

EMPLOYEE HANDBOOK




*A healthier, more connected, and resilient workforce
serving the community with purpose and pride.*

2026

Updated: May 4, 2026

Contents

Welcome to the City of Springfield	1
Welcome Letter:.....	1
	1
Mayor & City Council.....	2
Department Directory	3
SECTION 1 WORKPLACE RESPECT, INCLUSION & SUPPORT.....	7
1.01 Respectful Place to Work	7
1.02 No-Harassment & Discrimination.....	8
1.03 Appearance and Clothing	8
1.04 Workplace Relationships.....	8
1.05 Hiring of Family Members	9
1.06 Pets in the Workplace	9
1.07 Disability Accommodations.....	9
1.08 Pregnancy Accommodation	10
SECTION 2 REPORTING & PROTECTIONS	11
2.01 Open Door Policy.....	11
2.02 Reporting Improper or Unlawful Conduct – No Retaliation.....	11
2.03 Policy Against Retaliation:.....	12
SECTION 3 EMPLOYMENT & PERFORMANCE.....	13
3.01 Equal Employment Opportunities (EEO)	13
3.02 Recruitment and Selection	13
3.03 Background Checks	14
3.04 Reporting Arrests and Convictions.....	14
3.05 Use of Volunteers.....	15
3.06 Employee Classification.....	15
3.07 Position Review	15
3.08 Probationary Period	16
3.09 Performance Assessments	16
3.10 Separation of Employment	17
3.11 Layoff and Recall	17
3.12 Reporting Changes to Personal Information	18
SECTION 4 WORK HOURS & FLEXIBILITY	19
4.01 Hours of Work & Overtime	19
4.02 Exempt Employee Time Management	19
4.03 Alternative Work Schedules	20
4.04 Telework.....	20

4.05 Travel Time	21
SECTION 5 ATTENDANCE & TIME MANAGEMENT	22
5.01 Interview Time	22
5.02 Attendance	22
5.03 Meals and Rest Breaks	22
5.04 Lactation Breaks & Support.....	22
SECTION 6 GENERAL LEAVE PROGRAMS.....	24
6.01 Vacation	24
6.02 Paid Time Off (PTO)	24
6.03 Holidays	25
6.04 Sick Leave	25
SECTION 7 PROTECTED & SPECIAL LEAVES	26
7.01 Oregon Sick Time Leave	26
7.02 Family Medical Leave (FMLA).....	26
7.03 Oregon Family Leave (OFLA)	27
7.04 Paid Leave Oregon Insurance	28
7.05 Leave of Absence (Extended Medical or Personal)	28
7.06 Compassionate Leave.....	29
7.07 Jury Duty & Witness Leave	30
7.08 Crime Victim Leave.....	30
7.09 Domestic Violence Leave and Accommodation	30
7.10 Military Leave	31
7.11 Religious Observance Leave and Accommodation.....	31
7.12 Leave Donation	31
7.13 Major Disaster Leave Program	32
SECTION 8 PAY, COMPENSATION & ARREARS	33
8.01 Statement Regarding Pay Practices.....	33
8.02 Payday and Pay Period	33
8.03 Compensation	33
8.04 Additional Pays.....	34
8.05 Cell Phone Reimbursement.....	34
8.06 Travel Reimbursement	34
8.07 LTD Buss Pass Reimbursement Program	35
8.08 Tuition Reimbursement.....	35
8.09 Recovery of Overpayment and Benefit Arrears	35
SECTION 9 BENEFITS & RECOGNITION	37
9.01 Medical, Dental, and Vision Insurance	37

