



EMPLOYEE HANDBOOK

UPDATED: January 15, 2025

| | |
|---|----|
| Contents | |
| INTRODUCTION..... | 1 |
| Mayor and City Council..... | 2 |
| SECTION 1 RESPECTFUL PLACE TO WORK..... | 7 |
| 1.1 Open Door Policy | 7 |
| 1.2 Respectful Place to Work..... | 7 |
| 1.3 Employee & Labor Relations..... | 7 |
| 1.4 No-Harassment & Discrimination | 8 |
| 1.5 No-Bullying..... | 8 |
| 1.6 Disability Accommodations..... | 9 |
| 1.7 Pregnancy Accommodation..... | 9 |
| 1.8 Religious Observance Leave and Accommodation | 10 |
| 1.9 Reporting Improper or Unlawful Conduct – No Retaliation | 10 |
| 1.10 Policy Against Retaliation:..... | 11 |
| SECTION 2 WORKPLACE EXPECTATIONS..... | 11 |
| 2.1 Appearance and Clothing..... | 11 |
| 2.2 City Identification Badge..... | 12 |
| 2.3 Workplace Relationships..... | 12 |
| 2.4 Tobacco-Free Workplace | 12 |
| 2.5 Confidential City Information | 13 |
| 2.6 Pets in the Workplace | 13 |
| 2.7 Criminal Arrests and Convictions..... | 13 |
| SECTION 3 CLASSIFICATION | 14 |
| 3.1 Employee Classification | 14 |
| 3.2 Position Review..... | 15 |
| 3.3 Probationary Period | 15 |
| 3.4 Performance Assessments..... | 16 |
| SECTION 4 HOURS OF WORK, OVERTIME & WORKING CONDITIONS | 16 |
| 4.1 Hours of Work..... | 16 |
| 4.2 Overtime (Non-exempt)..... | 16 |
| 4.3 Exempt Employee - Hours Management..... | 17 |
| 4.4 Meals and Rest Breaks | 17 |
| 4.5 Rest Periods for Expression of Breast Milk | 18 |
| 4.6 Alternative Work Schedules..... | 18 |
| 4.7 Telework..... | 18 |

4.8 Reporting Changes to an Employee’s Personal Data 18

4.9 Interview Time 19

4.10 Travel Time..... 19

SECTION 5 COMPENSATION..... 19

5.1 Statement Regarding Pay Practices 19

5.2 Payday and Pay Period..... 20

5.3 Compensation 20

5.4 Additional Pays..... 20

5.5 Recovery of Overpayment to Employees 21

SECTION 6 EMPLOYEE BENEFITS..... 21

6.1 Medical, Dental, and Vision Insurance..... 21

6.2 Employee Assistance Program 22

6.3 Tuition Reimbursement 23

6.4 LTD Buss Pass Reimbursement Program 23

6.5 HRA VEBA Plan 23

6.6 Retirement Benefits 23

6.7 FireMed Ground Coverage Benefit 24

SECTION 7 TIME OFF 24

7.1 Attendance..... 24

7.2 Vacation 25

7.3 Paid Time Off..... 25

7.4 Holidays..... 26

SECTION 8 LEAVES OF ABSENCE 26

8.1 Sick Leave 26

8.2 Oregon Sick Time Leave 27

8.3 Family Medical Leave 27

8.4 Oregon Family Leave..... 28

8.5 Paid Leave Oregon Insurance..... 29

8.6 Leave of Absences..... 29

8.7 Compassionate Leave 30

8.8 Jury Duty & Witness Leave..... 30

8.9 Crime Victim Leave 31

8.10 Domestic Violence Leave and Accommodation..... 31

8.11 Military Leave..... 31

8.12 Leave Donation 31

SECTION 9 WORKPLACE SAFETY 32

 9.1 Safe Work Partnership 32

 9.2 Violence-Free Workplace 32

 9.3 Pepper Spray 32

 9.4 Hearing Conservation..... 32

 9.5 Heat Illness Prevention 33

 9.6 Wildfire Smoke Exposure 33

 9.7 Hazard Communication 33

 9.8 Alcohol/Drug Use, Abuse, and Testing 33

 9.9 DOT-CDL Substance Abuse Testing..... 34

SECTION 10 EMPLOYEE ILLNESS & INJURY 34

 10.1 Workers’ Compensation & Time-Loss Benefits 34

 10.2 Overlap with Other Laws 35

 10.3 Non-Occupational Injuries or Illnesses 35

 10.4 Return to Work 35

 10.5 Early Return-to-Work Program 35

 10.6 Contagious Illness 36

SECTION 11 CITY VEHICLES & DRIVING..... 36

 11.1 Driver Eligibility 36

 11.2 Use of City Vehicle 37

 11.3 Personal Vehicle Use..... 37

 11.4 Mileage Reimbursement..... 37

 11.5 Mobile Device Use While Driving..... 37

SECTION 12 MOBILE DEVICES AND TECHNOLOGY..... 38

 12.1 Acceptable Use of City Network Services and Computing Devices 38

 12.2 Information & Cyber Security 39

 12.3 Use of City IT Equipment at Home..... 39

 12.4 Mobile Devices..... 39

 12.5 Employee Use of City Provided or Personal Mobile Devices..... 40

 12.6 Mobile Devices, Public Records and Electronic Discovery..... 40

 12.7 Employee Use of Mobile Devices with Cameras..... 41

 12.8 Dialing 911 Using a City Phone or Softphone Application 41

 12.9 Email Signature & Out of Office Notification..... 41

SECTION 13 SOCIAL MEDIA 41

 13.1 Personal Use of Social Media..... 41

13.2 Official Use of City Social Media 42

SECTION 14 ETHICS 42

14.1 Ethics 42

14.2 Standards of Conduct..... 42

14.3 Political Activity..... 43

14.4 Gifts & Gratuities..... 44

SECTION 15 INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES..... 44

15.1 Investigations 44

15.2 Corrective Action 45

15.3 Grievances: Non-Union..... 45

15.4 Workplace Inspections — No Right to Privacy or Confidentiality 45

SECTION 16 HIRING EMPLOYEES & USE OF VOLUNTEERS..... 46

16.1 Equal Employment Opportunities..... 46

16.2 Recruitment and Selection..... 46

16.3 Background Checks 46

16.4 Hiring of Family Members..... 47

16.5 Use of Volunteers..... 47

SECTION 17 EMPLOYEE SEPERATION & LAYOFFS 47

17.1 Retirement or Resignation from Employment..... 47

17.2 Release of Employee Information..... 48

17.3 Layoff and Recall 48

SECTION 18 CITY FACILTIES & PROPERTY..... 48

18.1 Building and Facility Access..... 48

18.2 City Facility Use 48

18.3 Emergency Facility Closure 49

18.4 City Hall Evacuation and Fire Safety Plan..... 49

18.5 City Facility Code of Conduct & Trespass Procedure 49

SECTION 19 PROCURMENT AND PURCHASING 51

19.1 Procurement Checklist..... 51

19.2 Purchasing Guidelines..... 52

19.3 Travel Reimbursement..... 52

SECTION 20 RECORD REQUESTS & MANAGEMENT..... 52

20.1 Records Management..... 52

20.2 Record Retention & Destruction..... 53

20.3 Digital Imaging as Official Copy..... 53

| | | |
|------|---------------------------------|----|
| 20.4 | Record Requests | 53 |
| 20.5 | Official Use of City Logo | 54 |

INTRODUCTION

Welcome to the City of Springfield! We're glad to have you on our team. We attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City, you will become a successful member of the City of Springfield's team.

This employee handbook describes, in summary, the administrative regulations that govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements.¹ This handbook supersedes any prior handbooks, written policies, and administrative rules of the City that are inconsistent with its provisions. The handbook is not a substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement (AFSCME, IAFF, IAFF Battalion Chiefs, SEIU/OPEU, and SPA) contradicts or is inconsistent with what is in this employee handbook or related administrative regulations, the collective bargaining agreement provision controls.

This handbook is not a contract of employment between the City of Springfield and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at the City is "at will."

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

¹ The policies stated in this handbook are subject to change at any time by the City with or without prior notice.

Mayor and City Council



Sean VanGordon
Mayor



Michelle Webber
Ward 1



Steve Moe
Ward 2



Kori Rodley
Ward 3



Beth Blackwell
Ward 4



Victoria Doyle
Ward 5



Alan Stout
Ward 6

The **Mayor and City Council** make up the legislative branch of Springfield's City government. Each of the six members of the City Council is elected by citywide vote and represents an area of town called a ward. The mayor is also elected by citywide vote.

The Mayor and City Council members serve without pay as volunteers for four year terms. They set City policy and make decisions regarding ordinances and resolutions, authorizing contracts, setting City goals, and adopting the City's annual budget. The Mayor and City Council also appoint the City Manager, City Attorney, Municipal Court Judges, and many residents to serve on advisory committees. The Mayor and City Council guide the City staff to provide high quality, cost effective services to the residents of Springfield.

City Hall: Department Information



City Manager’s Office (CMO)/Mayor’s Office

Responsible for: directing and coordinating citywide policies and objectives set by the Mayor and City Council.

Location: South end of City Hall

Phone: (541) 726-3700



City Manager
Nancy Newton



Asst. City Manager
Niel Laudati

City Attorney’s Office

Responsible for: legal analysis and reviewing ordinances, resolutions and agreements and activities to assure compliance with intent, Charter, State, and Federal laws.

Location: East end of City Hall

Phone: (541)744-4061



City Attorney
Mary Bridget Smith

Development and Public Works (DPW) Community Development Division

Responsible for: planning, engineering, building permits, transportation, housing, survey, code enforcement, and business licensing.

Location: SE Quad-Southeast end of City Hall

Phone: Main Line (541) 726-3753



Director
Jeff Paschall

Development and Public Works (DPW) Operations and Maintenance Division

Responsible for: street maintenance, wastewater collections, storm drainage, street trees & landscape maintenance, facility maintenance, emergency management and traffic control maintenance.

Location: 201 S. 18th Street

Phone: Main Line (541) 726-3761



Director
Brian Conlon

Development and Public Works (DPW) Environment Services Division

Responsible for: Protecting Springfield's water resources by managing a stormwater program and providing administration, planning, and capital program development for the regional wastewater program.

Location: NW Quad – Northwest end of City Hall

Phone:

ESD Main Line: (541) 726-3694

MWMC (541) 726-3694

Eugene-Springfield Water Pollution Control Facility (WPCF) main line
(541) 682-8600



Director
Matt Stouder

Finance, Municipal Court, & IT Department

Responsible for: budget and investment management and regulation of rules and guidelines. Promoting and providing access to impartial justice for the resolution of misdemeanors and violations within the City of Springfield.

Location:

Finance and IT: North end of City Hall (ASD)
Courts: 230 4th Street, Springfield, Oregon, 97477

Phone:

Finance: (541) 726-3622
Municipal Court: (541) 726-3748
IT: (541) 736-1023
Extension for IT help and WIFI issues: (541) 726-1234



Director
Nathan Bell

Eugene Springfield Fire

Responsible for: ensuring the safety and wellbeing of all Springfield residents.

Location: 1705 West Second Avenue, Eugene, Oregon, 97402

Phone:

Ambulance Billing Information – (541) 726-3734
FireMed – (541) 726-3636
Fire Prevention Services – (541) 682-5411



Fire Chief
Mike Caven

Human Resources

Responsible for: Employee & Labor Relations, Employee Benefits, Recruitment, Risk Management, and Payroll.

