **immediately**.
- If the supervisor is unavailable, notify the Public Works Director or designated safety officer.
- Documentation
 - 1) Incident Report
 - Complete the *City of Baker City Employee Accident / Incident Report Form*; **Appendix PW1**, within 24 hours.
 - Include:
 - Date, time, and location
 - Names of injured parties and witnesses
 - Description of the incident (what happened, how, and why)
 - Equipment or materials involved
 - Weather or environmental conditions
 - 2) Photographs & Evidence
 - Take photos of the scene, equipment, and hazards.
 - Collect any physical evidence if relevant (broken tools, debris, etc.).
- Investigation
 - 1) Assign Investigator
 - Typically, the supervisor, safety officer, or Public Works Director conducts the review.
 - 2) Gather Statements
 - Interview injured employees and witnesses separately.
 - Record statements in writing.
 - 3) Identify Causes
 - Determine the **root cause**: human error, procedural lapse, equipment failure, environmental hazard, or combination.
 - Review relevant safety policies or procedures.
- Review Meeting
 - 1) Schedule Accident Review Meeting
 - Include:
 - Supervisor
 - Safety officer
 - Employee involved
 - Union representative if applicable
 - 2) Discussion Points
 - What happened and why
 - What procedures or training were missing or ignored
 - Immediate corrective actions
 - Recommendations to prevent recurrence

- **Corrective Action**
 - 1) Development of an Action Plan
 - May include:
 - Additional training for employees
 - Equipment repair or replacement
 - Policy or procedure updates
 - Changes to signage, PPE requirements, or workflow
 - 2) Assigning Responsibilities
 - Specify who is responsible for implementing each corrective action and a timeline.
- **Follow-Up**
 - 1) Monitor Compliance
 - Supervisors verify that corrective actions are implemented.
 - 2) Track Recurrence
 - Keep a log of incidents and review quarterly to identify patterns.
 - 3) Report to Management
 - Summarize accident and corrective actions for Public Works Director and City Administrator.
- **Documentation & Recordkeeping**
 - 1) Maintain accident records per OSHA and City policy requirements (minimum **5 years**).
 - Include:
 - Incident report
 - Witness statements
 - Investigation summary
 - Corrective action plan
 - Follow-up verification
- **Continuous Improvement**
 - 1) Use accident reviews to:
 - Update safety manuals and SOPs
 - Incorporate lessons learned into staff training
 - Reduce future risk and improve safety culture
- Always comply with **Oregon OSHA standards**.
- Ensure **timely reporting** to maintain liability protection.
- Promote **open communication**; employees should feel safe reporting hazards or incidents.

15.3. Operation Governance of City Owned Motorized Assets

The City of Baker City owns and insures a variety of motorized assets (vehicles and equipment). The City dictates the rules for the appropriate usage of those assets. This policy will review the following areas which govern the operation and safety of all City owned motorized assets.

- **Following all Laws Covering Roadways**

- 1) Employees should be defensive drivers. A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.
- 2) The maximum speed limit is the “posted speed limit.” At all times speed shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and City roads. Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.
- 3) All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions. An exception to this policy may be passengers transported by a Baker City Police Officer. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications. Drivers are prohibited from overloading and/or overcrowding the vehicle.

- **Use of Mobile Devices**

- 1) Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands- free accessory”. Texting or other cell phone use is prohibited while driving, and under Oregon law, touching a cell phone or related device while driving may be unlawful.

- **Safe Operating Practices**

- 1) The City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

- 2) The City prohibits the personal use of vehicles unless approved by a supervisor as outlined in the City's policy and procedure handbook.
 - 3) An employee is expected to show every courtesy and consideration toward other drivers and pedestrians. An employee's conduct while driving must be such that it will in no way reflect adversely upon the City.
 - 4) Non-employee passengers will not be permitted to travel in City vehicles unless approved by the City Manager prior to departure. All passengers must wear seat belts.
 - 5) All laws of the road will be followed when operating a City owned motorized asset.
- **Pre-use Inspections**
 - 1) A pre-use inspection will be made at the start of each shift to ensure motorized assets are in safe operating condition. A post-use inspection shall be conducted at the end of each shift to effectively report any damage or concern at the conclusion of the operator's use.
 - **Safe Backing**
 - 1) Employees shall walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two people present, one person should stand in a safe position behind the vehicle to spot while backing up when the driver does not have a clear field of vision of the rear of his vehicle/trailer.
 - **Roadway Encounters**
 - 1) Drivers must always be aware of pedestrians. Pedestrians may walk on either side of the road, they can cross at intersections, and they can pop out from behind a parked car on a busy City street. Drivers should never take it for granted that pedestrians see them.
 - 2) When approaching a school bus, drivers should be on guard at all times for signals of intention to either discharge or pick up school children. They should be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.
 - 3) When an emergency vehicle (Police, Fire, EMT, Incident Response) is approaching from either direction, the employee operating the motorized asset must move out of the lane of travel (normally to the right) to avoid impeding the response of the first responders.
 - **Citations and Violations**
 - 1) Employees will be responsible for all speeding, traffic violations, and parking violations.

▪ **Reporting**

- 1) In case of an accident, contact a supervisor as soon as possible. Be specific about location, time, extent of injury and damage, and current location or how to contact.
- 2) If unable to contact a supervisor, write a brief note and provide the note to their supervisor at the first opportunity. Do not leave the vehicle unattended except in an extreme emergency.
- 3) Park safely and set out warning devices.
- 4) Prevent the movement of injured people unless absolutely necessary.
- 5) Be sure to get the names and phone numbers of all witnesses. If a witness refuses to give their name, record the license number of their vehicle. Regardless of the facts, admit nothing, promise nothing, and **DO NOT ARGUE**. Give the name, the City's name and offer to show a driver's license.
- 6) Have pictures taken of the accident scene if possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles at night.
- 7) Stay at the scene of the accident until instructed by a police officer to proceed.
- 8) If involved in an accident with an unattended vehicle, stop and try to locate the owner. If unable to locate the owner, place a note in or on the vehicle giving personal name and the City's name and address.
- 9) Gather as much of the information listed below to complete an accident report:
 - Location, time, and date.
 - Make, model, type, and license of other vehicles involved.
 - Registered owner of other vehicle(s) involved.
 - Driver's name, age, address, and license number of the other vehicle involved.
 - All involved occupants' names and addresses in other vehicles.
 - Names and addresses of all possible witnesses.
 - Name of police station to which accident was reported.
 - Name and DPSST numbers of the police officers at the scene.
 - Name of the insurance company which covers the other vehicles involved.
 - Names and addresses of persons injured and the extent of the injury.
 - Names of fire and/or medical personnel on scene.

▪ **At-fault vs Not At-Fault**

- 1) The City of Baker City deems disciplinary action can occur if an employee is in an at-fault accident.

- 2) The driver deemed responsible (at-fault) pays for the other party's damages (injuries & property).
 - 3) While handling a vehicle on the highway, in City traffic, and at loading and unloading spots, striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.
- **Non-Roadway Motorized Equipment**
 - 1) Seatbelts must be worn while operating any and all equipment
 - 2) Operators must be trained on safe use.
 - 3) PPE (helmets, gloves, eye protection) may be required.
 - 4) Equipment must be maintained per manufacturer specs.
 - 5) Not registered for roadway use.
 - 6) Cannot legally operate on public streets except under special permits (if towing or crossing roads).
 - 7) Must be used on private property, construction sites, parks, or Public Works facilities.

15.4. Preventative Maintenance and Protection Procedures

The City of Baker City works to maintain all of its assets responsibly by employing a maintenance and protection plan. The purpose of these procedures is to ensure that all motorized equipment is maintained in safe working conditions, protected from unnecessary wear or damage, and used in a manner that extends equipment life, reduces downtime, and promotes employee safety.

- Operators are responsible for conducting pre-use inspections prior to operating any equipment.
- Any safety concern, malfunction, or abnormal condition must be reported immediately to a supervisor.
- Equipment shall not be operated if a safety issue is identified and has not been addressed.
- Regularly scheduled maintenance and preventative maintenance will be scheduled and performed.
- The City and its employees shall participate in the protection and security of equipment through safe storage and operating practices.
- All motorized assets will be maintained in a clean and responsible manner.
- All employees will be trained on motorized assets regarding safe operations and required maintenance.
- All damage and safety concerns will be properly and promptly reported.
- Supervisory staff will ensure compliance with this policy.

16. Reimbursement Policy

16.1. Travel

This policy establishes standardized requirements for approving, documenting, and reimbursing travel expenses incurred by City of Baker City employees while conducting official City business. The goal is to ensure fair, consistent, and compliant handling of travel costs. This policy applies to all City of Baker City employees and elected or appointed officials when traveling on City business, except where prohibited by law or another City policy.

- Reimbursable travel expenses include lodging, meals, transportation, mileage, and related incidental costs incurred while conducting official City business.
- All travel must be pre-approved by the employee's supervisor or department head, except in emergencies or as otherwise permitted by department-level procedures.
- The City will reimburse at rates based on the General Services Administration (GSA) per diem listings for lodging and meals, and mileage rates for vehicle use. Employees must document actual expenses and align them with applicable per diem limits.