9.02 Employee Assistance Program	37
9.03 HRA VEBA Plan	38
9.04 Retirement Benefits	38
9.05 Employee Recognition Program	38
SECTION 10 WORKPLACE SAFETY & RETURN-TO-WORK	39
10.01 Safe Work Partnership	39
10.02 Hazard Communication	39
10.03 Violence-Free Workplace	39
10.04 Pepper Spray	40
10.05 Substance Use and Impairment	40
10.06 Hearing Conservation	40
10.07 Heat Illness Prevention	40
10.08 Wildfire Smoke Exposure	41
10.09 Workers' Compensation & Time-Loss Benefits	41
10.10 Non-Occupational Injuries or Illnesses	42
10.11 Return to Work	42
10.12 Early Return-to-Work Program	42
10.13 Overlap with Other Laws	43
10.14 Contagious Illness	43
SECTION 11 SECURITY & CONFIDENTIALITY	44
11.01 City Identification Badge	44
11.02 Confidential City Information	44
SECTION 12 FACILITIES USAGE & PUBLIC ACCESS	45
12.01 City Facility Use	45
12.02 Building and Facility Access	45
12.03 Emergency Facility Closure	45
12.04 City Facility Code of Conduct & Trespass Procedure	46
12.05 City Hall Evacuation and Fire Safety Plan	47
12.06 Tobacco-Free Workplace and Property	47
SECTION 13 CITY VEHICLES & DRIVER ELIGIBILITY	49
13.01 Driver Eligibility	49
13.02 Use of City Vehicle	49
13.03 Personal Vehicle Use	49
13.04 Mileage Reimbursement	49
13.05 Mobile Device Use While Driving	50
SECTION 14 COMMUNICATION & TECHNOLOGY STANDARDS	51
14.01 Email Signature & Out of Office Notification	51

14.02 Official Use of City Logo	51
14.03 Mobile Device Use.....	51
14.04 Personal Use of Social Media	52
14.05 Official Use of City Social Media.....	53
14.06 Acceptable Use of City Network Services and Computing Devices	53
14.07 Information & Cyber Security.....	53
14.08 Employee Use of A.I. Technology	53
14.09 Use of City IT Equipment at Home	54
14.10 Dialing 911 Using a City Phone or Softphone Application.....	54
14.11 Employee Use of Mobile Devices with Cameras	54
SECTION 15 RECORDS & DATA MANAGEMENT	55
15.01 Records Management	55
15.02 Record Retention & Destruction	55
15.03 Digital Imaging as Official Copy	56
15.04 Record Requests.....	56
15.05 Mobile Devices, Public Records and Electronic Discovery	57
15.06 Release of Employee Information	57
SECTION 16 ETHICS & POLITICAL ACTIVITY	58
16.01 Ethics	58
16.02 Standards of Conduct.....	58
16.03 Political Activity	59
16.04 Gifts & Gratuities.....	59
SECTION 17 INVESTIGATIONS, CORRECTIVE ACTION & LABOR RELATIONS	61
17.01 Investigations	61
17.02 Corrective Action.....	61
17.03 Grievances: Non-Union	61
17.04 Workplace Inspections — No Right to Privacy or Confidentiality	62
17.05 Employee & Labor Relations	62
SECTION 18 PROCUREMENT & ADMINISTRATIVE PROCEDURES	63
18.01 Procurement Procedures	63
18.02 Contracting and Purchasing Authority & Documentation	63
18.03 Purchasing Card Use.....	64

Welcome to the City of Springfield

Welcome Letter:

Welcome to the City of Springfield, we're glad to have you on our team. Your employment is part of the City's LiveWell commitment to a workplace where employees thrive emotionally, physically, financially, within their community, and in their careers. We believe that our employees are our most valuable assets. In fact, 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 productive and successful member of the City's team

This employee handbook describes, in summary, the City's administrative regulations that govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between the City and its employees. With the exception of employees who are subject to a collective bargaining agreement or a contract of employment, all employment at the City is "at will." That means that either you or the City may terminate this relationship at any time, for any lawful reason, with or without notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City other than the City manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City (or that is included in a collective bargaining agreement/contract of employment).