Location: North end of City Hall (ASD)

Phone: (541) 726-3705



Director
Chaim Hertz

Library & Museum

Responsible for: Community Resources, Public Programming, Outreach with schools and organizations, and specifically through the Museum, collecting and preserving local history and making it accessible to the public through exhibits, research, and programs.

Location:

Library: West end of City Hall

Museum: South end of City Hall at 590 Main St.

Phone: (541) 726-3766



Director
Emily David

Police Department

Responsible for: safeguarding life, property, and constitutional rights of the people of Springfield. SPD pursues justice with empathy and respect for everyone in our effort to maintain a safe and secure community.

Location: 230 4th Street

Phone:

Emergency: 911

Non-emergency line: (541) 726-3714

Anonymous Tip Line: (541) 726-3773

Animal Control: (541) 726-3634

Crime Prevention Programs: (541) 726-3731

Lock Out Crime (Free Home Inspections): (541) 726-2323



Police Chief
Andrew Shearer

SECTION 1 RESPECTFUL PLACE TO WORK

1.1 Open Door Policy

The City of Springfield's Open Door Policy is based on our belief that open, honest communication between managers, supervisors and employees should be a common business practice. City managers and supervisors are responsible for creating a work environment where employee input is welcomed and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If an employee has a complaint, suggestion, or question about their job, working conditions, or the treatment received from anyone in the City, they should first be raised with the immediate supervisor. If an employee feels that it is not resolved by the immediate supervisor, or if the issue involves the immediate supervisor, they may request to have the facts or situation reviewed by their next level of leadership. For additional specific provisions, represented employees should also refer to their labor agreements/contracts.

For more information see Administrative Regulation titled "[Open Door Policy.](#)"

1.2 Respectful Place to Work

The City of Springfield is committed to having a positive, diverse, and professional workplace, and will take necessary steps to ensure that the work environment remains productive for employees, customers, contractors, and visitors to the City's worksites. The City does not tolerate:

- Any forms of workplace harassment, or offensive behavior.
- Demeaning statements, threats, or intimidation.
- Unprofessional and discourteous actions or behaviors.
- Any behavior that creates or fosters an unwelcome or abusive work environment.

Harassment, discrimination, and retaliation are prohibited in the workplace, in any work-related setting outside the workplace, or when off-duty conduct creates a disrespectful work environment based on protected status. Every employee shares the responsibility for bringing to the City's attention conduct that interferes with providing a work environment free of harassment, discrimination, and retaliation.

For more information see Administrative Regulation titled "[Respectful Place to Work.](#)"

1.3 Employee & Labor Relations

The foundation of employee relations is consistency, credibility, and fairness. To make this policy work for the benefit of the employees, the unions and management, the following personnel practices must be followed and administered:

- The City shall maintain management's right to manage, and no department will establish practices without prior approval from the Human Resources Director that will affect Management rights.
- Managers and supervisors shall not enter into any side agreements that clarify or supplement the existing labor contract without prior approval of the Human Resources Director.

- All management and supervisory personnel of the City must be familiar with City-wide administrative regulations and the labor contract provisions that affect the employees that they supervise and they must administer those contracts fairly and consistently.
- Disciplinary policies shall be enforced in a progressive and corrective manner.
- Supervisors should respond to complaints as soon as possible.
- All management and supervisory personnel must exercise caution on a daily basis, to avoid establishing practices which may be inconsistent with prior practices.
- Document all decisions, agreements, and enforcement of the present labor agreements.

The City Manager is the Chief Administrative Officer of the City and adopts administrative regulations under the authority of Sections 21 and 25 of the Springfield Charter in addition to the Springfield Municipal Code and other City ordinances and resolutions. The City Manager delegates the overall administration of administrative regulations to the Director of Human Resources. For more information non-represented employees should see Administrative Regulation titled "[Employee & Labor Relations](#)"

1.4 No-Harassment & Discrimination

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

Each member of management is responsible for creating an atmosphere free of harassment, sexual assault, or discrimination. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with Human Resources, any time if they have questions relating to the issues of discrimination or harassment.

For more information see Administrative Regulation titled "[No Harassment & Discrimination.](#)"

1.5 No-Bullying

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. Examples of bullying include:

1.5.1 Verbal Bullying

Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

1.5.1 Physical Bullying

Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.

1.5.3 Gesture Bullying

Non-verbal threatening gestures; glances that can convey threatening messages.

1.5.4 Exclusion Bullying

Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.

1.5.5 Cyber Bullying

Bullying that takes place using electronic technology including devices and equipment such as mobile devices, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

*This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident are expected and should bring the matter to the attention of Human Resources, their supervisor or a member of management as soon as possible.

1.6 Disability Accommodations

The City is committed to assuring equal opportunity in all aspects of employment for qualified individuals with a disability in accordance with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), Section 503 of the Rehabilitation Act of 1973, and state and federal laws. The City is committed to engaging a qualified employee or applicant in a timely, good-faith, disability interactive process and to provide reasonable accommodations as required under the ADA.

For more information see Administrative Regulation titled "[Disability Accommodations.](#)"

1.7 Pregnancy Accommodation

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

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

For more information see Administrative Regulation titled “[Pregnancy Accommodation.](#)”

1.8 Religious Observance Leave and Accommodation

The City respects the sincerely held religious beliefs and observances of all employees. The City will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on the City’s business. Employees may use vacation or Paid Time Off (PTO) for religious holy days or to participate in a religious observance or practice then an employee may request to take unpaid leave if accrued leave is not available. Requests for religious leave or accommodation should be made with Human Resources and may require the requesting employee to provide proof of the “sincerely held” religious belief.

1.9 Reporting Improper or Unlawful Conduct – No Retaliation

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

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

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

1.9.1 Employee Reporting Options:

In addition to what is outlined in the City’s Open-Door Policy, employees who wish to report improper or unlawful conduct should first talk to their supervisor. If the employee is not comfortable speaking with their supervisor, or are not satisfied with the supervisor’s response, they are encouraged to speak with the department director. Supervisors, managers and department directors are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

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

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

1.9.2 Additional Protection for Reporting:

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

For more information see Administrative Regulation titled "[Reporting Improper or Unlawful Conduct.](#)"

1.10 Policy Against Retaliation:

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

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

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

SECTION 2 WORKPLACE EXPECTATIONS

2.1 Appearance and Clothing

It is the policy of the City of Springfield that each employee's clothing, grooming and personal hygiene be appropriate to their work environment and to the requirements of their position. Clothing, including hats and face coverings, should generally be free of logos or slogans with the exception of casual Fridays or City-sponsored events.

While the decision on what is appropriate attire is the responsibility of each employee, management reserves the right to determine the appropriateness of disputed attire. Departments may have their own policies.

For more information see Administrative Regulation titled "[Appearance and Clothing.](#)"

2.2 City Identification Badge

All employees and elected officials of the City will be issued a City Identification Badge on their start date. Badges must be worn visibly at all times while on City premises. Individual work units may exempt individuals from wearing their ID badge if those individuals are required to wear a uniform that clearly identifies them as a representative of the City.

Badges will be programmed to allow access only to areas necessary for the Employee's job function. However, these badges will also allow access to most City Hall areas during normal business hours. Employees must use their badges to enter and exit through access-controlled doors. Employees are strictly prohibited from loaning their badge to others or allowing unaccompanied entry into secure areas by non-City employees.

Badges should not be duplicated or altered in any way. Employees must report lost, stolen, or damaged badges immediately to Human Resources (HR). A replacement fee may be charged as outlined in the procedure section of this policy

For more information see Administrative Regulation titled "[City Identification Badge.](#)"

2.3 Workplace Relationships

We advise our employees to consider any possible conflict of interest before they enter into an emotional and/or physical relationship with a coworker. Employees must inform their direct supervisor when they have entered into an emotional and/or physical relationship with a colleague and keep discussions of personal issues out of the workplace. No person in a supervisory position shall have an emotional and/or physical relationship with an employee whom they directly supervise or whose terms or conditions of employment they may influence (examples of terms or conditions of employment include hiring, promoting terminating, disciplining and compensating).

For more information see Administrative Regulation titled "[Workplace Relationships.](#)"

2.4 Tobacco-Free Workplace

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

City buildings and vehicles are smoke -free areas. Further, the City prohibits smoking in or around City vehicles and equipment or machinery. If you wish to smoke, you must do so outside of City facilities/buildings, only in designated smoking areas. Smoking is not allowed near building entrances;

Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

2.5 Confidential City Information

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

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

2.6 Pets in the Workplace

Employees who own pets may be approved to bring them to their workplace. Having a pet in the workplace is a privilege, not a right. Employees should use non-public entrance points when entering and exiting City facilities with their pet and avoid areas that are commonly open to the general public. The City reserves the right to determine the number and types of animals allowed in the workplace and to deny requests. Employees are asked to be sensitive to coworkers who are allergic to animals and/or feel scared around animals. Employees are required to consult with their supervisor prior to bringing a pet to the workplace.

For more information see Administrative Regulation titled "[Pets in the Workplace.](#)"

2.7 Criminal Arrests and Convictions

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

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

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis. Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

SECTION 3 CLASSIFICATION

3.1 Employee Classification

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

The City classifies employees as follows:

3.1.1 Full-time:

A position which is scheduled for forty hours per week (excluding FLSA 7k exempt positions) for a period longer than six months.

3.1.2 Limited Duration:

A full-time or part-time position which is budgeted for a limited or fixed period of time to allow coverage for specific needs related to grants, one-time funds, and special projects. A limited term position shall not exceed two (2) years except for the extension of grants of funding from outside sources. A limited duration position may be filled by a temporary employee only if the term will not exceed the one year maximum for temporary employees.

3.1.3 Part-time (Benefit eligible):

A position which is scheduled for less than forty hours and twenty or more hours per week.

3.1.4 Part-time (non-benefit eligible):

A position which is scheduled for less than twenty hours per week.

3.1.5 Probationary:

A newly hired or rehired employee who is in a working test period to determine if the employee’s performance meets work-related standards.

3.1.6 Regular:

An employee who has successfully completed their probationary period.

3.1.7 Temporary/Seasonal:

A full-time or part-time position used for meeting emergency, non-reoccurring, and short-term workload needs. These positions are typically not budgeted throughout the fiscal year and will not last longer than twelve months.

3.1.8 Casual:

A casual employee is defined as an employee who works on an irregular and infrequent basis but will work less than 950 hours in a fiscal year.

3.2 Position Review

Positions are classified based on the job's distinguishable characteristic, including the job analysis results and assignment to a grade level. The City retains the right to eliminate, change and establish new classification levels and/or salary grades. In the event a new position is established, or an existing position is changed, the Human Resources Department shall determine the appropriate position classification and pay grade(s).

3.2.1 Reclassification Requests:

A request for review can be made by a department or by an individual employee. The employee or department leadership is encouraged to consult with HR prior to beginning the reclassification process. The request for reclassification must be accompanied by a Position Description Questionnaire (PDQ). The employee may edit their most recent PDQ, highlighting the changes to their position, or complete a new PDQ.

3.2.2 Regrade Request:

The department leadership or the employee may submit a request for a pay grade review. The request should include the Position/Title Review Request form highlighting changes in the relative difficulty, complexity, skills, and decision-making authority and how those changes align with the grade and/or classification progression.

For more information see Administrative Regulation titled "[Position Review.](#)"

3.3 Probationary Period

All position appointments are tentative and subject to a probationary period. The probationary period is a working test period to train and aid the employee in adjusting to the new position and to determine if the employee's performance meets work-related standards. The use of probationary periods is intended as a constructive process to allow the employee to:

- Understand the City, their department, their role, and how these fit together.
- Understand the standards required for their role and to fulfill those standards in full.