1) [GSA Per diem and Travel Rates](#)

16.1.1. Meals

- Meal reimbursement will follow the GSA per diem rate applicable to the travel location and dates. If meals are included in lodging or conference registrations, the per diem for those meals shall be reduced accordingly in accordance with GSA guidance.
- If meals are purchased on a City card receipts must be submitted. Values may not exceed GSA per diem limits; the purchase of alcohol is prohibited with City funds.

16.1.2. Mileage

- When possible, all travel for City activities should take place using a City provided vehicle.
 - 1) The use of City vehicles is limited to the occupancy of City employees or designees. If an employee is traveling for a City sponsored function (i.e. conference, training, etc.) the employee must use their personal vehicle.
- Reimbursement for personal vehicle use will be at the standard federal mileage rate (as published by the IRS or applicable federal guidance) for the year of travel.

16.1.3. Lodging

- Reimbursement for lodging will follow the GSA per diem rate applicable to the travel location and dates. If actual lodging costs exceed the per diem rate due to availability, prior approval is required and exceptions may be granted by the City Manager or Human Resource Manager.

16.2. General

- All expenses paid for by a City Employee using their personal funds are reimbursable. All expenses should be pre-approved or aligned with the needs of the City and the department that the expense will be allocated to.
- Undue or unapproved expenses may be denied reimbursement if in violation of this policy.
- All expenses will be submitted using **Appendix FP2**.
- All reimbursements will be signed and approved by a department head or an approved or designated employee/manager.

17. Financial Integrity (Fraud Prevention)

17.1. Purpose

The City of Baker City (City) has a stewardship responsibility over all resources entrusted to it. The City is committed to compliance with laws and regulations to which it is subject and expects the highest standards of moral and ethical behavior from all of its employees, volunteers, elected officials, consultants, contractors and vendors. The City's internal controls are designed to prevent and detect inappropriate activity; however, in the event these controls are circumvented, this policy is designed to encourage all employees and others to report fraudulent acts or irregularities in a timely manner.

17.2. Scope

This policy applies to all City employees, volunteers and elected officials as well as consultants, contractors and vendors. All City employees, volunteers, elected officials, consultants, contractors and vendors should be knowledgeable of this policy

17.3. Definition of Fraudulent Activity or Financial Irregularity

An act, misstatement, or omission of information that is intentional and detrimental to the financial interests of the City. The following prohibited activities may include but are not limited to the following:

- **Accounting and financial reporting irregularities:** Deliberate misstatement of revenues, expenses, assets, liabilities, and net assets. Financial reporting assumptions in violations of generally accepted governmental accounting standards. Purposely misreport transactions to conceal the true accounting picture of the City or any department of the City. Accounting and financial reporting errors known to management that they have failed to correct.
- **Conflict of interest and purchasing ethics:** Using a City position for personal financial gain. The Oregon State Ethics Law (ORS 244) establishes guidelines for public officials. Examples may include an employee contracting with a vendor who is a family member or giving, receiving, or soliciting gifts or items of value from a vendor; selling confidential information.
- **Misuse of City assets and Waste:** Using City resources for personal use, and spending or allocating resources significantly in excess of reasonable need. Examples may include using a City-owned car for personal travel, making routine personal long distance calls on City phones, using City-owned copy machines for personal business operation, and incurring unnecessary costs as a result of inefficient or negligent practices, systems or controls.
- **Payroll and time abuse:** Inappropriate reporting of hours and wages. Examples include not recording time away from work (leave) and reporting hours that were not worked – including overtime.
- **Theft or conversion of City property:** Act of unlawfully taking City assets such as cash or equipment and converting them for personal use or selling them for personal gain.
- **Purchasing and expenditures:** Purposeful, unauthorized, or falsified purchases or expenditures for personal gain or in violation of funding restrictions. Examples may include purchases of computers for personal use, falsified travel reimbursements, abuse of procurement cards for the use of personal expenses, and purchasing alcohol with public funds.
- **Falsification of contracts, reports of records:** Altering, fabricating, destroying, misrepresenting, or forging contracts or documents for personal gain or unfair advantage. Examples include forging the signature of a City official on a legal document and claiming ineligible dependents on health care coverage.
- **Improper disclosure of confidential records:** Disclosure of confidential personal data which may lead to identity theft. One example includes the loss of computers containing social security numbers obtained from City databases.
- **Other financial matters:** Improper accounting or financial practices, not categorized above, which lead to financial detriment to the City.
- **Suspected Fraudulent Act or Financial Irregularity:** Is a reasonable belief or actual knowledge that a fraudulent act or financial irregularity is occurring or has occurred.

17.4. Responsibilities

All employees, volunteers, elected officials, consultants, contractors, and vendors shall report known or suspected fraudulent acts or financial irregularities as follows:

- Matters involving employees (other than the City Manager), volunteers, and contractors must be reported to the appropriate department manager, Human Resources Manager or to the City Manager.
- Matters involving the City Manager must be reported to the Mayor or the City Attorney. Upon receipt of such a report by the Mayor, the Mayor shall notify the City Attorney and the Vice Mayor. Upon receipt of such a report by the City Attorney, the City Attorney shall notify the Mayor and the Vice Mayor.
- Matters involving an elected official must be reported to the City Manager, Mayor, Vice Mayor or the City Attorney; provided, if the matter involves either the Mayor or the Vice Mayor, see below. Upon receipt of a report by either of the foregoing individuals, the person receiving the report shall notify the others, unless the matter involves either the Mayor or the Vice Mayor, in which case the person whom the matter involves will not be notified.
- Matters involving the Mayor must be reported to the City Manager, the City Attorney or the Vice Mayor. Upon receipt of a report by either of the foregoing individuals, the person receiving the report shall notify the others.
- Matters involving the Vice Mayor must be reported to the City Manager, the City Attorney or the Mayor. Upon receipt of a report by either of the foregoing individuals, the person receiving the report shall notify the others.
- Matters involving the City Attorney must be reported to the City Manager or the Mayor. Upon receipt of such a report by the Mayor, the Mayor shall notify the Vice Mayor. Upon receipt of such a report by the City Manager, the City Manager shall notify the Mayor and the Vice Mayor.

Reports of known or suspected fraudulent acts or financial irregularity received from a individual other than those who are covered by this policy will be forwarded to the appropriate officials, as provided above, and investigated as provided in this policy.

17.5. Investigation and Follow-up

Upon receiving a report of known or suspected fraudulent acts or financial irregularities, the person or persons receiving the report will take the following steps:

- If the matter involves an employee (other than the City Manager) or volunteer, the matter shall be investigated and addressed.

- If the matter involves a consultant, contractor, vendor or the City Attorney, the City Manager shall make an initial review and, if the report is verified, the matter shall be dealt with in accordance with the applicable provisions of any contract or other legal remedies to which the consultant, contractor, vendor or attorney is subject.
- If the matter involves a violation of any criminal law or ordinance, and if the City Manager determines that there is good cause to proceed, the City Manager shall refer the matter to the appropriate law enforcement officials.
- If the matter involves an elected official, the City Manager, the Mayor, the Vice Mayor and the City Attorney shall make an initial review and evaluation of the report (provided, that if the matter involves either the Mayor or the Vice Mayor, the person involved shall not participate in any investigation) and, if they determine there is good cause to proceed, then the City shall; (1) if the matter involves a violation of the Oregon Government Ethics Laws or any rule, regulation or order of the Oregon Ethics Commission, refer the matter to the Oregon Ethics Commission; and (2) if the matter involves a violation of any criminal law or ordinance, refer the matter to the appropriate law enforcement officials.
- If an individual is uncertain whom to report to under this policy, they may report the matter to the Human Resources Manager or City Attorney, who will ensure it is directed appropriately.

An initial review of any matter reported above concerning the City Manager, an elected official, or a consultant, contractor, vendor or the City Attorney need not require a full investigation with review of evidence and interview of witnesses, but shall be limited in scope to the determination whether or not there is good cause to proceed, and shall be conducted, as far as possible, in such a manner as not to taint, impair or prejudice any subsequent ethics or criminal investigation. The person or persons who receive a report of a matter and who conduct an initial review may notify the person against whom the report has been made; but they need not do so if there is reason to believe that such notification could taint, impair or prejudice a subsequent ethics or criminal investigation, lead to the destruction or loss of evidence, or for other good cause.

If an investigation determines that there has been some irregular conduct or misconduct, but that such irregularity or misconduct does not merit referral to law enforcement officials or the Oregon Ethics Commission for further investigation and prosecution, the person or persons conducting the investigation, as provided above, may recommend appropriate corrective action. All investigations are considered part of the audit process, and the working papers will be kept confidential, in

accordance with and subject to state law and administrative rules including Oregon Public Records Law.

All individuals will cooperate with the investigative process under this policy and with law enforcement agencies and the Oregon Ethics Commission in the investigation of any complaint under this policy. Unless otherwise directed or authorized, all persons involved in an investigation under this policy will keep the investigation, and all information relating to the investigation, confidential. If a party conducting an investigation under this policy is contacted by the subject of the investigation, or a person on the subject's behalf, the person contacted will respond that he or she is "not at liberty to discuss this matter."