You may receive updated information concerning changes in policy 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 policies that are issued after the handbook, please ask Human Resources.








Mission:

The City of Springfield is committed to a workplace where employees feel energized, supported, and empowered to thrive. *LiveWell* reflects the City's dedication to employee well-being through five pillars: **Emotional, Physical, Financial, Community, and Occupational**. The City will continue building a sustainable, high-performing, and values-driven culture through focused initiatives, thoughtful policy development, and creative use of resources. This commitment strengthens service delivery, advances Council goals, and ensures high-quality, responsive service to the Springfield community.








LiveWell is not a single program, but a shared culture that shapes how the City supports and values its employees.

Pillars of Employee Well-Being:

A healthier, more connected, and resilient workforce serves the community with purpose and pride.

-  **Emotional Well-Being**
Emotional well-being involves self-awareness, resilience, and the ability to manage life challenges while supporting others. In the workplace, it influences how employees navigate change, interact with colleagues, and resolve conflicts.
-  **Physical Well-Being**
Physical well-being encompasses maintaining a healthy lifestyle that sustains daily commitments. It includes regular movement, quality sleep, preventive care, and balanced nutrition.
-  **Financial Well-Being**
Financial well-being involves making informed decisions about money, managing daily expenses, and planning for the future.
-  **Community Well-Being**
Community well-being is the ability to build meaningful relationships, contribute to social groups, and engage with the communities where individuals live, work, and play.
-  **Occupational Well-Being**
Occupational well-being is achieved through career satisfaction, skill development, and purpose in work. It also involves maintaining a healthy balance between professional responsibility and personal life.

Mayor & City Council

<i>Name</i>	<i>Ward / Role</i>	<i>Photo</i>	<i>Name</i>	<i>Ward / Role</i>	<i>Photo</i>
<i>Sean VanGordon</i>	<i>Mayor</i>		<i>Michelle Webber</i>	<i>Ward 1 / C. Pres</i>	
<i>Steve Moe</i>	<i>Ward 2</i>		<i>Kori Rodley</i>	<i>Ward 3</i>	
<i>Jill Cuadros</i>	<i>Ward 4</i>		<i>Alan Stout</i>	<i>Ward 6</i>	
<i>Andrew Buck</i>	<i>Ward 5</i>				

About the Mayor and City Council

Together, the Mayor and Council: - Set City policy and adopt the annual budget.

- Approve ordinances, resolutions, and contracts.
 - Appoint the City Manager, City Attorney, and Municipal Court Judges.
 - Engage residents through advisory boards and community initiatives.
 - Guide City staff in delivering high-quality, cost-effective services.
-

Department Directory

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



Nancy Newton, City Manager



Niel Laudati, Assistant City Manager

Responsibilities: Directs and coordinates citywide policies and objectives set by the Mayor and City Council.

Location: East end of City Hall

Phone: (541) 726-3700

City Attorney's Office



Mary Bridget Smith, City Attorney

Responsibilities: Provides legal analysis and reviews ordinances, resolutions, agreements, and City activities to ensure compliance with the Charter and State and Federal laws.

Location: East end of City Hall

Phone: (541) 744-4061

Development and Public Works (DPW)

The DPW Department oversees engineering, operations, and environmental services that sustain Springfield's infrastructure and growth.

Community Development Division



Jeff Paschall, Director

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

Location: SE Quad – Southeast end of City Hall

Phone: (541) 726-3753

Operations & Maintenance Division



Ben Gibson, [AIC] Director

Responsible for street maintenance, wastewater collection, storm drainage, landscape maintenance, facility maintenance, emergency management, and traffic control.

Location: 201 S. 18th Street

Phone: (541) 726-3761

Environmental Services Division



Matt Stouder, Director

Responsible for protecting Springfield's water resources and managing stormwater and regional wastewater programs.