The probationary period should allow both the employee and their department leader to assess objectively whether or not the employee is suitable for the role.

For more information see Administrative Regulation titled "[Probationary Period.](#)"

3.4 Performance Assessments

Performance assessments will be done at a minimum on an annual cycle, normally around the employee's anniversary date, for regular-status employees with four (4) or less years of service in the same position. For regular-status employees with more than four years of service, a formal, written performance evaluation is required only once every fourth year. The supervisor may complete a waiver in lieu of the formal evaluation for up to three consecutive evaluations. However, nothing in this policy limits a supervisor's discretion to provide evaluations more frequently.

Performance evaluations are required annually for employees with more than four (4) years of service when any of the following apply:

- The employee has been subject to formal discipline during the prior twelve (12) months;
- The employee has moved to a position in a different classification, whether by reclassification, promotion, demotion or lateral transfer, since their last evaluation;
- The employee has been recalled from layoff within the past twelve months;
- The employee has requested an annual evaluation.

Additional evaluations may be done during an employee's training or probationary period. For more information see Administrative Regulation titled "[Performance Assessments.](#)"

SECTION 4 HOURS OF WORK, OVERTIME & WORKING CONDITIONS

4.1 Hours of Work

The official work week for the payroll cycle begins at midnight on Sunday and ends at 11:59 p.m. Saturday. City offices will normally be open from 8:00 a.m. until 5:00 p.m., Monday through Friday, but each department determines the work schedules and hours for employees as necessary for its operation. Employees are expected to work their regularly scheduled hours or supplement non-worked time with the use of accrued leave. Employees must accurately record all worked time using the record keeping system (i.e. SPR Timecards or CrewSense) in place for the employee's department.

Non-exempt employees as defined by the Fair Labor Standards Act (FLSA) are eligible for overtime or compensatory time off when they have worked in excess 40 hours in any given work-week. It is the City's policy that overtime shall not be worked without prior authorization having been granted by the employee's supervisor.

For more information see Administrative Regulation titled "[Hours of Work.](#)"

4.2 Overtime (Non-exempt)

Non-exempt employees are eligible for overtime or compensatory time off for hours worked in excess of 40 hours in any given workweek. It is the City's policy that overtime shall not be worked without prior authorization having been granted by the employee's supervisor. An employee's supervisor cannot require that an employee take compensatory time in lieu of overtime compensation.

Overtime hours are not guaranteed, and the City retains the right to assign overtime hours at its discretion. The City shall have the right to distribute overtime. Overtime shall be distributed equally, as is feasible, among employees qualified to perform the work required by the overtime assignment.

Overtime will be compensated as either pay or compensatory time off.

For more information see Administrative Regulation "[Overtime \(Non-Exempt\)](#)"

4.3 Exempt Employee - Hours Management

Exempt employees, with limited exceptions, are not eligible for compensation or compensatory time off for hours worked in excess of budgeted FTE status. ***In lieu of overtime eligibility, exempt employees receive an additional week of vacation or paid time off per year.***

Exempt employees are typically expected to be working during the City's normal business hours. The number of hours worked each week may vary to meet the responsibilities assigned to the position. Acceptance of an exempt position with the City constitutes acknowledgement that job responsibilities may require working in excess of 40 hours in a workweek.

Exempt employees have the flexibility to manage their work schedules based on the demands of their roles and the needs of the business. This may include occasional remote work, flexible start and end times, and the ability to adjust work hours as needed to accommodate personal commitments or unforeseen circumstances. Exempt employees are expected to communicate proactively with their supervisor regarding any variances in their schedule.

If an employee believes they are improperly classified, they shall ask for a review of their classification by the Human Resources Department. The question of classification shall be reviewed on a timely basis, and the City will act to correct any errors as soon as possible.

For more information see Administrative Regulation titled "[Exempt Employee - Hours Management](#)"

4.4 Meals and Rest Breaks

As required under Oregon State law, meal period and rest break(s) are required. Meal period and rest break(s) may not be taken together as one break. Meal period and rest break(s) may not be "skipped" in order to come in late or leave early.

Individuals are required to take an uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible.

Individuals are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the individual is relieved of all

duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an individual is required to remain on duty or to perform any tasks during the meal period, the individual must inform his or her supervisor before the end of the shift.

For more information See Administrative Regulations “[Meals and Rest Period.](#)”

4.5 Rest Periods for Expression of Breast Milk

In accordance with State law, the City of Springfield will provide reasonable rest periods to accommodate an employee who needs to express breast milk for their child eighteen (18) months of age or younger for a period of up to 18 months after the birth of a child.

An employee who intends to express milk during work hours must give their department leader a reasonable oral or written notice of their intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

For more information see Administrative Regulation titled “[Rest Period for Expression of Breast Milk.](#)”

4.6 Alternative Work Schedules

Every department may, upon approval of their department director, provide alternative work schedules to employees. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. Possible alternative work arrangements may include, but are not limited to, the following:

1. Compressed work week
2. Flexible working hours (Flextime)
3. Job sharing
4. Reduced work week
5. Telework

Each participating department shall determine which alternative work schedules, if any, are available for employees. Such determinations shall be made based upon the business needs, staffing coverage requirements, hours of operation, etc.

For more information see Administrative Regulation titled “[Alternative Work Schedules.](#)”

4.7 Telework

The City will allow the use of telework in situations where it will be to the mutual benefit of employees, the City, and the City's stakeholders. Telework is not an employee benefit intended to be available to all City employees, rather, it is one of several work options used at the supervisor's discretion such as flexible work schedules and job sharing.

For more information see Administrative Regulation titled “[Telework.](#)”

4.8 Reporting Changes to an Employee's Personal Data

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

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information with bearing on your employment; and
- Tax withholding.

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

4.9 Interview Time

Participating in interviewing and related skill and testing processes for other City positions on City-paid time is allowed when it is not possible to schedule such processes during non-work hours provided you have obtained your supervisor's prior approval to be absent from the work group.

4.10 Travel Time

All time that an employee spends traveling on City business during normal work hours must be compensated; even on weekends. The City does not compensate for travel time that falls outside of the employee's regular hours, except when the employee is required to drive. The act of driving is always considered worked time when the employee travels on City business. Passengers in vehicles outside of their normal working hours are not eligible for compensation.

Employees traveling outside of the state on City business generally only need one travel day to arrive at that destination and one travel day to return home. As such, the City will typically reimburse travel expenses for up to two travel days in total. Additional travel days may be approved on a case by case basis, with approval from the department director.

For more information see Administrative Regulation titled "[Travel Time](#)."

SECTION 5 COMPENSATION

5.1 Statement Regarding Pay Practices

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

5.2 Payday and Pay Period

Employees are paid on a bi-weekly basis. In the event that a regularly scheduled pay date falls on a banking holiday, the last preceding workday shall be the regular pay date in lieu thereof. The City's payroll calendar is available on the City's intranet [Payroll](#) page on Springboard.

Employees are encouraged to have paychecks electronically deposited at a bank, savings and loan association, or credit union. Direct Deposit Authorization information is available in Payroll, Human Resources, and on the Payroll page on the intranet.

5.3 Compensation

The City of Springfield strives to maintain a compensation plan which will:

- 1) Ensure sound stewardship of available resources.
- 2) Provide for payment of salaries comparable to and competitive with those paid for similar positions and services in comparable public agencies.
- 3) Maintain internal relationships between classes based upon internal salary scales to provide the necessary structure for the supervisor/employee relationship;
- 4) Provide for equal pay for equal work without regard to local, state and federally protected classes; and
- 5) Maintain a wage and benefit package that is considered externally competitive (+ or – 5% of the average of the total compensation offered in comparable labor markets for similar work).

The Council shall approve salary range changes for all job classifications used by the City. The City recognizes the legitimate role of collective bargaining in determining compensation for represented employee.

For more information see Administrative Regulation titled "[Compensation.](#)"

5.4 Additional Pays

The City provides additional pay that is not part of an employee's base pay. Such additional pay includes but is not limited to payments for the following assignments and activities in compliance with the Oregon Pay Equity Act:

- Special Assignment Pay

- Cell Phone Stipend
- Bilingual
- Standby
- Public Safety Officer Incentive Pays
- Public Safety Officer Uniform Pay

Represented employees should refer to the appropriate labor agreements. For more information see Administrative Regulation "[Additional Pays](#)."

5.5 Recovery of Overpayment to Employees

The City is entitled to recoup all overpayments of wages or reimbursements made to employees regardless of the cause of overpayment. In the case of overpayment, the City must be able to clearly show that the employee received more than they were due under the agreed-upon wage rate more than the hours actually worked, or more than what should have been appropriately reimbursed.

Upon verification, the City will notify the employee of the overpayment and attempt to work with the employee to develop a mutually agreeable repayment plan. However, should the City and the employee fail to agree on a repayment plan, the City reserves the right to deduct up to 10% of the overpaid funds from the employee's wages each pay period until the City has been fully reimbursed. If an employee should separate from their employment with the City before the overpayment has been fully recovered, the final balance will be deducted from the employee's final paycheck.

The Fair Labor Standards Act (FLSA) considers a wage overpayment as a loan or an advancement of wages. Recoveries of wage overpayments may be deducted from an employee's earning even if such deductions cut into the minimum wage or overtime pay due the employee. Every effort will be made to recover overpayment debts incurred through timekeeping and/or administrative errors.

SECTION 6 EMPLOYEE WELLNESS

6.1 Medical, Dental, and Vision Insurance

All full-time, part-time, and limited duration employees who are budgeted to work twenty (20) or more hours per week are required to enroll in insurance benefits. Provisions of collective bargaining agreements prevail for bargaining unit employees. All part-time employees budgeted to work less than twenty (20) hours per week, temporary and seasonal employees, and temporary employees contracted through an agency are not entitled to insurance benefits. Coverage goes into effect on the first of the month following date of hire or date of hire if it coincides with the first calendar day of the month.

6.1.1 Health Reimbursement Account:

Eligible employees receive a city-funded Health Reimbursement Account (HRA) which provides \$100 per month for single enrollment or \$200 for two party and family and is intended to offset the medical benefit deductible. Employees receive a pro-rated amount for a partial year employment. Unused funds roll over annually.

For Calander Year 2025 City of Springfield employees can earn an additional \$300 by participating in the HRA voluntary Wellness Incentive Program by completing:

- \$100: Complete an Annual Routine Physical (Section 1)
- \$100: Complete a Biometric Screening (Section 2)
- \$100: Complete one other Preventive Wellness Option (Section 3)

[HRA incentive Details](#)

[HRA Incentive Participation Form](#)

6.1.2 *Springfield Wellness Center:*

Eligible employees and enrolled dependents age four (4) and older that are covered under the City Medical Benefit plan are eligible to use the free Wellness Center.

6.1.3 *Life Insurance:*

City-paid basic group life insurance and accidental death and dismemberment for non-represented employees shall be one times the employee's annual salary up to \$200,000.

City paid life insurance for Firefighters and Police Officers as a result of injury or disease sustained during working hours of in the service of a public employer of \$10,000

6.1.4 *Basic Life and Long-Term Disability Insurance:*

City-paid basic group life insurance and accidental death and dismemberment (AD&D) for non-represented employees shall be one times the employee's annual salary up to \$200,000

6.1.5 *Retirement:*

The Oregon PERS program enables Oregon public employers to provide employees with retirement benefits as part of their total compensation package. Retirement benefits and eligibility is based on a tiered benefit system. Eligible employees will be enrolled in one of the retirement programs tiers as administered by PERS. 8.1.2. For additional information please to the PERS website at:

www.oregon.gov/PERS/pages/index.aspx.