17.6. Protection from Retaliation

Employees who identify themselves and make a good faith report of a known or suspected fraudulent act or financial irregularity are protected from retaliation to the extent provided by law. Applicable protections include those set forth in [ORS 659A.199](#) and [ORS 659A.200 - 659A.224](#), as applicable.

Contractors are protected from retaliation by the City for reports made under this policy, but not from retaliation by their own employer unless contractually stated.

For more information regarding City policies against retaliation review **Section 5.2: Whistleblower Act / Anti Retaliation**, starting on *page 26* and **Section 5.4.4 General Information**, starting on *page 29*.

17.7. Reporting to Law Enforcement and the Oregon Ethic Commission

Nothing in this policy shall prohibit any person from reporting any known or suspected fraudulent act or financial irregularity directly to the appropriate law enforcement officials or the Oregon Ethics Commission (OEC); and an employee who makes such a direct report shall be entitled to whistleblower protections to the extent provided under applicable provisions of [ORS chapter 659A](#).

17.8. Notice of Employees - Distribution

All City employees, volunteers and elected officials will be expected to review a copy of this policy. All newly hired employees and newly appointed volunteers will be provided with a copy as part of their orientation and are required to provide written acknowledgment upon receipt of the policy, which will be retained by the Human Resources Department. A copy of this policy will be made available to

contractors, vendors, consultants or other interested parties via the [City's Website](#) and attached as an appendix to this handbook; **Appendix FP1**.

18. Separation of Employment Relationships

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

18.1. Separation / Termination

The City of Baker City takes many steps to avoid the dismissal of an employee. Each employee should review **Section 7: Disciplinary Action Policy**, starting on *page 80*. The *Disciplinary Action Policy* covers the process in which the Administrative team handles noncompliance with policy and employee expectations.

If an employee of the City receives counseling for non-conforming behaviors, and growth and development is not realized, the employee may be subject to dismissal. In any case of dismissal, the City will review the information and determine if any other steps could be taken to help provide structure and opportunity to allow an employee to succeed. This review will be conducted by the City Manager, the Human Resource Manager, along with any other applicable supervisory or management staff. It is at the City Manager's discretion to determine what is in the best interests of the City and the Staff.

If a dismissal occurs, the City Manager and Human Resource Manager will meet with the subject employee and their union representative (if applicable) and explain the City's Decision for dismissal. Once the City has communicated to the employee its intent in writing to separate the employment relationship, that decision will be final unless extenuating circumstances become known to Management staff.

All staff dismissed are entitled to payment of accrued paid time (Vacation and compensatory time). No employee is entitled to the payment of accrued sick leave upon separation of employment whether voluntarily or involuntarily. It is the employee's responsibility to communicate with the City of Baker City their current address if any paperwork or W-2's are owed to the employee. All documentation will be mailed to the employee's last known address.

18.2. Separation while on Probation

The City implements a probationary period for all employees. The probationary period for Baker City is six (6) months. During that time all employees are at-will and can be dismissed for any reason as long as that reason is not unlawful. During the

probationary period the employee will be trained and evaluated to determine if the employee is a good fit for the City and City is a good fit for the employee.

During the probationary period the employee is entitled to receive training on how to complete their duties. It is the responsibility of the employee to communicate any noted deficiencies or concerns based on knowledge. It is the supervisor's responsibility to monitor any probationary employee and provide effective instruction and training that will provide the employee with an ample opportunity to grow and develop in their position.

If a probationary employee is not meeting the expectations and performance criteria of the position, it is the supervisor's responsibility to meet with the probationary employee and document any and all concerns. Continued documented concerns an a lack of visualized performance will lead to a probationary employee being dismissed.

Any probationary employee dismissed is not entitled to any payment of accrued paid leave time (sick, vacation). Probationary employees are entitled to the payment of all earned compensatory time.

18.3. Layoffs

It is the City's desire to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where the City may need to make such reductions. Depending upon the circumstances, the City 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:

- The City's financial health, or anticipated financial health
- Department, location, or job
- Job knowledge, skill and ability to do the required work
- Possession of licenses, registrations and or certifications required by the job
- Demonstrated willingness to go the extra mile for the City, coworkers and customers
- Efficiency of the City's operation.

Evaluation of these factors is at the discretion of the City Manager 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

practical at the time of lay-off, the City may provide outplacement services on a limited basis. The City 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.

Layoff Statutes, Regulations and Policy:

- **WARN Act Compliance:** The WARN Act requires a 60-day notice period for mass layoffs. The City of Baker City will comply with this notice period prescribed in the WARN Act if the City has determined to lay off more than 30% of staff due to economic hardship.
- **Final Pay:** Upon layoff the City shall pay all wages due to the employee no later end of business on their final day. All wages and accrued paid leave will be issued upon layoff. If an employee chooses, they may request postponement of their accrued vacation and compensatory time for up to 6 months during the layoff period. After six (6) months the layoff will be deemed final, and all wages will be paid.
- **Employee Notification:** Any layoff occurring in the City will result in a written notice provided to the employee(s) a minimum of at least 15 days prior to the effective layoff date where the notice details the official layoff date, service credit, and options like "bumping" (displacing) lower-seniority employees in the same role.
- **Support Services:** If the City has to enact a layoff, the City will work with local agencies to offer assistance with job training, job search, and transition planning.

18.4. Resignations

If an employee chooses to resign or retire, it is anticipated that they will give the City as much notice as possible, preferably a minimum of two weeks. When giving the two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If the use of accrued paid leave is requested, management will review the City's needs and make a decision whether to grant or deny the leave. If previously approved leave has been granted during the notice period, an employee is entitled to take that leave even if it occurs during an employee's notice period.

If an employee does not give two-weeks' notice of their intent to leave the City, the employee will not be eligible for re-employment at a later date. Employees who miss two or more consecutive workdays without contacting their immediate supervisor

are typically considered to have resigned from employment, unless extenuating circumstances prevented the employee from reporting the absences.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their manager before making a final decision. Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to their Manager on or before their last day of work. The employee may only withdraw a resignation at the discretion of the City Manager.

18.5. Reference Policy

All requests for references or recommendations must be directed to the Human Resource Manager. Only the City Manager and the Human Resource Manager are authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing any form of recommendations references including on such sites as LinkedIn or using any other website on the internet to discuss current or former employee's performance.

By policy, the City discloses only the dates of employment and position(s) held of former employees. If an employee is terminated for cause and a reference requests additional information, no additional information shall be given unless the City has prior authorization to do so or where to withhold information would result in the City of Baker City being negligent.

If a former employee wishes the City of Baker City to be more expansive in their reference, they may authorize the City to disclose additional information; this authorization must be received in writing.

18.6. Retirements

The City of Baker City is honored to have employees serve their final or whole tenure with the City of Baker City. If an employee retires where they are gainfully employed, the City will apply up to \$420 towards their retirement. The payment of \$420 is considered a gift and will comply with [ORS Chapter 244](#). The City may use the funds available to pay for modest retirement party expenses like food or a venue as a form of public recognition.

Any employee who is in the categories below must complete a Statement of Economic Interest (SEI):

- Elected City officials
- Members of City planning, zoning, or development commissions

- Managers or principal administrators of the City (Department Heads)

If an employee needs to complete an SEI, they may access the resources following the embedded links below:

- [SEI E-Filing System](#)
- [SEI E-Filing Training](#)
- [SEI Records](#)

To be eligible for a City funded retirement party an employee must serve three (3) years for partial funding and five (5) years to receive a City allocation of \$420. Employees serving a minimum of three (3) years are entitled to \$336 or 80% of the max allowable expense and an employee with four (4) years are entitled to \$378 or 90% of the max allowable expense funded towards a retirement celebration. All retirement celebrations must be approved by the City Manager. If the City Manager determines the City is unable to bear the cost, the City Manager will meet with the employee and explain the circumstance resulting in the decision.

Any employee may request to waive a retirement party where they are eligible to receive one, and the City will acknowledge and respect any such request.

18.7. Exit Interviews

An exit interview may be scheduled with the Human Resources Manager or their designee when an employee leaves the City. The interview provides an opportunity for departing employees to share constructive feedback, highlight positive experiences, and address any unresolved issues before departure, and allows the City to gather candid input for continuous improvement.

Departing employees are encouraged to participate in an exit interview. All feedback is valued and will be used to enhance City policies, programs, and operations.

- **Process**
 - 1) **Scheduling:** The exit interview will be scheduled prior to the employee's last day, at a mutually convenient time.
 - 2) **Conduct:** The interview may be conducted in person or via an alternative method, and may be documented (with the employee's consent) for internal review.
 - 3) **Topics:** Feedback may cover job duties, supervision, work environment, policies, benefits, training, and suggestions for improvement.
- **Transition Information**
 - 1) Before the last day of employment, exiting employees will receive information to assist with transition, including benefits continuation of

rights and responsibilities, COBRA rights if applicable, final paycheck timing, and any other post-employment steps.

- **Confidentiality and Respect**

- 1) Feedback provided in the exit interview will be treated respectfully and confidentially to the extent possible, consistent with legal and policy requirements.

- **Follow-Up**

- 1) Summaries of recurring themes may be reported to appropriate City leadership to inform policy and process improvements, while individual responses remain confidential unless the employee consents to share.