Location: NW Quad – Northwest end of City Hall

Phone: (541) 726-3694

Finance, Municipal Court & IT Department



Nathan Bell, Director

Responsibilities: Oversees budgeting, investments, financial reporting, and municipal court operations. Provides information technology and network support for City departments.

Locations:

- Finance & IT: North end of City Hall (ASD)
- Municipal Court: 230 4th Street, Springfield

Phone:

- Finance: (541) 726-3622
 - Court: (541) 726-3748
 - IT Help Line: (541) 736-1023 / (541) 726-1234
-

Eugene Springfield Fire



Mike Caven, Fire Chief

Responsibilities: Provides emergency response, fire prevention, and community risk reduction services.

Location: 1705 West Second Avenue, Eugene, OR 97402

Phone:

- Ambulance Billing: (541) 726-3734
 - FireMed: (541) 726-3636
 - Fire Prevention: (541) 682-5411
-

Human Resources



Chaim Hertz, Director

Responsibilities: Manages Employee & Labor Relations, Benefits, Recruitment, Risk Management, and Payroll.

Location: North end of City Hall (ASD)

Phone: (541) 726-3705

Library & Museum



Emily David, Director

Responsibilities: Provides access to public programming, community resources, and outreach through partnerships with schools and organizations. The Museum preserves local history through exhibits and collections.

Locations:

- Library: West end of City Hall
- Museum: 590 Main Street, South end of City Hall

Phone: (541) 726-3766

Springfield Police Department



Jami Resch, Police Chief

Responsibilities: Safeguards life, property, and constitutional rights through justice, empathy, and respect. Promotes safety and collaboration across the community.

Location: 230 4th Street, Springfield

Phone:

- Emergency: 911
 - Non-Emergency: (541) 726-3714
 - Anonymous Tip Line: (541) 726-3773
 - Animal Control: (541) 726-3634
 - Crime Prevention: (541) 726-3731
 - Lock Out Crime (Free Home Inspections): (541) 726-2323
-

SECTION 1 | WORKPLACE RESPECT, INCLUSION & SUPPORT

LiveWell Spotlight – Emotional, Community & Occupational Well-Being

This section supports Emotional Well-Being by promoting respect, empathy, and belonging; Community Well-Being by building a workplace grounded in trust, fairness, and inclusion; and Occupational Well-Being by setting clear expectations for professionalism, accountability, and collaboration.

These policies describe how employees are protected, supported, and expected to contribute to a safe, respectful, and inclusive workplace.

1.01 Respectful Place to Work

Public service requires integrity, accountability, and respect.

The employee represents the City in all *workplace* and community interactions and is expected to:

- Treat others with dignity and fairness
- Communicate respectfully
- Act professionally
- Demonstrate accountability
- Support an environment where individuals feel safe to raise concerns

The City prohibits workplace bullying, *intimidation*, *abusive conduct*, and retaliation.

Unlawful *harassment* and *discrimination* are addressed under the No Harassment & Discrimination Administrative Regulation.

Employees must avoid conduct that demeans, intimidates, excludes, or undermines others, including but not limited to:

- Verbal abuse, including name-calling, ridicule, jokes at another person's expense, or offensive remarks
- Physical aggression, including pushing, shoving, tripping, or damaging property
- Intimidating behavior, including threatening looks, gestures, or statements
- Intentional exclusion or isolation from work activities
- Electronic or online *harassment*, including harmful messages, posts, or images
- Demeaning language, personal insults, or behavior that creates fear or hostility
- Repeated public criticism unrelated to legitimate performance improvement
- Deliberate withholding of necessary work information to undermine performance
- Persistent interruption, dismissal, or belittling of ideas
- Abuse of supervisory authority to intimidate or humiliate

This list is not exhaustive. The employee exercises good judgment and professionalism in all *workplace* interactions.

Nothing in this regulation limits rights or protections provided under federal or state law.