For more information see Administrative Regulations "[Employee Benefits](#)."

6.2 **Employee Assistance Program**

The City of Springfield has contracted to provide a confidential Employee Assistance Program (EAP) because personal and work-related problems often become personnel issues that affect the employee's job performance and may potentially have an impact on co-workers and colleagues. The EAP is a comprehensive confidential service designed to assist the employee in addressing personal and professional difficulties. The EAP focuses on identifying problems in their early stages, motivating employees to resolve the problems, and directing employees toward the best assistance available.

All benefit eligible employees and their household members are eligible for six (6) sessions per issue per calendar year.

For more information see Administrative Regulation titled "[Employee Assistance Program](#)" or you can contact Cascade Centers directly at 1-800-433-2320, or at [Cascade Health](#).

6.3 Tuition Reimbursement

The City of Springfield will reimburse an employee for one-half the amount of tuition for approved courses which are deemed job-related by department management and approved by the Human Resources Director. The tuition reimbursement policy is limited by budgetary resources.

The City will reimburse an employee for one-half the amount of tuition for approved courses conducted outside the employee's regular working hours, provided the employee has approval from their department director at least ten days prior to the registration for such course; upon evidence submitted showing satisfactory completion of the course (a "C" grade or better) and the employee is not receiving tuition reimbursement from any other source or program. Finance will pay the requested amount upon approval of the course by the Human Resources Director.

Courses which are only offered during regular working hours may be approved by the department director provided time off can be conveniently arranged and arrangements can be made to make worked hours in the same week.

Normally, the cost of textbooks and/or technical publications required for such courses will be the responsibility of the employee. If the City purchases any of the textbooks and/or publications for such courses, it shall be required to have such items placed in the City or department training library after the employee has completed the course.

6.4 LTD Buss Pass Reimbursement Program

City employees may purchase bus passes at any authorized LTD service center. Monthly bus passes may be purchased by the month or on a three-month discount plan pass that is available at LTD Service Centers. The City will reimburse 60% of the cost of a Lane Transit District (LTD) bus pass.

Employees must submit to finance a completed bus pass reimbursement voucher form and the original receipt for the purchased bus pass. Finance Department will process requests for reimbursement through ACH payment. Employees will be reimbursed on the next check run after approval.

6.5 HRA VEBA Plan

HRA VEBA enables the City to make tax-free contributions upon eligible retirement. The following are eligible contribution sources:

- Sick Leave cash-out
- HRA rollover
- Vacation cash-out
- Paid Time Off (PTO)

For more information see Administrative Regulation titled "[HRA VEBA Plan](#)"

6.6 Retirement Benefits

The City of Springfield offers eligible employees, retirees, and their dependents post-retirement benefit coverage, health insurance with medical stipend, dental insurance, Wellness Center, sick leave payout and VEBA plan options. Specific components of the Benefit Plans are subject to change or termination. For a description of the current Benefit Plans offered, visit the City's Human Resources website.

For more information see Administrative Regulation titled "[Retirement Benefits](#)"

6.7 FireMed Ground Coverage Benefit

FireMed Ground Coverage provides comprehensive emergency medical services. The process for enrollment and reimbursement differs based on the employee's residence within or outside the Eugene Springfield Fire service area. FireMed Services includes:

- Emergency medical response and care.
- Ambulance transport within the service area.
- Coordination of care with local hospitals.

Employees are responsible for determining their coverage area. For more information see Administrative Regulation titled "[FireMed Ground Coverage Benefit](#)"

6.8 Employee Recognition Program

Milestones will be recognized in 5-year increments (i.e., 5, 10, 15, 20, etc.). Regular-status employees who reach 5 years or more of continuous service are eligible for recognition on their individual anniversary date as follows:

| <u>Years of Service</u> | <u>Gift Card Amount</u> | <u>Anniversary Coin</u> |
|-------------------------|-------------------------|-------------------------|
| 5 | \$50 | X |
| 10 | \$75 | X |
| 15 | \$100 | X |
| 20 | \$125 | X |
| 25 | \$150 | X |
| 30+ | \$175 | X |

Employees must be in active status for the entire service year to receive credit for that year. If, for example, an employee's service year runs from April 1 through March 31 of the following calendar year and they leave regular-status City service in February, they do not receive credit for that service year.

SECTION 7 TIME OFF

7.1 Attendance

Punctuality and regular reliable attendance are essential responsibilities of every City employee. Tardiness or absences impact fellow employees, supervisors, and the public. Employees are expected to

report to work as scheduled, on time, and prepared to start work at the beginning of the shift and are expected to remain at work for their entire scheduled shift. An absence may be considered “short notice” or as an “unscheduled absence” when an employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be anticipated. Excessive short notice or unscheduled absences and tardiness may result in discipline. No employee will suffer discrimination or retaliation for requesting or using protected leave as defined by federal or state law.

Employees should follow the notification procedures for their respective departments. If an employee is absent for any reason, they are typically expected to notify their supervisor or designee indicating the reason for the absences prior to the start of their regularly scheduled shift. During absences extending more than one day, the employee is expected to contact their supervisor regularly to keep them updated on their expected return date.

For more information see Administrative Regulation titled “[Attendance.](#)”

7.2 Vacation

Applies to non-represented employees hired before October 1, 2016, and who are not on the PTO plan. Temporary and seasonal employees are not eligible for vacation accrual.

It is the policy of the City of Springfield to provide and grant paid vacation time for rest and relaxation to employees. Part-time employees earn vacation on a prorated basis. Vacation time is accrued on a bi-weekly basis throughout the year and the time taken may not be used in less than 15-minute increments (.25 hours on timecard). Employees are responsible for managing their vacation balances. Vacation leave does not include City observed holidays.

For more information see Administrative Regulation titled “[Vacation.](#)”

7.3 Paid Time Off

Applies to all non-represented employees hired after October 1, 2016, and all non-represented employees who voluntarily opted into the PTO plan.

The City is committed to providing employees with sufficient paid time off (PTO) for rest and relaxation, and to address personal and family medical needs. The City wishes to provide maximum flexibility as to how employees may use accrued time off and therefore believes that a program that consolidates vacation, sick, and floating holiday in one bank is in both the City’s and employees’ best interests. PTO does not include City observed holidays.

Each benefited employee will accrue PTO at bi-weekly increments based on their length of service as defined in the procedure section below. PTO may be used after it is accrued and can be taken in one-minute increments. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, appointments, emergencies, or other situations that require time off from work.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave is taken.

PTO requests that meet the requirements for protected leave reasons cannot be denied. Under the City's Family and Medical Leave administrative regulation all accrued PTO time is taken before the start of the unpaid FMLA/OFLA time.

The first 40 hours of time coded as PTO per year will apply to Oregon Sick Time (OST) and is considered protected leave.

For more information see Administrative Regulation titled "[Paid Time Off \(PTO\).](#)"

7.4 Holidays

It is the policy of the City of Springfield to grant paid days off in recognition of certain holidays. The City recognizes eleven (11) paid holidays each year and one paid Floating Holiday for employees on the Sick/Vacation plan.

| Holiday | Day |
|------------------------------------|-----------------------------|
| New Years Day | January 1st |
| Martin Luther King, Jr.'s Birthday | Third Monday in January |
| Presidents' Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth (SEIU & Non-rep) | June 19 th |
| Independence Day | July 4 th |
| Labor Day | First Monday in September |
| Veterans Day | November 11 th |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Fourth Friday in November |
| Christmas day | December 25 th |

For more information see Administrative Regulation titled "[Holidays.](#)"

SECTION 8 LEAVES OF ABSENCE

8.1 Sick Leave

Unless otherwise provided in a collective bargaining agreement, employees shall, who are not on the PTO Plan, begin to accrue protected sick time from their first day of employment. Sick Leave may not be used until the first day of the pay period after it is earned. The first 40 hours of time coded per year that qualifies under the Oregon Sick Time law, including any leave used for FMLA/OFLA qualifying absences or any leave accruals other than sick leave coded for qualifying absences, will apply to Oregon Sick Time. Sick leave accrues as follows:

- Full-time employees shall accrue sick leave at a biweekly rate of 3.693 hours per pay period.
- Part-time employees accrue sick leave on a prorated basis.

- Temporary and unbudgeted employees accrue sick leave beginning on their first day at a rate of one (1) hour for every thirty (30) hours of work, or 0.033 hours per hour worked.

Overtime hours are not considered in the determination of sick leave accrual. Employees do not accrue sick leave during unprotected, unpaid leaves of absence. Accruals will be prorated based on hours worked excluding overtime.

For more information see Administrative Regulation titled "[Sick Leave.](#)"

8.2 Oregon Sick Time Leave

The City provides its employees with sick time leave or Paid Time Off (PTO) pursuant to Oregon law. The City's Sick Leave and PTO administrative regulations are deemed to be in substantial compliance to the minimum requirements of ORS 653.601 to 653.661. In the event of any conflict between this policy and applicable law, the law will be followed.

Employees are entitled to accrue and use up to 40 hours of paid protected time each year, provided the employee has accrued hours available to use. Use of accrued sick leave or PTO hours will not be allowable until the employee has been employed at least 90 days. Each employee will be provided a written accounting at least quarterly of the amount of unused leave time available.

For more information see Administrative Regulation titled "[Oregon Sick Leave.](#)"

8.3 Family Medical Leave

Family Medical Leave (FML) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees may but are not required to use accrued paid leave while on FML.

The employee requesting leave for their own serious health condition or to care for an eligible family member will be required to provide certification from the health care provider of the employee or the eligible family member to support the request.

Eligible employees are generally entitled to take up to 12 workweeks of leave during each 12-month leave year. Under certain circumstances, leave may be extended beyond the 12 weeks. FML may be taken for the following reasons:

- A serious health condition of the employee or eligible family member
- Pregnancy disability
- The birth of a child, the adoption of a child, or the placement of a foster child
- Military Family Leave
 - Reasons related to certain military deployments.
 - May take up to 26 weeks of FML in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees who are approved for FML are entitled to job protection. They will be returned to the same or an equivalent position upon their return to work. Employees are expected to promptly return to work

when the circumstances requiring FML have been resolved, even if leave was originally approved for a longer period.

If FML is used for the employee's own serious health condition, the employee must furnish a medical certification (also known as a fitness-for-duty certification) from their health care provider stating that the employee is able to resume work, either fully or with restrictions, prior to returning to work.

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FML if the injury or illness is a "serious health condition" as defined by applicable law and run concurrently with workers' compensation.

For more information see Administrative Regulation titled "[Family Medical Leave](#)."

8.4 Oregon Family Leave

Oregon Family Leave (OFL) entitles eligible employees to take unpaid, job-protected leave for specified reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Employees may but are not required to use accrued paid leave while on OFL.

The employee may need to provide sufficient information to determine if the leave qualifies for OFL protection and the anticipated timing and duration of the leave. Employees must furnish the requested medical certification within 15 calendar days after such information is requested. If required documentation is not received or is insufficient, leave may be denied.

Eligible employees are generally entitled to up to 12 weeks of protected leave in a leave year for the following events:

- Home care for an employee's child (covering both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies).
- Bereavement, up to two weeks per family member with a maximum of four weeks in a given leave year.
- Pregnancy disability.
- Military family leave, up to 14 days per deployment will continue to count against available OFL.
- From July 1, 2024, through January 1, 2025, OFL will also provide up to two (2) additional weeks of leave to facilitate the legal processes required for the placement of a foster child or adoption.