19. Summary

The City looks forward to your participation on our team. The success of the City depends on the cooperation and contribution of all City employees. The City wants to continue to provide a workplace that is professional, healthy, and conducive to a positive work environment.

The Employee Handbook is developed to be comprehensive in nature, although this handbook may not cover all areas of interest to an employee of Baker City. The City does retain the right to change the handbook and policies within the handbook at any time with notice to the employees. All changes made to the handbook will be proposed to, and approved by, the City Council prior to implementation.

20. Definitions

This section of the Employee Handbook is used to aid in transparent communication. The Employee Handbook uses language that may have multiple definitions; to aid in clarity the following section is a composition of definitions that define language based on its applied use throughout the Employee Handbook. This section may not be a comprehensive list of all complex verbiages found throughout the Employee Handbook.

If any employee feels that they don't understand the use of a term or expression from within the handbook, they should seek clarification from the Human Resource Manager or the City Manager immediately. Failure to seek clarification does not release an employee from the requirements to adhere to the policies listed within the handbook as the document is made available, employees are expected to read and review the document and agree that they have a comprehensive understanding of the Employee Handbook prior to employment. Any language requested to be clarified will be added on an annual basis during the specified revision period, if the need for the added definition is deemed necessary for purposes of interpretation and understanding.

- ❖ **Accountability:** Employees take ownership of their actions, decisions, and results, being answerable for outcomes, both good and bad, which involves transparently delivering on commitments, admitting mistakes, learning from them, and actively solving problems, while critically thinking out how their actions may appear and understanding the potential results while maintaining alignment with management's expectations and adherence to policy. **Accountability** is fostered by management setting clear expectations, providing resources, and promoting a culture of trust and open communication.
- ❖ **Administrative Authority:** The employer keeps inherent rights to determine mission, budget, and structure, duty assignments, right to discipline, but must negotiate implementation details that affect employees (e.g., staffing levels, work assignments).
- ❖ **CBA:** A CBA is a *Collective Bargaining Agreement*, which is a formal contract between a labor union and an employer that sets wages, hours, benefits, and working conditions for employees along with other allowances and employment rules.
- ❖ **CBU:** A CBU is a *Collective Bargaining Unit*, often just called a bargaining unit, which is a specific group of employees who share similar job functions, interests, and working conditions, allowing them to be represented together by a single labor union for collective bargaining with their employer to negotiate wages, benefits, hours, and work rules. Essentially, it's the defined set of employees (like production staff, nurses, or office workers) that the union legally represents to negotiate a contract (CBA) with management.
- ❖ **Conditional Employment Phase:** The *conditional employment phase* is when a prospective employee receives a conditional offer of employment where the employee must submit to the requirements listed in the conditional offer such as: pre-employment background checks and drug screening.
- ❖ **Confirmed Status:** Is a classification given to an employee when an employee completes their probationary period. Confirmed Status does not constitute a guaranteed employment contract or release an employee from meeting any and all requirements of an employee's designated position. Confirmed Status does allow an employee classified under a represented status to receive all rights, benefits, and protection from the CBU without administrative restriction.
- ❖ **Continuing Education Units (CEU):** Is a measured standard of non-credit professional development opportunities where an employee has received a certain number of CEU's for a specific number of contact hours where there is proof that a professional has participated in updating their knowledge and skills in relation to the maintenance of a license or certification.
- ❖ **Controlled Substance:** includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including

marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.

- ❖ **ERP Program:** An ERP (Enterprise Resource Planning) program is an integrated business management software that centralizes and automates core processes like finance (accounting, payroll, utility billing), Utility Management, and Human Resources.
- ❖ **Family member:** The definition provided by [BOLI](#) includes:
 - A spouse or domestic partner.
 - A child of an eligible employee or the child's spouse or domestic partner.
 - A parent of an eligible employee or the parent's spouse or domestic partner.
 - A sibling or stepsibling of an eligible employee or the sibling's or stepsibling's spouse or domestic partner.
 - A grandparent of an eligible employee or the grandparent's spouse or domestic partner.
 - A grandchild of an eligible employee or the grandchild's spouse or domestic partner.
 - Any individual related by blood or affinity whose close association with an eligible employee is the equivalent of a family relationship.
- ❖ **Motor Vehicle Record (MVR):** An official document maintained by a state's Department of Motor Vehicles (DMV) that provides a comprehensive history of an individual's driving activity.
- ❖ **Overtime Accrual Rate:** Where an employee receives a benefit for extended hours worked where the benefit is 1.5 hours earned for each hour worked. (e.g. 4hrs worked = 6hrs earned)
- ❖ **Personal Protective Equipment (PPE):** Is wearable gear and clothing designed to minimize exposure to hazards that can cause serious workplace injuries or illnesses.
- ❖ **Protected Activities:** Any actions employees take to assert their rights or report violations under employment laws, shielding them from employer retaliation like firing or demotion; this includes opposing discrimination, participating in investigations (like EEOC claims), requesting disability/religious accommodations, or discussing wages, as long as the employee reasonably believes the action opposes an illegal practice. These activities are legally safeguarded, ensuring employees can speak up about harassment, safety, or unfair practices without punishment.
- ❖ **Probationary Employee:** Any employee regardless of representation who is hired and remains At-Will and has no recourse or appeal if employment is separated by a CBU. Recourse or appeal of separation will be limited to a claim where the City is in violation of Local, State, and Federal employment statutes and regulations.
- ❖ **Protected Characteristics:** Key protected characteristics generally include race, color, religion, sex, national origin, age (often 40+), disability, sexual orientation, gender identity, and genetic information.

- ❖ **Protected Classes:** Race, Color, National origin, Religion, Disability, Sex (includes pregnancy), Sexual orientation, Gender identity, Age, Marital status.
- ❖ **Protected Leave:** A legal right allowing employees to take time off for specific, serious reasons (like medical, family care, or military leave) without fear of losing their job, being demoted, or facing retaliation.
- ❖ **Reasonable Cause:** Is an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy.
- ❖ **Retaliation:** Any act by an employee towards another individual where there is intent to harm, make it more difficult to conduct business or assigned duties, creating a hostile environment, or punishing an employee, or stakeholder due to bias against that individual for participating in a legally protected act.
 - **Internal Retaliation:** When an employer or an employed staff member, particularly one who has authority over another employee, punishes an employee (or applicant) for participating in legally protected activities, like reporting discrimination, harassment, wage theft, or safety violations.
 - **External Retaliation:** When a member of an organization takes negative steps that a reasonable person would find intimidating, dissuasive, or create an additional or irregular burden were the action is taken with the intent of creating a "chilling effect" that discourages future reporting.
- ❖ **Straight Time Accrual:** Where an employee may accrue time such as compensatory time, but the rate of accrual is 1 hour of banked time for 1 hour worked. No added time benefit will apply.

21. Handbook Revisions

To ensure our policies remain current, effective, and aligned with evolving laws, business needs, and employee expectations, we will conduct a formal review of the employee handbook and key policies every two years. This biennial review will assess changes in legal requirements, benefits, safety procedures, work practices, performance and disciplinary processes, and any other areas that impact our workforce. The process will include input from HR, legal, management, and, where appropriate, employee representatives, with opportunities for employees to provide feedback. Any recommended changes will be evaluated, approved by leadership, and communicated to all staff with clear summaries of what has changed and why. This schedule helps us maintain clarity, reduce risk, and support a fair and consistent workplace.

If no changes are proposed the City Manager will add to the council agenda that the City administration has no recommendations for the City Handbook, showing that the City completed a review. This will notice to the City council will occur during a

Baker City Administration
EMPLOYEE HANDBOOK

regularly scheduled meeting accompanying the annual report. All revisions that have occurred will be documented in the chart below.

Record of Baker City Handbook Revisions				
Meeting Dates for Proposed Revisions	Date of Approved Revisions	Resolution	City Manager	Comments
	July 24, 2018	3804	Fred Warner	Change to merit pay information regarding both non-represented employees and represented employees.
	February 2, 2022	3902	Jonathan Cannon	Changes made to staffing positions and vacation accruals.
	September 13, 2022	3916	John France	Change and expansion to the FLSA documented policy.
March 10, 2026 March 24, 2026	March 24, 2026	3985	Barry Murphy	Rewrite and complete revision of the Employee Handbook.

Administrative Approval

Randy Daugherty
City Mayor
City of Baker City
1655 First Street
Baker City, OR 97814
Email: rdaugherty@bakercity.gov

Barry Murphy
City Manager
City of Baker City
1655 First Street
Baker City, OR 97814
Email: citymanager@bakercity.gov

Andrew Crabtree
Human Resource Manager
City of Baker City
1655 First Street
Baker City, OR 97814
Email: humanresources@bakercity.gov

22. Appendices

Any document or form referenced in the Handbook needs to be included in the library. Any additional documents used by the City in relation to employee matters need to be referenced in this library, and most likely should be referenced in the handbook as to its use. The following appendices will be listed by department. All other City documents can be found on the City website under [Document Library](#).