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

1.02 No-Harassment & Discrimination

The City is dedicated to maintaining a workplace free from harassment, discrimination, and sexual assault, ensuring that every individual has the right to work in a safe, inclusive, and supportive environment. Harassment or discrimination based on 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 under Oregon, federal, or local law is strictly prohibited. This commitment reflects the City's responsibility to protect emotional health and uphold every individual's dignity.

Leaders at all levels are responsible for fostering a culture of inclusion, support, and respect. They are expected to model kindness, compassion, and accountability in all interactions, especially when responding to concerns.

Employees are expected to uphold these values and engage in professional respectful interactions with one another. If an employee has questions or concerns, they are encouraged to seek guidance from their supervisor, Human Resources (HR), or a trusted leadership representative. Employees may also access confidential support through LiveWell resources, including the Employee Assistance Program.

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

1.03 Appearance and Clothing

The City of Springfield is committed to fostering an inclusive and professional work environment that supports employee well-being and ensures a positive experience for employees and the public. Employees are expected to dress appropriately for their work environment while maintaining a neat, clean and professional appearance. Clothing, grooming, and personal hygiene should support a positive workplace and culture and align with job responsibilities.

Clothing, including hats, and face coverings, should generally be free of logos or slogans except for casual Fridays or during City-sponsored events. Management reserves the right to determine appropriate attire, and individual departments may have additional dress code requirements.

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

1.04 Workplace Relationships

Employees are encouraged to consider any possible conflict of interest before entering a personal relationship with coworkers. Employees who enter a personal relationship with a colleague must maintain professionalism and keep personal matters separate from workplace interaction. Employees in supervisory roles must not engage in personal relationships with those they supervise or whose employment conditions they may influence, including decisions related to hiring, promoting, disciplining and compensating.

The City also prohibits relationships between individuals in inherently unequal positions where one party has real or perceived authority, influence, or power over the other's employment conditions or career progression, includes both formal and informal supervisory relationships.

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

1.05 Hiring of Family Members

Relatives of current employees, as well as individuals involved in an emotional and/or physical relationship with a current employee, are eligible for hire with the City.

All applicants will be subject to the same selection process, job requirements, and evaluation criteria as any other candidate. However, individuals will not be hired or promoted into positions where a family member (as defined by Oregon law), or a person with whom they are in an emotional and/or physical relationship, would fall under their direct line of supervision or vice versa.

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

1.06 Pets in the Workplace

Bringing a pet to work is a privilege that helps create a positive and welcoming environment. Employees who want to bring a pet must follow guidelines to ensure a safe and respectful workplace for everyone.

Employees should use non-public entrance when arriving and leaving with their pet and avoid areas open to the public. The City will decide how many and types of pets are allowed and may deny requests as needed. Employees should be mindful of coworkers how may have allergies or fears related to animals.

Before bringing a pet to work, employees must:

- Get approval from their supervisor
- Make sure their pet is adequately trained.
- Ensure their pet is clean, vaccinated, and free of fleas and ticks.
- Check that their pet won't cause health concerns for co-workers.
- Sign a Pet Waiver agreement to follow the rules.

Pets must be friendly, well-behaved, and not disrupt work. They must not chew, bite, scratch, or damage furniture or office equipment. Employees should not feed other employees' pets at work, if not authorized.

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

1.07 Disability Accommodations

The City is committed to complying fully with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), Section 503 of the Rehabilitation Act of 1973, and applicable state and federal laws. The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operations of the City.

The ADA is a complex law and not every detail will be included in this regulation, but the City will administer this policy in accordance with all legal requirements. Employees are encouraged to seek specific information about the ADA from Human Resources as soon as the need arises.

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

1.08 Pregnancy Accommodation

The City is committed to supporting the health and well-being of all employees during their pregnancy, childbirth, and related medical condition, including lactation. Employees who feel their ability to work may be affected by pregnancy, childbirth, or related conditions are encouraged to contact Human Resources (HR). HR is to discuss available options to help employees to continue to work in a manner that promotes their health and well-being, and if needed, to explore leave options.