Under certain circumstances, an employee may be eligible for additional leave for pregnancy related conditions and sick child leave. Leave may be taken consecutively or on an intermittent basis in increments of workday(s) or work week(s).

OFL is capped at 12-weeks for home care for the employee's child and bereavement. Bereavement leave is further limited to two weeks per family member with a maximum of four weeks in a given leave year.

The OFLA provides up to 12 additional weeks for pregnancy disability after Paid Leave Oregon (PLO) has been depleted. OFL and PLO cannot be used concurrently.

For more information see Administrative Regulation titled "[Oregon Family Leave](#)"

8.5 Paid Leave Oregon Insurance

The City of Springfield provides paid protected leave, commonly referred to as Paid Leave Oregon (PLO), through Lincoln Financial.

All health-related information gathered by the insurer and the City during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

The Oregon Employment Department (OED) reviews and sets the contribution rate annually, which is currently 1% of taxable gross wages. Employees are currently responsible for 60% of the contribution rate (gross wages X 0.006). Notice will be provided to employees in advance of any change in the contribution rate as determined by OED.

For more information see Administrative Regulation titled "[Paid Leave Oregon Insurance](#)."

8.6 Leave of Absences

The City of Springfield expects its employees to attend to personal matters outside of working hours or during scheduled time off. However, personal circumstances may necessitate an absence from work that extends outside of a traditional vacation/PTO request (i.e. more than three weeks in length) or after a protected leave has ended. An employee may be granted up to six months of leave during any twelve-month period with the approval of the department director and Human Resources Director.

The leave of absence begins immediately following the last date the employee worked. Employees will be required to use all applicable accrued paid leaves prior to beginning an unpaid leave of absence. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer.

Employees who begin employment elsewhere while on LOA, are considered to have voluntarily resigned from their positions with the City. If the employee does not return to work at the end of the approved leave, employment may be terminated.

When an employee is ill, pregnant, or has an injury which prevents an employee from working up to six (6) months (180 calendar days), the employee will remain on active payroll until all accrued sick leave is used. This leave will typically run concurrently with Family Medical Leave (Federal and State).

8.5.1 Personal Leave:

An employee needing to be off work more than three (3) weeks may request personal leave. A leave of absence granted under these circumstances may be for educational or other compelling personal reasons. This type of leave is generally considered non-protected and may be approved without reinstatement rights. If there is no available position at the conclusion of the period of leave, the

employee may be required to resign. Positions being filled by the return of an employee from leave are exempt from the posting requirements under HR regulations on this subject. Extensions beyond the six-month maximum will be considered only in exceptional circumstances and require the approval of the department director, Human Resources Director and the City Manager.

8.5.2 Extended Medical Leave of Absence:

Medical leave may run up to three months beyond exhaustion of protected leave (FML/OFL), when an employee has a serious illness or injury which prevents the employee from being able to work. During this type of leave, the employee will remain on active payroll, provided the employee is complying with HR regulations on this subject (see Disability Accommodations administrative regulations). The employee is expected to return to work immediately upon full release by their physician. Should the employee not return to work upon release by the attending physician, employment may be terminated. Employees will notify their department director/designee or HR regarding any changes to their medical status during the duration of the approved leave.

For more information see Administrative Regulation titled "[Leave of Absence.](#)"

8.7 Compassionate Leave

Employees may be granted up to three (3) days of City paid leave for the death of an immediate family member or due to pregnancy loss. With the approval of the department director or designee, an additional two (2) days leave may be allowed for necessary out of state funeral travel time.

Employees must take compassionate leave in one continuous block and within 60 days of the notification of the death. Extension of the timeline may be made on a case-by-case base. If an employee and their spouse work for the City both employees may take bereavement leave for the qualifying death or pregnancy loss at the same time.

Compassionate leave runs concurrently with bereavement leave provided by the Oregon Family Leave Act (OFLA). The three (3) to five (5) days provided by this regulation will be with pay. The employees may charge the remaining OFLA time to their accrued leave banks; or, if no leave is available, the employee may take leave without pay.

For more information see Administrative Regulation title "[Compassionate Leave.](#)" Represented employees should also refer to specific collective bargaining agreements for details regarding leave of absences.

8.8 Jury Duty & Witness Leave

The City encourages employees to serve on juries and to serve as a witness when summoned. Employees are required to inform their direct supervisor as early as possible and are required to provide a copy of the summons. In cases of extreme business pressures, management may ask employees to request a postponement from jury duty, which may or may not be granted by the court.

Any employee who must attend court or other legal proceedings arising from actions taken in the course and scope of employment shall be considered "at work" and shall receive regular wages. This provision does not apply to an employee who is a plaintiff in a lawsuit or other legal proceeding against the City.

For more information see Administrative Regulation title "[Jury Duty and Witness Leave.](#)"

8.9 Crime Victim Leave

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member 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.

For more information see Administrative Regulation titled "[Crime Victim Leave.](#)"

8.10 Domestic Violence Leave and Accommodation

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents. Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home. Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

For more information see Administrative Regulation titled "[Domestic Violence Leave and Accommodation.](#)"

8.11 Military Leave

An employee shall be entitled to military leave with the U.S. Armed Forces. Leave shall be approved to a maximum of five (5) years unless extension is required in accordance with ORS 408.290 and Federal Law. In the event of any conflict between this policy and applicable law, the law will be followed.

Employees on military leave may not be penalized in any way for their absence, including but not limited to, vacation accrual rates, incentives based on regular attendance, other benefits they may otherwise be entitled to receive, and without impairment or efficiency/performance rating or other rights or benefits to which the employee is entitled.

An employee returning from active duty must generally be returned to the same position as was held when the duty was commenced.

For more information see Administrative Regulation titled "[Military Leave.](#)"

8.12 Leave Donation

A voluntary leave donation may be requested for a medical emergency of an employee or a spouse or child living in the same home that require a prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee has exhausted all available accrued paid leaves. A prolonged absence can include intermittent absence so long as it's related to the same condition.

To be eligible to receive a leave donation, an employee must be employed by the City for at least 90 days and must be eligible to accrue paid leave time.

For more information see Administrative Regulation titled "[Leave Donation.](#)"

SECTION 9 WORKPLACE SAFETY

9.1 Safe Work Partnership

The City will provide a safe work environment, and employees shall work in a safe manner at all times in accordance with City safety programs and use of PPE, etc.

9.2 Violence-Free Workplace

Employees are prohibited from engaging in physical violence including acts of bodily harm or threatening to inflict bodily harm, physical intimidation, or verbal and/or written threats of violence. Threats and acts of violence made by an employee against another employee or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City. Employees are encouraged to remain alert to the possibilities of violence. Should a violent incident develop, the priority should be the safety of employees and other persons in the area.

Employees may carry pocketknives up to three and one half (3.5) inches but may not carry dangerous weapons and are prohibited from bringing a deadly weapon to the workplace, including parking lots on City property.

For more information see Administrative Regulation titled "[Violence-Free Workplace.](#)"

9.3 Pepper Spray

Employees with work assignments or duties that include working in isolated or potentially threatening areas or working in proximity to potentially dangerous animals, may request to use City issued pepper spray for self-defense purposes in the course of City employment. Only employees who have received explicit approval and proper training are permitted to carry pepper spray while on duty. Human Resources will issue pepper spray to employees who have received authorization and completed required training.

Employees are permitted to carry and use personal pepper spray for self-defense.

For more information see Administrative Regulation titled "[Use of Pepper Spray.](#)"

9.4 Hearing Conservation

The City is committed to protecting our employees from hearing loss and ensuring compliance with the OR-OSHA noise regulations. Each department will administer a hearing conservation program if their employees' noise exposure levels exceed 85 decibels for an average of 8 working hours.

For more information see Administrative Regulation titled "[Hearing Conservation.](#)"

9.5 Heat Illness Prevention

It is the policy of the City of Springfield to comply with OAR 437-002-0156 Heat Illness Prevention Standard, which requires employers to implement measures to prevent heat-related illnesses when employees perform work for more than 15 minutes in a 60-minute period where the heat index equals or exceeds 80°F. Employees will be trained to recognize the signs and symptoms of heat illness in themselves, as well as in other employees. Leadership will implement procedures to prevent heat-related illnesses. Employees experiencing symptoms must inform leadership and obtain medical care. The Risk Manager will perform an annual review to monitor the effectiveness of this policy.

For more information see Administrative Regulation titled "[Heat Illness Prevention.](#)"

9.6 Wildfire Smoke Exposure

It is the policy of the City of Springfield to comply with OAR 437-002-1081 Protection from Wildfire Smoke. Smoke from wildfires contains gases, chemicals, and fine particles that can have adverse health effects. Fine particulate matter of the 2.5 micrometer diameter or smaller size (PM 2.5) are considered to be the most harmful since these particles can reach deep into the lungs. The symptoms of wildfire smoke exposure:

1. *Eyes*: burning sensation, redness, and tearing of the eyes caused by irritation and inflammation of the eyes that can temporarily impair one's vision;
2. *Respiratory system*: runny nose, sore throat, cough, difficulty breathing, sinus irritation, wheezing, shortness of breath; and
3. Fatigue, headaches, irregular heartbeat, and chest pain.

Sensitive groups may experience increased health risks and chronic exposures can increase the risk of cardiovascular disease and can exacerbate asthma.

For more information see Administrative Regulation titled "[Wildfire Smoke Exposure.](#)"

9.7 Hazard Communication

The City of Springfield strives to establish uniform safe work practices intended to prevent incidents or occurrences that result in injury and/or illness; and to comply with all applicable Federal and State health and safety rules. The City will provide information about chemical hazards and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Safety Data Sheets (SDS) and employee training. The goal of the program is to eliminate the possibility of illnesses and injuries caused by exposure to chemicals.

For more information see Administrative Regulation titled "[Hazard Communications.](#)"

9.8 Alcohol/Drug Use, Abuse, and Testing

The City of Springfield works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk to both to themselves, to everyone 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 involvement with drugs and alcohol on- or off-the-job 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.

For more information see Administrative Regulation titled "[Alcohol/Drug Use, Abuse and Testing](#)."

9.9 DOT-CDL Substance Abuse Testing

A CDL is required for employees who operate vehicles more than 26,000 pounds or a 16 passenger or more vehicle. The policy of the City is to comply with applicable federal regulations, to maintain safe, efficient working conditions for City employees, and to encourage the use of the City's Employee Assistance Program (EAP) for help with substance abuse. Participation in the City's drug and alcohol testing program is a condition of employment for all covered employees.

For more information see Administrative Regulation titled "[DOT-CDL Substance Abuse Testing](#)"

SECTION 10 EMPLOYEE ILLNESS & INJURY

10.1 Workers' Compensation & Time-Loss Benefits

The City provides workers' compensation benefits in accordance with state law for all employees for injuries and illnesses arising out of, and in the course of, employment with the City of Springfield. Benefits including time-loss, will be administered in accordance with Workers' Compensation Law and Administrative Rules of the Workers' Compensation Division or its successor. Complaints arising under provisions of Workers' Compensation Law or Rule are not subject to the grievance process but are to be addressed through procedures established by the Workers' Compensation Division, State of Oregon, or its successor.

When an employee is absent from work because of an on-the-job injury or illness and eligible for Temporary Total Disability (TTD) or Temporary Partial Disability (TPD) benefits (aka "time-loss"), the employee will keep their time-loss check and receive their regular paycheck and benefits for the period they are receiving time-loss payments up to three-hundred-sixty-five (365) calendar days from the date of disability due to the on-the job injury or occupational illness unless otherwise specified in a labor agreement. However, any time loss payments will be deducted from the employee's paycheck and adjusted in the next available payroll cycle, or subsequent paychecks if the employee's paycheck is insufficient to permit recovery.