General Administrative Documents:

- Appendix GA1 - City of Baker City Incident Report Form - Feb 2021
- Appendix GA2 - City of Baker City Environmental Health and Safety Program - Feb 2026
- Appendix GA3 - Public Records Request Form - April 2025

Human Resource Documents:

- Appendix HR1 - Release to Work Form - Medical Accommodation - May 2022
- Appendix HR2 - Dog-Work-Authorization-Release - Feb 2026
- Appendix HR3 - Reasonable Suspicion and Observation Report - Feb 2026
- Appendix HR4 - Cybersecurity Policy - June 2019
- Appendix HR5 - FMLA - OFLA - PLO Information Packet - June 2025
- Appendix HR6 - Acknowledgement of Receipt of Protected Leave Forms - Feb 2026
- Appendix HR7 - Protected Leave Request Form - Sept 2025
- Appendix HR8 - Medical Certification of Leave Form - June 2025
- Appendix HR9 - Anti-Harassment and Discrimination Policy - Oct 2024

Finance and Payroll Documents:

- Appendix FP1 - Financial Integrity and Fraud Prevention Policy - Revised Feb. 2026
- Appendix FP2 - Travel Reimbursement Form - Revised Feb. 2026
- Appendix FP3 - Vacation-Comp Sale Form - Jan 2024

Public Works Documents:

- Appendix PW 1 - City of Baker City Employee Accident / Incident Report Form – March 2025



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Budget Changes - Resolution 3987

See Attached Staff Report

February Monthly Financial Report also attached.

**CITY OF BAKER CITY
REQUEST FOR COUNCIL ACTION**

		Type of Action Requested:	
Meeting Date: March 24, 2026	<u> X </u>	Resolution No.	<u> 3987 </u>
Agenda Item:		Ordinance No.	<u> </u>
Agenda Title: Budget Changes for the 2025-26 Adopted Budget		Formal Action/Motion	<u> </u>

Explanation:

City Council may make changes to the 2025-26 budget by resolution for unforeseen grants, casualty losses and to correct classifications of existing categories in the budget per ORS 294.338 and 294.463. The proposed 2025-26 budget changes are as follows:

Resolution No. 3980, adopting the 2025-26 budget, included recognition of \$300,000 in deferred ARPA funds within the Samo Swim Center Maintenance Fund, along with the associated appropriation for the roof replacement project. However, \$150,000 of the deferred revenue remained in the General Fund rather than the Samo Swim Center Maintenance Fund.

This resolution corrects that allocation by recognizing the ARPA revenue in the General Fund and appropriating \$150,000 for General Fund transfers. Correspondingly, the Samo Swim Center Maintenance Fund reflects a \$150,000 reduction in ARPA revenue and an equal increase in transfer revenue.

Additionally, the City received a \$15,000 grant from the Leo Adler Foundation for LAMP Pathway maintenance that was not anticipated during the 2025-26 budget process. Resolution No. 3987 amends the budget to recognize this grant revenue and appropriate the related expenditures within the State and Federal Grants Fund – LAMP III Pathway/Park Department.

Staff Recommendation:

Move to approve Resolution 3987.

Prepared by: Jeanie Dexter



CITY OF BAKER CITY OREGON

MAYOR
Randy Daugherty
COUNCILORS
Roger Coles
Loran Joseph
Helen Loennig
Doni Bruland
Gratton Miller
Randall Schiewe
CITY MANAGER
Barry Murphy

RESOLUTION NO. 3987

RESOLUTION OF THE CITY OF BAKER CITY, OREGON CHANGING BUDGET APPROPRIATIONS IN THE GENERAL FUND, THE STATE AND FEDERAL GRANTS FUND, AND THE SAMO SWIM CENTER MAINTENANCE FUND

WHEREAS, the City of Baker City on June 24, 2025, made appropriations to the various funds of the City by adopting its annual budget, and

WHEREAS, said budget resolution attempted to set forth exactly the amount which would be spent for each category for the entire budget with the exception of unknown expenditures which could not be anticipated at the time of adoption, and

WHEREAS, ARPA deferred revenue recognition in the Samo Swim Center Maintenance Fund needs to be reduced by \$150,000 and replaced with revenue from General Fund transfers; and

WHEREAS, ARPA deferred revenue recognized in the General Fund must be increased by \$150,000, along with a corresponding increase of \$150,000 in General Fund transfers, and

WHEREAS, an unanticipated \$15,000 Leo Adler Foundation grant was received by the State and Federal Grants Funds for LAMP Pathway repairs, and

WHEREAS, ORS 294.338 and 294.463 allows the expenditure of the funds provided a resolution of the governing body authorizing these expenditures is enacted, and

WHEREAS, the City Council has been advised of said circumstances,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Baker City, Oregon that the following modifications are made to the 2025-26 adopted budget:

General Fund (101)		Increase
Transfers – Transfer to Samo Swim Fund		\$ 150,000
ARPA Funds Recognized Revenue		150,000

Samo Swim Center Maintenance Fund (115)		Increase (Decrease)
Revenue – Transfer from General Fund		\$ 150,000
Revenue – ARPA Funds Recognized Revenue		(150,000)

State and Federal Grants Fund		Increase (Decrease)
Revenue		\$ 15,000
LAMP III Pathway/Park Department		15,000

PASSED by the City Council of the City of Baker City, Oregon this 24th day of March 2026.

SIGNED by the Mayor of the City of Baker City, Oregon this 24th day of March 2026.

SIGNED _____
Mayor

ATTEST: _____
City Recorder

City of Baker City
Financial Report for the General Fund
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund/Department	Description	February	YTD	Budget	Percent of Budget	Narrative
REVENUE						
General Fund	Beginning Working Capital	\$ -	\$ 2,593,541	\$ 2,275,000	114.0%	Year-end adjustments are in process. BWC is preliminary.
	Property Taxes	63,750	3,438,582	3,440,000	100.0%	
	Police Generated Revenue	2,387	12,561	23,600	53.2%	Police revenue includes impound fees, court fines, parking violations and Drug Task Force contributions.
	Ambulance	69	2,163	5,000	43.3%	
	Cemetery	15,796	62,682	104,409	60.0%	
	Cemetery Trust Fund Interest Transfers	2,445	22,392	55,000	40.7%	
	Interest	11,235	77,995	125,000	62.4%	The LGIP interest rate changed from 4.1% to 4.0% as of February 12, 2026.
	Generated Power Sales	-	31,194	50,000	62.4%	The Pelton wheel generator was offline for repairs.
	Franchise fees	62,195	526,452	977,500	53.9%	Franchises are received monthly or quarterly.
	Water/Wastewater "Franchise" Fee	37,034	265,326	392,647	67.6%	
	Airport Ground Leases and Gas Tax	3,323	51,931	56,131	92.5%	
	Cigarette/Liquor Taxes/State Sharing	54,455	115,521	296,614	38.9%	State payments are received monthly or quarterly.
	Planning Department Fees	900	3,100	-		
	School Resource Office (SRO) Reimb 5J	-	51,133	101,623	50.3%	5J is billed quarterly.
	Admin Services Indirect Cost	54,618	491,561	715,000	68.7%	
	Fees, Permits and Licenses	2,094	10,469	6,600	158.6%	Includes new street closure and park fees.
	Other Revenue	7,233	37,972	66,200	57.4%	Includes dog releases, property abatement reimb, lien searches, burn permits, and misc. fees.
	Wildfire Grant	-	-	35,000	0.0%	
	TLT Administration Fee	5,605	104,894	200,000	52.4%	30% administration fee based on TLT revenue. The City began receiving July TLT funds in August.
	Leo Adler Grant	-	20,000	25,000	80.0%	
	DLCD Planning Grant	-	-	25,000	0.0%	
	ARPA Funds Recognized	-	150,000			Need to move \$150,000 of ARPA deferred revenue to Sam-O Swim. Budget resolution to come.
	Cares Act - Airport Grant	-	-	23,100	0.0%	
	Public Safety Fee	66,364	444,246	659,000	67.4%	
Total		\$ 389,503	\$ 8,513,715	\$ 9,657,424	88.2%	