The City will provide reasonable accommodations for employees with known limitations related to pregnancy, childbirth, or a related condition, unless doing so would cause undue hardship on City operations. Our goal is to work with employees to find solutions that support both their health and their work responsibilities.

This policy applies not only to current employees but also applicants with known limitations due to pregnancy, childbirth, or a related medical condition, ensuring equal access to accommodations and support during the application process.

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

SECTION 2 | REPORTING & PROTECTIONS

LiveWell Spotlight – Community, Occupational & Emotional Well-Being

This section supports Community Well-Being by fostering transparency, fairness, and trust between employees and leadership; Occupational Well-Being by establishing consistent, respectful processes for resolving workplace concerns; and Emotional Well-Being by encouraging open dialogue and protecting employees from retaliation when raising issues in good faith

Together, these policies ensure that every employee feels safe to speak up, seek clarification, and report concerns without fear; strengthening both the City’s culture of accountability and its commitment to integrity in public service.

2.01 Open Door Policy

The City is committed to fostering a workplace where employees can communicate openly with supervisors and managers without fear of retaliation. Open, empathetic communication is essential to sustaining emotional well-being and mutual trust. Employee concerns, questions, and feedback are valued and should be addressed promptly, professionally, and at the lowest level possible whenever appropriate to foster a collaborative and responsive work environment.

Supervisors and managers are responsible for creating a safe, inclusive, and emotionally supportive environment where employees feel comfortable bringing forward concerns. They are expected to model respectful behavior, listen actively, and resolve concerns fairly and in accordance with the employee’s collective bargaining agreement or, for non-represented employees, the City’s [Grievance Administrative Regulation](#).

Employees are encouraged to engage in honest, solution-focused, and respectful conversation regarding workplace issues, seek clarification, and provide feedback to help improve the work environment. Managers and supervisors are encouraged to consult HR or the EAP for additional support when concerns involve emotional distress, interpersonal conflict, or broader team culture issues.

Retaliation against employees who raise concerns under this policy is strictly prohibited. Any reports of retaliation will be taken seriously and addressed in alignment with City policies.

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

2.02 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 is committed to cultivating an environment of trust, integrity, and shared responsibility. To protect psychological and emotional safety, the City strictly prohibits retaliation against employees who report concerns in good faith. Examples of reportable concerns include evidence of:

- A violation of any federal, Oregon, or local law, rules, or regulations by the City.
- Mismanagement, gross waste of funds, or abuse of authority.
- A substantial and specific danger to public health or safety resulting from City actions.

- Knowledge that a recipient of government services is subject to a felony or misdemeanor arrest warrant.
- Any violation of law, regulation, or standard pertaining to safety or health when the violation comes to the knowledge of the employee.

Employees are encouraged to speak up not only to report violations, but to help safeguard the ethical and community-centered values that define our public service culture.

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.

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

2.03 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 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 3 | EMPLOYMENT & PERFORMANCE

LiveWell Spotlight – Occupational, Financial & Community Well-Being

This section supports Occupational Well-Being by defining clear expectations for job roles, performance, and career growth; Financial Well-Being by maintaining equitable pay structures and consistent employment practices; and Community Well-Being by promoting fairness, inclusion, and transparency in every stage of employment.

These policies describe how employees join, develop, and transition within the organization while being treated equitably, supported in their careers, and recognized as valued members of the City.

3.01 Equal Employment Opportunities (EEO)

The City provides equal employment opportunities to all employees and applicants 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 or older), status as a parent with a court-imposed medical support order, domestic violence victim status, genetic information, citizenship status, military status, marital status, or any other status or activity protected by law.

Equal Employment Opportunity is, and will continue to be, a fundamental principle at the City. Employment decisions are based on individual capabilities and qualifications. Any employee who willfully violates this policy may be subject to disciplinary action, up to and including termination.