For more information see Administrative Regulation titled "[Workers Compensation & Time-Loss Benefits](#)."

10.2 Overlap with Other Laws

The City will account for other leave and disability laws that might also apply to your situation such as the Americans with Disabilities Act (ADA) and FMLA and/or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

10.3 Non-Occupational Injuries or Illnesses

Employees who are unable to perform their essential duties because of a non-occupational injury or illness and wish to return to work may initiate a request with the City for a modified work assignment. Modified work assignments are designed to keep employees active within the City and connected to their work groups by utilizing their skills for projects and other temporary projects while they are recovering from an injury or illness. Modified work assignments shall not interfere with an employee's state or federal rights related to leave accommodations or other similar entitlements.

The City is under no obligation to remove essential functions of the job during a non-occupational injury or illness and shall only assign modified work assignments when such work is available and a benefit to the City. Determination of when such work is available is within the City's sole discretion.

For more information see Administrative Regulation titled "[Non-Occupational Injuries or Illnesses](#)."

10.4 Return to Work

If you require workers' compensation leave, you will, under most circumstances, be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from your attending physician certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to ORS 659A and the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

10.5 Early Return-to-Work Program

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

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff.

The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

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

10.6 Contagious Illness

When an employee is present in the workplace and exhibits signs of a contagious illness, they may be directed to go home on sick leave, Paid Time Off (PTO), or Paid Leave Oregon (PLO) (or unpaid leave if sick/PTO/PLO are unavailable).

During a pandemic or other contagious illness emergency, the City may implement plans to adjust their operations to ensure resources are available to provide critical processes and services.

All employees, interns, volunteers, and elected officials are encouraged to be vaccinated against influenza and COVID, as well as receive recommended booster shots. Some employees may be required to have or obtain a COVID vaccination as a term and condition of employment at the City, due to their specific job duties. Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy. This policy is subject to modification as new regulations, information, and guidance become available.

For more information see Administrative Regulation titled "[Contagious Illness.](#)"

SECTION 11 CITY VEHICLES & DRIVING

11.1 Driver Eligibility

It is the policy of the City of Springfield to ensure that all operators of a motor vehicle used on official City business, are qualified to drive and drive safely. The City will check the driving record of individuals whose essential job duties include the operation of motor vehicle or drive any City-owned vehicle. Failure to maintain an acceptable driving record may result in loss of authorization to drive on City business or drive a City-owned vehicle, which could affect job status and may result in disciplinary action.

The City will use an established criteria matrix to determine eligibility to drive on City business and or to operate City equipment. The driving record for the previous five (5) years shall be evaluated including but not limited to the following:

- At-fault accidents
- Moving violations
- Suspensions

- DUI or DWI arrests and convictions

For more information see Administrative Regulation titles "[Driver Eligibility.](#)"

11.2 Use of City Vehicle

City vehicles shall be used for City business related purposes only. Di-minimis exceptions include using the vehicle to stop at a rest area or using the vehicle at the destination point for meals, housing or other legitimate travel within the scope of the intended travel.

For more information see Administrative Regulation titled "[Use of City Vehicle](#)"

11.3 Personal Vehicle Use

Drivers are encouraged to use City-owned vehicles or public transportation. When driving a personal vehicle, drivers must follow the requirements in the Personal Vehicle Use administrative regulation and the vehicle must be insured. Responsibility for maintenance, traffic violations, and accidents is the responsibility of the driver. The City is not responsible for any physical damage. The driver/vehicle's personal auto insurance is the primary insurance. The employee bears the expense of any personal auto policy claims premiums and deductibles.

For more information see Administrative Regulation titled "[Personal Vehicle Use](#)"

11.4 Mileage Reimbursement

It is the City's policy to reimburse employees for mileage incurred when driving a personal vehicle on City business. Mileage reimbursement is intended to cover all operating costs of the vehicle including but not limited to fuel, maintenance, insurance, accidents and traffic or parking violations. Receipts for tolls and parking fees may also be reimbursed separately from mileage reimbursement. The City encourages carpooling and the use of City pool vehicles for City business whenever possible.

For more information see Administrative Regulation titled "[Mileage Reimbursement](#)"

11.5 Mobile Device Use While Driving

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

Employees are prohibited from using mobile devices for any purpose while driving on City business. This policy also prohibits employees from using a mobile device to send or receive text or "instant" messages about City business while driving (other than law enforcement or fire employees while acting in the scope of their employment). Should employees need to use their mobile device while driving, they must locate a lawfully designated area to park and make the call, unless employees use a hands-free accessory that gives them the ability to keep both hands on the steering wheel. Such calls should be kept short or employees should locate to a lawfully designated area to park to continue the

communication, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

SECTION 12

MOBILE DEVICES AND TECHNOLOGY

12.1 Acceptable Use of City Network Services and Computing Devices

The City of Springfield provides users with computer and communications resources when it's determined by leadership that these resources are appropriate considering the person's job responsibilities. City computer and communication resources provided to a user are solely the property of the City and are provided by the City to assist in the conduct of City business. Computer use must be consistent with Oregon Public Records Law, City Administrative Regulations about record retention and destruction, the Oregon Government Ethics Statutes, Federal Copyright, Licensing Laws, and laws governing access to protected classes of information.

12.1.1 Ownership:

Unless otherwise specified by written agreement, all programs, documents, and data generated and/or residing on City computer equipment or generated by City employees using City computers for City program activities are City property.

12.1.2 Use of Internet, City Network, and E-mail Services:

Internet, City network, and e-mail services as well as City computers and software are provided for business use. Minor and incidental personal use which does not interfere with City business is permitted unless this type of use is not approved by the employee's supervisor. Personal use must be infrequent and must:

- Not involve any prohibited activity
- Not interfere with the productivity of the employee or their co-workers
- Not consume system resources or storage capacity on an ongoing basis
- Not involve large file transfers or otherwise deplete system resources available for business purposes
- Not involve downloading, installing, or running software programs not acquired and installed by the Information Technology Department
- Not occur during normal working hours. Minor and incidental personal use is only permitted before or after normal working hours, during lunch or during breaks.

12.1.3 No Right to Privacy:

Employees should not expect privacy with respect to any of their activities using the City-provided e-mail, internet, City network, computer or other electronic device access or services.

12.1.4 Hardware and Software:

All hardware and software will be purchased and installed through the Information Technology Department. Any commercial software residing on City computers shall be purchased through an authorized vendor or otherwise lawfully obtained.

For more information see Administrative Regulation titled "[Acceptable Use of City Network Services and Computing Devices.](#)"

12.2 Information & Cyber Security

The City of Springfield will 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 City as an organization. Accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties issued to the City. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

For more information see Administrative Regulation titled "[Information & Cyber Security.](#)"

12.3 Use of City IT Equipment at Home

City employees who are authorized for telework, upon supervisor approval may take certain IT equipment home for work related reasons. Any IT equipment that is lost, damaged or otherwise cannot be returned to the City must be replaced by the department upon the employee's return to work. The IT Department is not able to provide support for the connection of devices to home computer equipment or home networks. Connections between City equipment to City computers will receive remote support, as time permits, through the HelpDesk.

For more information see Administrative Regulation titled "[Use of City IT Equipment at Home.](#)"

12.4 Mobile Devices

Employees may bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break. Minor and incidental personal use which does not interfere with City business is permitted unless this type of use is not approved by the employee's supervisor.

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

Non-exempt employees may not use their personal or City-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and

responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a non-exempt employee's obligation from recording time for all hours worked.

12.5 Employee Use of City Provided or Personal Mobile Devices

12.5.1 City Provided Devices:

City provided mobile devices are made available to City employees on a limited basis to conduct City business. Determinations as to which employees receive City-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a mobile device. The City reserves the right to terminate employee's use of a City-provided mobile device for non-use, limited City business use, excessive personal use, or budgetary reasons.

Employees who receive a mobile device from the City must agree to not use the mobile device for personal use except in emergency situations and must abide by all relevant aspects of the City's IT policies. Employees must safeguard their City-provided mobile device from theft, damage, abuse, or unauthorized use.

Further, employees who receive a City-provided mobile device do not have a right, nor should they have an expectation, of privacy while using a City-provided mobile device at any time, including accessing the internet and using email and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using the device for personal use. By accepting the City-provided device, employees imply their consent to disclosing and or monitoring of device usage, including the content of any files or information maintained or passed through that device. The City-provided mobile device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the mobile device violates any aspect of the City's Administrative Regulations.

12.5.2 Personal Devices:

The City may provide a monthly stipend to employees who regularly use their personal mobile device for City business. Employees will be required to submit a completed Use of Personal Cell/Smartphone for City Business form outlining the details involved in receiving a mobile device stipend and using their personal device for City business.

The City will respect the privacy of the personal information on an employee's device and will only request access to the personal device to respond to legitimate discovery requests arising out of administrative, civil or criminal proceedings or public records requests. After reasonable notice, an employee who refuses to provide the City with business records from their personal mobile device in connection with an investigation and may be subject to discipline, up to and including termination.

Employees must secure and not share business records on their personal device with other individuals or family members due to the business use of the device and agree to delete any sensitive business files that may be inadvertently downloaded on their personal device. Employees agree to maintain their operating system and keep the device's security controls current.

12.6 Mobile Devices, Public Records and Electronic Discovery

City-related business conducted on City-provided or personal mobile devices may be subject to disclosure and production under Oregon’s Public Records laws or in connection with litigation involving the City. Therefore, employees must retain all public records, including text messages, created on personal or City-provided mobile devices consistent with the City’s Administrative Regulation on Record Retention and Destruction.

12.7 Employee Use of Mobile Devices with Cameras

Employees may not use the built-in cameras on their mobile device to take pictures or videos at a City-sponsored functions unless authorized by the City.

12.8 Dialing 911 Using a City Phone or Softphone Application

City telephone numbers have a registered address in the network system (for example: City Hall) and those locations are automatically provided to 911 Operator to assist them in responding to an emergency call. As a result, employees should:

- Not use a City softphone application when calling 911 away from the registered work location, and
- Must provide their telephone number and actual location (address, building floor, etc.) when dialing 911.

12.9 Email Signature & Out of Office Notification

All employees are required to use a standardized communication for email signature, out of office messaging, and voicemail greetings. The use of quotes, slogans, or any other non-approved content in email signatures is prohibited. The use of background colors, or any other non-approved content in email signatures is prohibited.

Email signatures are required to be included in all initial emails.

For more information see Administrative Regulation titled “[Email Signature & Out of Office Notification](#).”

SECTION 13 SOCIAL MEDIA

13.1 Personal Use of Social Media

The City of Springfield recognizes that employees may wish to use social media in their personal life. This policy does not intend to discourage nor unduly limit personal expression or online activities. The policy intends to inform personal expression or online activities as they may relate to the City.

Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Any conduct that violates City policy, including the City’s no-harassment and discrimination and no workplace violence or adversely affects job performance, the performance of co-workers, or otherwise adversely affects our

community members or people who work on behalf of the City or City's legitimate business interests may result in disciplinary action up to and including termination.

Employees should not represent themselves as a spokesperson for the City on personal accounts.

For more information see Administrative Regulation titled "[Personal Use of Social Media](#)."

13.2 Official Use of City Social Media

It is the policy of the City to provide consistent messaging and branding in official City of Springfield social media sites. Social media sites are used to engage the community and to provide City of Springfield-related information including emergency response information, events, partnerships, initiatives, community involvement opportunities, jobs, and more. Content should direct the community to the City of Springfield's website and connect with Council goals.