City of Baker City
Financial Report for the General Fund
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund/Department	Description	February	YTD	Budget	Percent of Budget	Narrative
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Administration	Personnel Services	\$ 53,861	461,839	\$ 720,087	64.1%	
	Materials and Services	52,375	607,706	770,799	78.8%	
	Capital Outlay - City Hall	-	41,311	50,000	82.6%	
	Transfer to Golf Course Fund 123	-	20,000	20,000	100.0%	
	Transfer to Fund 162 FAA Match	-	10,000	10,000	100.0%	
	Transfer to Sam-O Fund 115-ARPA Funds	-	150,000			Need to move \$150,000 of ARPA deferred revenue to Sam-O Swim. Budget resolution to come.
	Transfer to Economic Dev Fund 177	-	-	15,000	0.0%	
	Contingency	-	-	225,645	0.0%	
	Subtotal	\$ 106,236	\$ 1,290,856	\$ 1,811,531	71.3%	
Police	Personnel Services	\$ 204,812	\$ 1,722,789	\$ 2,627,500	65.6%	
	Materials and Services	18,345	256,766	353,410	72.7%	
	Police Vehicles	-	80,066	70,000	114.4%	
	Subtotal	\$ 223,157	\$ 2,059,621	\$ 3,050,910	67.5%	
Fire	Personnel Services	\$ 124,089	\$ 1,014,672	\$ 1,600,781	63.4%	
	Materials and Services	5,311	178,895	215,296	83.1%	
	Transfer to Fire Equip Reserve Fund 112	-	375,000	375,000	100.0%	
	Subtotal	\$ 129,400	\$ 1,193,567	\$ 1,816,077	65.7%	
Cemetery	Personnel Services	\$ 1,789	\$ 17,972	\$ 34,832	51.6%	
	Materials and Services	12,766	102,733	186,611	55.1%	
	Subtotal	\$ 14,555	\$ 120,705	\$ 221,443	54.5%	
Parks	Personnel Services	\$ 1,823	\$ 18,669	\$ 31,382	59.5%	
	Materials and Services	5,646	60,349	125,516	48.1%	
	Subtotal	\$ 7,469	\$ 79,018	\$ 156,898	50.4%	
Airport	Personnel Services	\$ 2,256	\$ 8,349	\$ 16,799	49.7%	
	Materials and Services	2,856	33,848	74,304	45.6%	
	Capital Outlay	-	-	27,900	0.0%	
	Subtotal	\$ 5,112	\$ 42,197	\$ 119,003	35.5%	
Planning	Personnel Services	\$ 2,999	\$ 5,641	\$ 1,112	507.3%	
	Materials and Services	248	8,832	150,500	5.9%	The City contracted planning services from Baker County until December 2025.
	Subtotal	\$ 3,247	\$ 14,473	\$ 151,612	9.5%	
Hydro Elect Plant	Personnel Services	\$ -	\$ 2,515	\$ 1,832	137.3%	
	Materials and Services	4,302	11,280	16,003	70.5%	High voltage training \$3,500.
	Subtotal	\$ 4,302	\$ 13,795	\$ 17,835	77.3%	

City of Baker City
Financial Report for the General Fund
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund/Department	Description	February	YTD	Budget	Percent of Budget	Narrative
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Community Development	Personnel Services	\$ 9,835	100,686	\$ 129,615	77.7%	
	Materials and Services	14	252	7,500		
	Subtotal	\$ 9,849	\$ 100,938	\$ 137,115	73.6%	
All Departments	Personnel Services	401,464	3,353,132	5,163,940	64.9%	
	Materials and Services	101,863	1,260,661	1,899,939	66.4%	
	Capital Outlay	-	121,377	147,900	82.1%	
	Debt Service	-	-	-		
	Transfers	-	555,000	420,000	132.1%	
	Contingency	-	-	225,645	0.0%	
	Unappropriated Ending Fund Balance	-	-	1,800,000	0.0%	
Grand Total		\$ 503,327	\$ 5,290,170	\$ 9,657,424	54.8%	

City of Baker City
Financial Report for the Enterprise Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
REVENUE						
Water Fund - 104	Beginning Working Capital	\$ -	\$ 4,707,287	\$ 4,631,572	101.6%	Year-end adjustments are in process. BWC is preliminary.
	Water Sales	303,708	2,645,170	3,591,880	73.6%	
	OWRD Grant Proceeds	-	-	93,440	0.0%	
	Interest	14,842	129,118	175,000	73.8%	
	Other Revenue	3,660	116,658	113,375	102.9%	
Total		\$ 322,210	\$ 7,598,233	\$ 8,605,267	88.3%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Water Fund - 104	Water Utility Maintenance	\$ 204,194	\$ 1,607,725	\$ 2,574,908	62.4%	
	Water Utility Construction	20,544	566,141	2,736,961	20.7%	
	Capital Outlay - Equipment	-	80,682	89,600	90.0%	Split costs for compact excavator, trailer, and an ATV.
	Transfer to Samo Fund (115) ARPA Funds	-	150,000	150,000	100.0%	
	Transfer to Central Stores Fund (107)	-	10,000	10,000	100.0%	
	Contingency	-	-	300,000	0.0%	
	IFA Loan Payment	-	123,690	123,690	100.0%	
	Unappropriated Ending Fund Balance	-	-	2,620,108	0.0%	
Total		\$ 224,738	\$ 2,538,238	\$ 8,605,267	29.5%	

REVENUE						
Wastewater Fund - 105	Beginning Working Capital	\$ -	\$ 4,561,660	\$ 4,587,961	99.4%	
	Wastewater Service Charge	225,449	1,526,932	2,017,351	75.7%	
	Interest	16,636	143,482	124,364	115.4%	
	G Street LID Interest/Principal	-	1,998	4,215	47.4%	
	DEQ Loan Proceeds	-	-	2,000,000	0.0%	
	Other Revenue	25	143,219	144,982	98.8%	
Total		\$ 242,110	\$ 6,377,291	\$ 8,878,873	71.8%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Wastewater Fund - 105	Wastewater Maintenance Department	\$ 106,999	\$ 1,065,128	\$ 2,239,466	47.6%	Year-end adjustments are in process. BWC is preliminary.
	Wastewater Construction	20,489	92,919	2,858,801	3.3%	
	Capital Outlay - Equipment	-	74,984	83,200	90.1%	Split costs for compact excavator, trailer, and an ATV.
	Debt Service - DEQ Loan Payment	-	-	46,930	0.0%	Loan payments are deferred until construction is complete.
	Contingency	-	-	750,000	0.0%	
	Unappropriated Ending Fund Balance	-	-	2,900,476	0.0%	
Total		\$ 127,488	\$ 1,233,031	\$ 8,878,873	13.9%	

City of Baker City
Financial Report for the Enterprise Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
REVENUE						
Golf Course Fund - 123	Beginning Working Capital	\$ -	\$ (15,624)	\$ -		Year-end adjustments are in process. BWC is preliminary.
	Miscellaneous Revenue	-	-	-		
	Alora Cost Share	-	-	11,015	0.0%	
	Alora Facility Lease	-	-	5,500	0.0%	
	Transfer from the General Fund	-	20,000	20,000	100.0%	
Total		\$ -	\$ 4,376	\$ 36,515	12.0%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Golf Course Fund - 123	Personnel Services	\$ -	\$ 934	\$ 5,574	16.8%	
	Materials & Services	827	12,961	21,201	61.1%	
	Contingency	-	-	9,740		
	Unappropriated Ending Fund Balance	-	-	-		
Total		\$ 827	\$ 13,895	\$ 36,515	38.1%	

REVENUE						
Building Inspections Fund - 127	Beginning Working Capital	\$ -	\$ 867,792	\$ 750,000	115.7%	Year-end adjustments are in process. BWC is preliminary.
	City Permits	25,880	249,985	236,566	105.7%	
	County Permits	4,838	138,706	321,540	43.1%	
	State Surcharge	2,712	32,172	47,973	67.1%	
	Interest	3,165	28,891	30,000	96.3%	
	Other Revenue	286	421	4,865	8.7%	Includes design review fee.
Total		\$ 36,881	\$ 1,317,967	\$ 1,390,944	94.8%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Building Inspections Fund - 127	Personnel Services	\$ 31,610	\$ 282,511	\$ 501,236	56.4%	
	Materials and Services	4,796	78,650	151,973	51.8%	
	Capital Outlay	-	32,418	50,000	64.8%	New inspection vehicle.
	Contingency	-	-	87,735	0.0%	
	Unappropriated Ending Fund Balance	-	-	600,000	0.0%	
Total		\$ 36,406	\$ 393,579	\$ 1,390,944	28.3%	