For more information see Administrative Regulation titled "[Official Use of City Social Media](#)."

SECTION 14 ETHICS

14.1 Ethics

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

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the [Oregon Government Ethics Commission website](#).

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

14.2 Standards of Conduct

Each individual employee is a representative of the City and, therefore, is responsible through their actions for projecting high ethical standards. Oregon Government Ethics law restricts some choices, decisions or actions of public officials. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the state ethics laws were enacted to provide one safeguard for that trust. Oregon Government Ethics law prohibits public officials from using their office to obtain a personal financial benefit or to avoid a personal cost. Conflicts of interests are to be disclosed and addressed as they occur. City employees as defined in this

administrative regulation are personally responsible for ensuring that their actions comply with state law. The Oregon Government Ethics Commission and City Attorney are available to provide additional information about the requirements of state law.

14.2.1 Reporting and Resolving Real and Potential Conflicts:

In order to avoid any impropriety or the appearance of impropriety, employees should not participate as an agent or a representative of the City in approving, disapproving, voting, abstaining from voting, recommending, or otherwise acting upon any matter in which they have a financial interest, and employees must disclose the full nature and extent of their interest in that particular enterprise. An employee who is unsure if a conflict exists should discuss the situation and possible resolutions with their supervisor. A conflict may exist even if another employee has faced a similar situation and not addressed it

14.4.2 Outside Employment:

Generally, employees may obtain employment with an employer other than the City of Springfield or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules or be viewed as an “improper use of office” or “create conflicts of interest” as defined under the Oregon Public Official Ethics Laws. Employees who are planning to engage in outside employment are responsible for determining whether their outside employment is consistent with those laws. The City of Springfield requires employees to provide a written disclosure regarding outside employment to their department director before the outside employment begins.

14.2.3 Conversion of City Property for Private Use:

Employees will not convert City-owned equipment, facilities, materials or other City services for private use except in the manner generally available to the public at large. Employees in that case would be obligated to pay the same fee, if any, in the same manner of a private community member.

14.2.4 Use of Position:

Employees of the City shall not use or attempt to use their official position or office to obtain financial benefit if the opportunity for the financial benefit would not otherwise be available but for their position. The prohibited financial benefit can be either an opportunity for personal financial gain or an opportunity to avoid incurring a personal expense. This prohibition applies to employees acting on their own behalf or the behalf of their relatives or members of their household. It also applies to a business with which the public official, a relative, or a member of the public official’s household is associated.

14.2.5 Use of Confidential or “Insider” Information:

Employees of the City may have access to sensitive and confidential information which has not been released to the general public for a variety of reasons. Employees are expected to maintain that confidentiality and exercise discretion and judgment when dealing with sensitive or confidential information including sharing with others internally.

For more information see Administrative Regulation titled [“Standards of Conduct.”](#)

14.3 Political Activity

City employees are free to engage in political activity on their own time. There are strict expectations and laws regulating political activity in the workplace.

City employees shall not solicit any money, influence, service, or other things of value or otherwise promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall, of a public office holder while on the job during working hours.

An elected official, non-elected official, public employee, or any other person shall not require, coerce or direct City employees to engage in any political activity, regardless of whether the activity itself would be lawful or unlawful.

Federal laws also include prohibitions affecting City employees in federally aided programs.

For more information see Administrative Regulation titled "[Political Activities.](#)"

14.4 Gifts & Gratuities

Occasionally City employees are offered personal gifts, discounts, or gratuities in connection with their City employment. While such offers may be made in good faith, it is important that everyone representing the City avoid any appearance of impropriety. The acceptance of personal gifts or other benefits by City employees or members of their immediate family or household may give an improper appearance. City employees as defined in this administrative regulation are personally responsible for ensuring that their actions comply with state law.

With respect to gifts, the Oregon Government Ethics law does not prohibit City employees from accepting gifts, but it does place on each individual public official a direct and personal responsibility to understand that there are circumstances when gifts may be restricted. Oregon Government Ethics law restricts some choices, decisions, or actions of public officials. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the state ethics laws were enacted to provide one safeguard for that trust. The Oregon Government Ethics Commission and City Attorney are available to provide additional information about the requirements of state law. Please refer to the state's Guide for Public Officials for further explanation and examples.

Some departments may have gift policies that are more restrictive than this administrative regulation or state law. Employees are expected to comply their department polices, as well as this regulation and state law.

For more information see Administrative Regulation titled "[Gifts & Gratuities.](#)"

SECTION 15

INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES

15.1 Investigations

The City shall conduct appropriate investigations into issues or matters reported to the City that appear to be inappropriate, illegal, or inconsistent with City regulations, or that may threaten City employees or assets under any applicable law, regulation, order, policy, or procedure. Employees, customers, vendors, members of the community or other stakeholders are encouraged to make any reports of workplace misconduct as soon as possible after learning or witnessing the conduct in question. The longer an individual waits to report the conduct, the more difficult it will be to conduct an effective investigation. Employees may have a duty to report harassment or hostile work environment incidents and should consult that administrative regulation for more information.

For more information see Administrative Regulation titled "[Investigations](#)."

15.2 Corrective Action

The City strives to use progressive discipline with the goal of correcting unacceptable behavior, poor performance, or violations of City policies, practices or procedures and to allow the employee a reasonable opportunity to improve on their deficiencies. No policy can be expected to address each and every situation requiring corrective action in the workplace nor is progressive discipline appropriate for all serious offenses such as theft, workplace violence, harassment, or dishonesty which could warrant immediate discharge. It is not the intent of this policy to promote or require a progression of disciplinary measures to every corrective action. The City will however take a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

No supervisor may take disciplinary action that would result in loss of pay or status without first consulting with the Human Resources Department or City Attorney's Office.

For more information see Administrative Regulation titled "[Corrective Action](#)."

15.3 Grievances: Non-Union

The City's goal is to resolve issues at the lowest level possible and/or by having direct conversations in accordance with the Open Door policy. This grievance policy is to ensure employees have a method and procedure through the use of a formalized process whereby they may have their complaints or appeals considered as fairly and rapidly as possible without fear of reprisal.

Represented employees should review their collective bargaining agreement.

For more information non-represented employees should see Administrative Regulation titled "[Grievance Non-Union](#)."

15.4 Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this handbook or other City Administrative Regulation. The scope of inspection will be related to the circumstances giving rise to the inspection and may include a search of city vehicles, lockers, desks, work areas, file cabinets, voicemail systems, computer systems, and other office equipment. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

SECTION 16

HIRING EMPLOYEES & USE OF VOLUNTEERS

16.1 Equal Employment Opportunities

It is the policy of the City of Springfield to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin, ethnicity, mental or physical disability, age (18+), parent with court-imposed medical support order, domestic violence victim status, genetic information, citizenship status, military status, marital status or other legally protected status or activity. It is also the City's policy to respect the right of applicants and employees to oppose practices they feel may be discriminatory and utilize the rights provided to them under equal employment opportunity laws.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Springfield, where employment is based upon personal capabilities and qualifications. Any employee who willfully violates this policy may be subject to disciplinary action including termination of their employment with the City.

For more information see Administrative Regulation titled "[Equal Employment Opportunity](#)."

16.2 Recruitment and Selection

The City of Springfield's recruitment and selection efforts are developed and administered in the Human Resources Department (HR) in accordance with federal and state regulations, City guidelines, and collective bargaining agreements.

The City will make reasonable accommodations in accordance with federal and state civil rights laws during the recruitment and selection process. Qualified applicants will be provided with an Accommodation Request form, if not initially submitted, to clarify the accommodation request.

The job application and hiring process is confidential, and this extends even after the selection process has concluded. The information contained in the application, who has applied, how many applicants have applied, or other selection information will not be shared with the public, applicants, or staff notwithstanding Oregon Public Records law, a subpoena, or court order. The hiring manager and those directly involved in hiring will be provided appropriate information at the necessary stage in order to maintain the integrity of the process.

For more information non-represented employees should see Administrative Regulation titled "[Recruitment and Selection](#)."

16.3 Background Checks

The City will conduct background checks for applicants prior to hire or placement into a position. A background check may consist of, but is not limited to the following: Criminal History (International, Federal, State, County and Local), Driving Record, Social Security, Verification, Employment Verification, Professional License/Certification Verification, Education Verification, Sex Offender Registration (State and National), Reference Checks (Personal and Professional), Credit History, Drug Screen,

Physical/Medical Evaluation, Pre-placement Fitness Evaluation, Psychological Evaluation, Motor Vehicle Records, Address Verification, and/or Alias/ Name Check.

For more information non-represented employees should see Administrative Regulation titled "[Background Checks.](#)"

16.4 Hiring of Family Members

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

For more information see Administrative Regulation titled "[Hiring of Family Members.](#)"

16.5 Use of Volunteers

The City of Springfield recognizes and supports the use of volunteers to assist City government in providing services and programs. Exceptions to City-wide standards of the policy may be brought to Human Resources and the Risk Manager to be reviewed on a case-by-case basis. Volunteers are not used to replace the need for or take the place of paid staff.

For more information see Administrative Regulation titled "[Use of Volunteers.](#)"

SECTION 17 EMPLOYEE SEPERATION & LAYOFFS

17.1 Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give the City as much notice as possible — preferably a minimum of two weeks unless, because of extenuating circumstances, the department director agrees to permit a shorter period of notice. Resignations shall be promptly forwarded to the Human Resources Department along with a Personnel Action Form. When giving your two-week's notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-week's notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

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

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

Employees must return all City property, including but not limited to phones, computers, identification cards, credit cards, keys, and manuals to the City on or before their last day of work.

17.2 Release of Employee Information

All requests for employment references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the internet to discuss a current or former employee’s performance or termination of employment. By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

For more information see Administrative Regulation titled “[Release of Employee Information.](#)”

17.3 Layoff and Recall

Layoffs may be temporary or permanent, and may occur because of budgetary reasons, lack of work, reorganization, or redefinition of department or City needs. The City shall determine when layoffs occur and which position(s) are subject to the layoff. The layoff process and implementation must be carried out in coordination with Human Resources and approved by the City Manager. In lieu of layoff, an employee may take a voluntary demotion to a vacant position at a lower classification requiring similar knowledge, skills and abilities. This is contingent on availability of positions, and the employee shall be paid at the wage established for the lower class. The employee may be placed at any step in the range in accordance with their experience, as recommended by Human Resources. “Bumping” into a lower classification in the same occupational group will not be permitted. Employees classified as limited duration, temporary, or probationary serve at the pleasure of the department director and may be terminated irrespective of these layoff procedures.

For more information see Administrative Regulation titled “[Layoff and Recall.](#)”

SECTION 18 CITY FACILITIES & PROPERTY

18.1 Building and Facility Access

The safety and security of the City of Springfield’s physical space and assets is a shared responsibility of all City employees. It is the policy of the City that access to its facilities is controlled in order to preserve the safety of its representatives and to prevent and/or limit potential loss. Access to City facilities is considered a privilege and is determined and assigned based on the specific needs and requirements of the City and its representatives.

For more information non-represented employees should see Administrative Regulation titled “[Building and Facility Access.](#)”

18.2 City Facility Use

The City of Springfield is committed to the policy that all persons shall have access to its facilities without regard to race, color, religion, sex, national origin, age, marital, or veterans’ status, sexual orientation or disability. City Hall will be available for public meeting purposes, civic purposes, and non-profit organizations, special events, or other organizations whose membership substantially includes

Springfield residents or whose purpose is to provide services to Springfield residents. Certain rooms will be reserved indefinitely for ongoing, regularly scheduled City business. City Hall, public spaces in the Justice Center, and surrounding grounds are public facilities and are accessible to members of the community. City Hall and the surrounding grounds will be available for public use during normal office and/or Library hours, or during other scheduled meetings or functions. The Justice Center is open to the public during normal office hours or during other scheduled meetings or functions. All City buildings and areas within 10' of building entrances, exits, windows, accessibility ramps and air intakes vents are designated as no-smoking and no-vaping areas. The City is not responsible for any personal property left on the premises.

For more information see Administrative Regulation titled "[City Facility Use Policy.](#)"

18.3 Emergency Facility Closure

Except for regularly scheduled holidays identified by the, City Hall business offices will be open for business on Mondays through Fridays during normal business hours. Should circumstances arise beyond our control such as inclement weather, a national crisis, or other emergency that makes one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager or designee will decide whether to and to what extent the City will close.

In the event of extreme bad weather, the City recognizes that each employee's ability to safely reach work may be different. If the employee cannot safely report to work in such circumstances, they should contact their supervisor. If staff cannot reach their work location but are able to telework from home, the employee should do so subject to approval by their manager or supervisor.

The City Manager or designee shall declare the Emergency Closure Protocol is in effect by announcing business operations established as non-critical will either not be opening, will be delaying opening, or will be closing earlier than 5pm. This information will be relayed through the department directors, posted to the City's website, emergency management alerts, social media, and/or reported to local media when possible.

For more information see Administrative Regulation titled "[Emergency Facility Closure.](#)"

18.4 City Hall Evacuation and Fire Safety Plan

City employees and the public shall evacuate City Hall in an orderly manner according to the procedures contained in this document.

For more information see the Administrative Regulation titled "[City Hall Evacuation and Fire Safety Plan.](#)"

18.5 City Facility Code of Conduct & Trespass Procedure

The Code of Conduct applies to and is to be enforced at all areas in City Facilities that are open to the public except where specific rules of conduct or prohibitions have been adopted for specific City Facilities. The Code of Conduct for City Facilities are as follows:

- No person shall engage in any activity that would constitute a violation of federal, state or local law or regulation.
- No person may deface, damage, or destroy City Property or City-owned personal property.
- No person shall enter, attempt to enter, or remain in any areas of City Facilities designated as secured or restricted, or closed to public access.
- No person shall engage in activity that disrupts or interferes with the normal operation or administration of City business at City Facilities; the lawful use by City employees and authorized users at City Facilities; or City permitted activities.
- No person shall engage in lewd or obscene conduct.
- No person shall refuse or fail to obey any reasonable direction the of City Manager or designee of a City Property.
- No person shall possess any object specifically designed for and presently capable of causing, or carried with the intent to threaten or cause, bodily harm to another. Excluding persons exempt from local regulation under ORS 166.173.
- No person shall smoke or carry any lighted smoking instrument at City Property in violation of state law.
- No person shall make use City materials, equipment, furniture, or fixtures of a City Facility in a manner inconsistent with their customary or designated uses, or in a manner likely to cause property damage or personal injury to the actor or others.
- No person shall interfere or obstruct free passage of City employees or authorized visitors in or on City Facilities, including but not limited to placing objects that impede free passage.
- No person shall use City Facilities for unauthorized storage or personal property or leave personal property unattended.
- No person shall make or continue a noise disturbances. Bullhorns and megaphones are not permitted in the interior of any building on City Facilities, except as permitted by a City issued special event license.
- No person shall consume, sell, distribute, or deliver any alcoholic beverage on City Facilities, except as permitted by a City issued special event license.
- No person shall consume, sell, distribute, or deliver any controlled substances on City property. This does not prohibit a person from providing caretaking functions or assisting another in taking legally prescribed medication.

- No person may bring animals onto City Facilities, or leave animals tethered or unattended at City Facilities, except as permitted by the City Manager or designee or as allowed by City Administrative Regulations that allow employees to bring their pet to work. This does not preclude entry by service animals defined under the Americans with Disabilities Act while performing services or task the animals are trained to do or animals employed in official performance of police or rescue activities.
- No person shall solicit for or conduct business at City Facilities except as permitted by a City issued special event license.
- With the exception of mobility devices for mobility disability or medical purposes, child strollers or baby carriages, no person shall use any wheeled devices, including but not limited to unicycles, bicycles, skateboards, roller skates, motorized or nonmotorized scooters, inside City Facilities except employees who commute via bicycle and are transporting their bicycle to their workspace or storage area. No bicycles or motorized wheel devices are allowed in the interior of any building on City Facilities except as permitted by the City Manager or designee.
- No person shall use City Facilities for sleeping, housing or shelter except as permitted by the City Manager or designee.
- No person shall use City Hall facilities for the purpose of bathing or other personal grooming such as shaving, cutting hair, brushing or flossing teeth, washing or drying clothing.
- No person shall misuse or damage the City's technology systems or network, including its telecommunication equipment and data.
- No person shall enter, attempt to enter, or remain in any areas of City Facilities for purposes other than to conduct legitimate business with City offices or tenants located at City Facilities, to enjoy the publicly accessible amenities at a City Facilities when the City Facility is open to the public, or to lawfully assemble for social or public interaction at portions of City Facilities specifically designated for such assembly.

For more information see Administrative Regulation titled "[City Facility Code of Conduct & Trespass Procedure.](#)"

SECTION 19

PROCUREMENT AND PURCHASING

19.1 Procurement Checklist

It is the policy of the City of Springfield to provide guidelines for the process and procedures for expending public funds in a fair and transparent manner in accordance with Federal, State and local Springfield Municipal Code Section 2.700 et seq. The steps outlined in this document are meant to

provide for a user friendly outline of the procurement process. For additional guidance please review Administrative Regulation 02-03.01 – 18 Purchasing Guidelines, and Springfield Municipal Code 2.700.

For more information see Administrative Regulation titled "[Procurement Checklist](#)."

19.2 Purchasing Guidelines

The Springfield Municipal Code designates the Common Council of the City of Springfield as the local Contract Review Board, the Finance Director as the Contracting Agent and the City Manager is the Purchasing Agent for the City and is responsible for supervising City contracting and purchasing. The Finance Director may appropriately delegate this function.

For more information see Administrative Regulation titled "[Purchasing Guidelines](#)."

19.3 Travel Reimbursement

The City will reimburse and/or provide advance per diem for reasonable travel and business expenses duly authorized and incurred for the conduct of City business by employees. All travel costs must be pre-approved by department leadership. Each department shall appoint a "Travel Coordinator" who shall be familiar with the City's required forms, procedures, and purchasing techniques for travel-related costs that will control costs for the City (i.e. travel discounts available, using internet sites for airline travel and accommodations). Exceptions to this policy may be allowed for documented medical reasons.

For more information see Administrative Regulation titled "[Travel Reimbursement](#)."

SECTION 20 RECORD REQUESTS & MANAGEMENT

20.1 Records Management

The City Recorder will have primary responsibility for overseeing the implementation of this Administrative Regulation, including overseeing the appropriate use of public records, determining how to respond to public records requests, and determining who in the City enjoys access to public records. Each department and/or division will have a department or division records staff contact as designated by the Department Director.

The City adheres to the City General Records Retention Schedule as prescribed in OAR Chapter 166 Division 200. Records not found on the City General Records Retention Schedule are considered to be program records of the City and must be reviewed by the State Archivist prior to their destruction.

Public records shall be maintained and managed consistently within the City, without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record.

Records maintenance will include ongoing review of technological evolution and availability, and public records shall be migrated to keep up with technology and to ensure enduring accessibility (See Digital

Imaging as Official Copy Administrative Regulation). City of Springfield will dispose of and/or destroy Public Records pursuant to OAR 166-030- 0060.

For more information see Administrative Regulation titled "[Records Management](#)."

20.2 Record Retention & Destruction

All City records, regardless of medium or physical format, including email, in each department of the City shall be retained in accordance with the City General Records Retention Schedule as prescribed in OAR Chapter 166 Division 200. Questions about retention of all public records shall be directed to the City Recorder. Records not found on the City General Records Retention Schedule are considered to be program records of City of Springfield and must be reviewed by the State Archivist prior to their destruction.

Public records include all information prepared, owned, used or retained by City of Springfield regardless of the format, including paper form or electronic form (i.e. scanned records, electronically generated records, and email).

Each department will have a department or division records staff contact designated by the department director.

Each department will be responsible for the retention of the "official copy" created or received in their department with the exception of records such as ordinances, resolutions, contracts and agreements which are maintained by the City Recorder.

For more information see Administrative Regulation titled "[Record Retention and Destruction](#)."

20.3 Digital Imaging as Official Copy

Public records with a retention schedule of 10 years or less will be considered to be the official copy once scanned and later verified that the image was actually captured into the current citywide digital imaging system.

Public records with a retention schedule of 10 to 99 years will be considered to be the official copy once scanned and later verified that the image was actually captured into the current citywide digital imaging system with the understanding that the City of Springfield must have in writing a migration plan indicating how information will be moved in the current citywide digital imaging system to new software and/or hardware without loss of information. The City will also migrate any images and/or information stored on cd, dvd, tape or other output devices once every 10 years or 1 year prior to vendor claim to playback stability, whichever is shorter.

For more information see Administrative Regulation titled "[Digital Imaging as Official Copy](#)."

20.4 Record Requests

The City of Springfield complies with Oregon Public Records law and responds to public records requests as soon as practicable and without unreasonable delay.

Records requests shall be submitted in writing to the City Recorder. The City will not author or prepare any new documents in response to a records requestor. Records requests must include the following:

- The requestor's name, mailing address, and phone number or email.
- A complete and detailed description of records requested, and where relevant, the purpose for which the request is made.
- If known, the department location, year of creation and other pertinent information which may assist city staff in locating the requested documents.

Per ORS, the city shall respond to all public records requests within 5 business days of receiving the request, and must fulfill the request within an additional 10 business days after acknowledging the request, or issue a written response that estimates how long fulfilling the request will take. The amount of time needed will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.

ORS 192.324 (4) authorizes the City to charge fees associated with public records requests.

For more information see Administrative Regulation titled "[Records Requests.](#)"

20.5 Official Use of City Logo

It is the policy of the City to provide consistent messaging and branding in official City of Springfield communications including but not limited to print materials, web materials, videos, and other media used to provide information and raise awareness to a variety of audiences.

The City of Springfield's official logo should be used on all materials or other forms of media used to provide information on behalf of the City unless otherwise approved by the City Manager's Office (CMO). The City's alternate official script logo should only be used for informal documents and if used, must be used in conjunction with the official logo. Staff should get approval from the CMO before using the alternate script.

For more information see Administrative Regulation titled "[Official Use of City Logo.](#)"

Employee Acknowledgement

Acknowledgment of Receipt of 2024 Personnel Policy and Procedural Manual

I acknowledge that I have received and will read a copy of the City of Springfield’s 2024 Personnel Policies Procedure Manual. I also understand that a copy of the Personnel Policy and Procedural Manual is available to me at any time to review the City’s intranet sites.

I understand that the City has adopted the Personnel Policy and Procedural Manual only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City’s sole discretion. I also understand that the Personnel Policy and Procedural Manual control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policy and Procedural Manual are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this “at will” statement.

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

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

I have read this acknowledgement carefully before signing.

| | | |
|-----------------------|---------------|-------|
| _____ | _____ | _____ |
| Employee Name (Print) | Employee ID # | |
| _____ | _____ | _____ |
| Employee Signature | Date | |

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