City of Baker City
Financial Report for the Special Revenue Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
REVENUE						
State Tax Street Fund - Fund 102	Beginning Working Capital	\$ -	\$ 3,735,681	\$ 3,736,623	99.97%	Year-end adjustments are in process. BWC is preliminary.
	Property Taxes	14,926	804,993	812,500	99.08%	
	State Gas Tax	71,171	488,554	820,224	59.56%	
	Surface Trans Project	125,711	125,711	125,000	100.57%	
	Interest	8,919	105,243	100,000	105.24%	
	HB2017 Cedar Street Grant	-	-	-		
	Other Revenue	400	6,340	16,091	39.40%	
	HB2017 Cedar Street Grant	-	-	1,159,400	0.00%	
	Total Revenue	\$ 221,127	\$ 5,266,522	\$ 6,769,838	77.79%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
State Tax Street Fund - Fund 102	Streets Maintenance	\$ 55,875	\$ 546,640	\$ 1,302,519	41.97%	
	Storm Water Maintenance	12,358	67,837	325,681	20.83%	
	Preventative Maintenance	3,855	1,669,541	3,125,707	53.41%	
	Street Lighting	1,034	64,261	133,114	48.28%	
	Snow and Ice Control	2,832	19,213	147,582	13.02%	
	Street Construction	59	567	8,502	6.67%	
	Capital Outlay - Equipment	-	35,089	39,200	89.51%	Split costs for compact excavator and trailer.
	Contingency	-	-	400,000	0.00%	
	Unappropriated Ending Fund Balance	-	-	1,287,533	0.00%	
	Total Expenditures	\$ 76,013	\$ 2,403,148	\$ 6,769,838	35.50%	
REVENUE, EXPENDITURES & CONTINGENCY						
Transient Lodging Tax Fund - Fund 106	Beginning Working Capital	\$ -	\$ 424,318	\$ 625,500	0.00%	
	City Transient Lodging Tax	18,682	349,645	800,000	43.71%	July transient lodging taxes were collected in August.
	Interest	1,562	13,901	15,000	92.67%	
	Total Revenue	20,244	787,864	1,440,500	54.69%	
	Personnel Services	-	-	10,000	0.00%	
	Materials & Services	36,099	116,577	467,000	24.96%	
	Capital Outlay	-	-	20,000	0.00%	
	Transfer to Golf Fund (135)	-	77,870	77,870	100.00%	
	Transfer to General Fund (101)	5,605	104,894	200,000	52.45%	30% Admin fee transfer.
	Transfer to Park Imp (134)	-	-	200,000	0.00%	Court plaza.
	Unappropriated Ending Fund Balance	-	-	365,630	0.00%	
	Contingency	-	-	100,000	0.00%	
	Total Expenditures	41,704	299,341	1,440,500	20.78%	
REVENUE, EXPENDITURES & CONTINGENCY						
Samo Swim Center - Fund 115	Beginning Working Capital	\$ -	\$ 145,863	\$ 207,070	70.44%	Year-end adjustments are in process. BWC is preliminary.
	Property Tax Revenue	2,132	114,482	130,000	88.06%	
	Interest	326	4,026	16,000	25.16%	
	ARPA Grant Revenue	-	150,000	300,000	50.00%	See Transfer from General Fund.
	Transfer from the General Fund (101) ARPA	-	150,000	-		Budget resolution to come.
	Transfer from the Water Fund (104) ARPA	-	150,000	150,000	100.00%	
	Total Revenue	2,458	714,371	803,070	88.96%	
	Personnel Services	474	20,527	19,560	104.94%	
	Materials & Services	655	47,153	107,399	43.90%	
	Pool Resurface and Roof Replacement	-	538,722	539,977	99.77%	
	Contingency	-	-	136,134		
	Total Expenditures	1,129	606,402	803,070	75.51%	

City of Baker City
Financial Report for the Special Revenue Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
REVENUE AND EXPENDITURES						
Tree City Fund - Fund 129	Beginning Working Capital	\$ -	\$ 3,522	\$ 5,731	61.46%	Year-end adjustments are in process. BWC is preliminary.
	Interest	14	123	175	70.29%	
	OTEC Tree Replacement/Misc Revenue	-	1,200	100	1200.00%	
	Total Revenue	14	4,845	6,006	80.67%	
	Personnel Services	-	-	504	0.00%	
	Materials & Services	-	-	1,500	0.00%	
	Contingency	-	-	1,000	0.00%	
	Unappropriated Ending Fund Balance	-	-	3,002	0.00%	
	Total Expenditures	-	-	6,006	0.00%	
REVENUE, EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Elkhorn Ind. Park - Econ/Community Dev. Fund 177	Beginning Working Capital	\$ -	\$ 697,753	\$ 725,802	96.14%	
	Transfer from General Fund (101)	-	-	15,000		
	Interest	2,147	20,119	25,000	80.48%	
	Total Revenue	2,147	717,872	765,802	93.74%	
	Economic/Community Development	-	30,669	765,802	4.00%	
	Total Expenditures	-	30,669	765,802	4.00%	

City of Baker City
Financial Report for the Internal Service and Capital Projects Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
Internal Service Funds						
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Central Stores Fund - Fund 107	Beginning Working Capital	\$ -	\$ 320,736	\$ 300,000	106.9%	Year-end adjustments are in process. BWC is preliminary.
	Interest	-	203	500	40.6%	
	Sale of Inventory	5,547	127,876	346,450	36.9%	
	Transfer from Water Fund (104)	-	10,000	10,000	100.0%	
	Total Revenue	\$ 5,547	\$ 458,815	\$ 656,950	69.8%	
	Inventory Purchases	-	128,491	225,050	57.1%	
	Contingency	-	-	30,000	0.0%	
	Unappropriated Ending Fund	-	-	401,900	0.0%	
	Total Expenditures	\$ -	\$ 128,491	\$ 656,950	19.6%	
EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
Equip and Vehicle Operations - Fund 108	Beginning Working Capital	\$ -	\$ 907,664	\$ 1,020,562	88.9%	Year-end adjustments are in process. BWC is preliminary.
	Equipment Charge	38,522	417,729	1,016,680	41.1%	
	Miscellaneous Income	120	634	7,000	9.1%	
	Interest	2,554	23,904	20,000	119.5%	
	Total Revenue	\$ 41,196	\$ 1,349,931	\$ 2,064,242	65.4%	
	Personnel Services	22,786	167,428	307,501	54.4%	
	Materials and Services	10,886	174,098	299,630	58.1%	
	Capital Outlay - Equipment	-	190,530	365,000	52.2%	3000 ft/lb Toku Hammer and Dump Truck; PW Vehicle
	Contingency	-	-	250,000	0.0%	
	Unappropriated Ending Fund	-	-	842,111	0.0%	
	Total Expenditures	\$ 33,672	\$ 532,056	\$ 2,064,242	25.8%	

City of Baker City
Financial Report for the Internal Service and Capital Projects Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
Capital Project Funds						
REVENUE, EXPENDITURES, CONTINGENCY & UNAPPROPRIATED ENDING FUND BALANCE						
General Fund - Capital Projects - Fund 109	Beginning Working Capital	\$ -	\$ -	\$ -		
	Seismic Grant	-	5,000	2,400,000	0.2%	
	Total	\$ -	\$ 5,000	\$ 2,400,000	0.2%	
	Materials & Services	\$ -	\$ 14,947	\$ 2,400,000	0.6%	
	Total	\$ -	\$ 14,947	\$ 2,400,000	0.6%	
Fire Equipment Reserve - Fund 112	Beginning Working Capital	\$ -	\$ 552,685	\$ 570,991	96.8%	Year-end adjustments are in process. BWC is preliminary.
	Interest	245	18,052	15,000	120.3%	
	Grants and Donations	-	5,200			Cadet program and other private donations.
	Miscellaneous Income	-	19,000	-		Fire truck sold to Nyssa Fire Dept.
	Transfer from General Fund	-	375,000	375,000	100.0%	
	Total	\$ 245	\$ 969,937	\$ 960,991	100.9%	
	Materials & Services	\$ -	\$ 600	-		
	Capital Outlay - Fire Truck Purchase	-	889,428	\$ 890,000	99.9%	Fire Truck
	Contingency	-	-	70,991	0.0%	
	Total	\$ -	\$ 890,028	\$ 960,991	92.6%	
Golf Course Capital Project - Fund 135	Beginning Working Capital	\$ -	\$ 40,732	\$ -		Year-end adjustments are in process. BWC is preliminary.
	Leo Adler Grant	-	-	40,000	0.00%	
	Interest Income	408	2,807	-		
	Miscellaneous, Gifts and Donations	-	2,400	26,000	9.2%	
	Transfer from TLT Tourism	-	77,870	77,870	100.0%	
	Total Revenue	408	123,809	143,870	86.06%	
	Transfer to Silver's Fund (131)-Interfund Loan	-	-	143,870	0.00%	
	Total Expenditures	-	-	143,870	0.00%	

City of Baker City
Financial Report for the Debt Service and Trust Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Fund	Description	February	YTD	Budget	Percent of Budget	Narrative
Debt Service Fund						
LID Repayment - Fund 110	Beginning Working Capital	\$ -	\$ 81,205	\$ 65,000	124.9%	
	Interest	272	3,941	1,200	328.4%	
	Improvement Dist Assessment	-	2,600	12,300	21.1%	
	Total Revenue	\$ 272	\$ 87,746	\$ 78,500	111.8%	
	Materials and Services	-	225	800	28.1%	
	Unappropriated Ending Fund Balance	-	-	77,700	0.0%	
	Total Expenditures & Contingency	\$ -	\$ 225	\$ 78,500	0.3%	
Wastewater Debt Service - Fund 136	Beginning Cash Reserve	\$ -	\$ 275,000	\$ 275,000	100.0%	
	Unappropriated Ending Fund Balance	\$ -	\$ -	\$ 275,000	0.0%	
Trust Funds						
One Hundred Year Trust - Fund 113	Beginning Working Capital	\$ -	\$ 3,686	\$ 3,680	100.2%	
	Interest	14	123	150	82.0%	
	Unappropriated Ending Fund Balance	\$ -	\$ -	\$ 3,830	0.0%	
Mt. Hope Trust - Fund 114	Beginning Working Capital	\$ -	\$ 515,750	\$ 513,000	100.5%	
	Interest	1,576	14,471	35,000	41.3%	
	Total Revenue	\$ 1,576	\$ 530,221	\$ 548,000	96.8%	
	Interest Transfer to GF	1,576	14,471	35,000	41.3%	
	Unappropriated Ending Fund Balance	-	-	513,000	0.0%	
	Total	\$ 1,576	\$ 14,471	\$ 548,000	2.6%	
John Schmitz Trust - Fund 116	Beginning Working Capital	\$ -	\$ 279,229	\$ 279,000	100.1%	
	Interest	869	7,922	20,000	39.6%	
	Total Revenue	\$ 869	\$ 287,151	\$ 299,000	96.0%	
	Interest Transfer to General Fund	869	7,922	20,000	39.6%	
	Unappropriated Ending Fund Balance	-	-	279,000	0.0%	
	Total Expenditures & Contingency	\$ 869	\$ 7,922	\$ 299,000	2.6%	
Silvers Street Tree Trust - Fund 131	Beginning Working Capital	\$ -	\$ 346,375	\$ 336,317	103.0%	
	Interest	1,100	9,950	40,000	24.9%	
	Transfer from Golf Fund for Loan Payment-Interest	-	-	58,854	0.0%	
	Transfer from Golf Fund for Loan Payment	-	-	85,016	0.0%	
	Total Revenue	\$ 1,100	\$ 356,325	\$ 520,187	68.5%	
	Personnel Services	\$ -	\$ -	\$ 10,801	0.0%	
	Street Trees and Street Tree Planting	1,225	1,225	48,053	2.5%	
	Contingency	-	-	5,000	0.00%	
	Unappropriated Ending Fund Balance	-	-	456,333	0.0%	
	Total Expenditures & Contingency	\$ 1,225	\$ 1,225	\$ 520,187	0.2%	

City of Baker City
Financial Report for the Special Revenue Grant Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Department	Description	February	YTD	Budget	Percent of Budget	Narrative
Playground & Park Improvement - Department 134	Beginning Working Capital	\$ -	\$ 202,896	\$ 240,000	84.5%	Year-end adjustments are in process. BWC is preliminary.
	Interest	1,453	7,775	9,509	81.8%	
	Gifts, Grants and Donations	350,500	350,500	266,800	131.4%	Baker City Downtown Contribution for Court Plaza.
	LGGP Grant	-	-	700,200	0.0%	
	ARPA Grant Revenue	-	150,000	150,000	100.0%	
	Transfer from TLT Fund (106)	-	-	200,000	0.0%	
	Total Revenue	\$ 351,953	\$ 711,171	\$ 1,566,509	45.4%	
	Personnel Services	-	13,717	25,234	54.4%	
	Materials & Services	-	12,682	32,629	38.9%	
	Capital Outlay - Restroom	-	215,018	300,000	71.7%	
	Capital Outlay - Court Plaza	-	337	1,167,000	0.0%	
	Contingency	-	-	41,646	0.0%	
	Total Expenditures	\$ -	\$ 241,754	\$ 1,566,509	15.4%	
FAA Airport - Department 162	Beginning Working Capital	\$ -	\$ (49,580)	\$ 45,366	0.0%	Year-end adjustments are in process.
	BIL Grant	-	-	431,000	0.0%	
	FAA Grant	45,157	110,946	265,000	41.9%	
	COAR Grant	-	6,228	26,250	23.7%	
	Transfer from GF - FAA Grant Match	-	10,000	10,000	100.0%	
	Total Revenue	\$ 45,157	\$ 77,594	\$ 777,616	10.0%	
	Materials & Services	-	42,904	777,616	5.5%	
	Total Expenditures	\$ -	\$ 42,904	\$ 777,616	5.5%	
Comm Dev Projects - Department 166	Beginning Working Capital	\$ -	\$ 122,789	\$ 94,000	130.6%	
	Interest	387	3,538	3,000	117.9%	
	HUD Repayments	-	250	300	83.3%	
	Total Revenue	\$ 387	\$ 126,577	\$ 97,300	130.1%	
	Big Deal Grants	-	500	5,000	10.0%	
	Unappropriated Ending Fund Balance	-	-	92,300	0.0%	
	Total Expenditures	\$ -	\$ 500	\$ 97,300	0.5%	
Skateboard Park Project - Department 171	Beginning Working Capital	\$ -	\$ 34,465	\$ 34,398	100.2%	
	Interest	109	992	1,000	99.2%	
	Expenditures	-	-	35,398	0.0%	
Lamp III Project - Department 174	Beginning Working Capital	\$ -	\$ 14,516	\$ 15,516	93.6%	
	Interest	95	567	500	113.4%	
	Grants and Donations	-	15,000	-		
	Total Revenue	\$ 95	\$ 30,083	\$ 16,016	187.8%	
	Materials and Services	-	-	16,016		
	Total Expenditures	\$ -	\$ -	\$ 16,016	0.0%	

City of Baker City
Financial Report for the Special Revenue Grant Funds
Report for the Month Ending February 28, 2026
66.60% of Year Elapsed

Department	Description	February	YTD	Budget	Percent of Budget	Narrative
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BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Cascade Natural Gas Increase

Action Statement

Council can discuss the proposed increase in Cascade Natural Gas rates.

Background

The OR Public Utility Commission is asking for public comment on Cascade Natural Gas' proposed rate increase. The media release is attached.

Analysis

The Baker County Commission recently drafted a letter to send in about the effects of a rate increase on the County's population. The Council can discuss whether it wants to do something similar.

Potential Motions

"I, Councilor _____, move to approve _____."



Media Release

FOR IMMEDIATE RELEASE

Contact: Kandi Young, Public Information Officer
kandi.young@puc.oregon.gov, (503) 551-5290 cell phone

February 25, 2026

PUC SEEKS PUBLIC COMMENT ON CASCADE NATURAL GAS' PROPOSED RATE INCREASE

SALEM, Ore. – The Oregon Public Utility Commission (PUC) will host a virtual public meeting on Tuesday, March 3, 2026, from 6-7 p.m. PST. This meeting gives customers a chance to share their thoughts on Cascade Natural Gas Corporation's proposal to raise customer rates. Earlier that day, PUC staff will hold a virtual workshop from 2-4 p.m. to give customers an opportunity to learn more about the proposed rate increase and ask questions.

Cascade Natural Gas filed a request with the PUC to increase the amount of money it collects from customers by \$16.4 million or 15.82 percent. If the request is approved, a typical residential customer using an average 59 therms of natural gas per month would see their bill increase by about \$11.07 (from \$63.63 to \$74.70 per month). Actual bill changes will vary depending on customer type (residential, commercial or industrial), how much gas is used, and the rate each customer pays.

Cascade Natural Gas reported the increase is needed to pay for system safety and reliability improvements, and growing operations and maintenance costs.

This is the company's first general rate case since 2020. The filing is undergoing a nearly year-long review by the PUC, the Oregon Citizens' Utility Board, and other stakeholders. This public meeting is part of the review. The PUC Commissioners will make a final decision in October of this year. The Commissioners may approve or modify Cascade Natural Gas' request and will only approve rate increases if fully justified by the company. Any new rates would take effect October 26, 2026.

Informational Workshop

When: Tuesday, March 3, 2026, from 2-4 p.m. PST

This virtual/phone-in workshop provides an opportunity to learn about Cascade Natural Gas' proposal and ask questions of PUC staff. This session is informational only; public comments will not be taken.

Zoom link and phone-in details: <https://bit.ly/4s1tjTk>

Ways to Comment

Community members can share their comments on Cascade Natural Gas' rate request in several ways.

Comment at the virtual public meeting

When: Tuesday, March 3, 2026, from 6-7 p.m. PST

This meeting may run past 7 p.m. to allow more people to comment. The Commission will work to provide an opportunity to comment for those who join before 7 p.m. The meeting will end at 7 p.m. if no members of the

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public are waiting to speak. To ensure time to comment, please join as close to 6 p.m. as possible. This event will not be livestreamed.

Zoom link and phone-in details: <https://bit.ly/4kRYXQQ>

Spanish translation services are offered at no charge for community convenience. To access translation services, sign in to Zoom and choose English or Spanish at the bottom of the screen. Translation is not supported for participants joining by phone.

Other ways to comment

Please submit comments by June 15, 2026, using one of the following options:

- [Public Comment Form online](#)
- Email: PUC.PublicComments@puc.oregon.gov
- Phone: 503-378-6600 or 800-522-2404 (all relay calls accepted)
- Mail: Oregon Public Utility Commission, Attn: AHD – UG 525, PO Box 1088, Salem OR 97308-1088

Stay Informed

To receive updates and public documents related to this case, request to be added to the distribution list. Email puc.hearings@puc.oregon.gov or call 503-378-6678. Please include Docket No. UG 525 in the request.

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The Oregon Public Utility Commission (PUC) regulates customer rates and services of the state's investor-owned electric and natural gas utilities, including Portland General Electric, Idaho Power, Pacific Power, Avista, Cascade Natural, and NW Natural. The PUC also regulates landline telephone providers and select water companies. The PUC's mission is to ensure Oregonians have access to safe, reliable, and fairly priced utility services that advance state policy and promote the public interest. We use an inclusive process to evaluate differing viewpoints and visions of the public interest and arrive at balanced, well-reasoned, independent decisions supported by fact and law. For more information about the PUC, visit oregon.gov/puc.



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Council Committee Updates



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: City Manager / Director Updates



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: City Council Comments



BAKER CITY, OREGON

MAYOR:

Randy Daugherty

COUNCILORS

Roger Coles

Loran Joseph

Helen Loennig

Doni Bruland

Gratton Miller

CITY MANAGER

Barry Murphy

Date: March 24, 2026

Subject: Adjourn