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

3.02 Recruitment and Selection

The City's recruitment and selection efforts are developed, administered, and overseen by the Human Resources Department (HR) in accordance with applicable federal and state laws, City administrative regulations, and collective bargaining agreements. These procedures apply to all hiring activities unless specifically waived by the Human Resources Director due to extraordinary circumstances, hardship related to operational necessity or service to the public.

All costs associated with recruitment and selection, including advertising, interviewing, skills assessment, travel, employment agency fees, relocation expenses, and related costs, are the responsibility of the hiring department.

The City provides reasonable accommodations during the recruitment and selection process in accordance with applicable federal and state civil rights laws. Qualified applicants requesting an accommodation are provided with an Accommodation Request form when one has not already been submitted, to clarify the nature of the request.

Recruitment and selection records are treated as confidential to the extent permitted by law. Information related to applications, applicants, and selection materials is shared only with individuals who have legitimate business need to know in order to carry out their role in the hiring process.

The hiring manager and those directly involved in hiring will be provided with appropriate information at the necessary stage to maintain the integrity of the process.

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

3.03 Background Checks

The City conducts background checks for applicants prior to hire or placement into a position. Background checks are limited to information that is job-related and consistent with business necessity.

A background check includes one or more of the following, as applicable to the position:

- Criminal history (international, federal, state, county and local)
- Driving record
- Motor vehicle records
- Social security verification
- Employment verification
- Professional license or certification verification
- Education verification
- Sex offender registration search (state and national)
- Reference checks (personal and professional)
- Credit history
- Drug screening
- Physical or medical evaluation
- Pre-placement fitness evaluation
- Psychological evaluation
- Motor vehicle records
- Address verification
- Alias or name history check

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

3.04 Reporting 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 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.

3.05 Use of Volunteers

The City supports and values the use of volunteers to enhance public services, strengthen community connections, and promote civic engagement. Volunteers may supplement but not replace City staff.

Exceptions to this policy may be reviewed on a case-by-case basis by the Program Coordinator and the Risk Manager.

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

3.06 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:

- ***Full-time***: A position which is scheduled for forty hours per week (excluding FLSA 7k exempt positions) for a period longer than six months.
- ***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.
- ***Part-time (Benefit eligible)***: A position which is scheduled for less than forty hours and twenty or more hours per week.
- ***Part-time (non-benefit eligible)***: A position which is scheduled for less than twenty hours per week.
- ***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.
- ***Regular***: An employee who has successfully completed their probationary period.
- ***Temporary/Seasonal***: A full-time or part-time position used for meeting emergencies, 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.
- ***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.

3.07 Position Review

Positions are classified based on the job's distinguishable characteristics, including job analysis results and assignment to a grade level. The City retains the right to eliminate, change, or establish new classification levels and salary grades.

When a new position is created or an existing position is changed, the Human Resources Department will determine the appropriate classification and pay grade.

City-recognized classifications include but are not limited to:

- Administrative Assistant
- Administrative Specialist
- Associate Program Manager
- Code Enforcement Specialist
- Executive Manager
- Maintenance Assistant
- Management Analyst
- Management Support Specialist
- Management Support Technician
- Manager / Program Manager
- Senior Manager/ Senior Program Manager
- Supervisor
- Technical Analyst
- Technical Specialist

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

3.08 Probationary Period

All appointments are subject to a probationary period. This period helps employees adjust to their roles and ensures they meet work standards. The probationary period is a supportive process designed to help employee:

- Learn about the City, their department, their role.
- Understand performance expectations and successfully meet them.
- Receive guidance and feedback to help them succeed.

The probationary period allows both employee and department leadership to determine if the role is a good fit.

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

3.09 Performance Assessments

Regular employees with four years or less in the same position must have an evaluation at least once a year, usually around their anniversary date.

For regular employees with more than four years in the same position, a formal, written evaluation is required at least once every four years.

A supervisor may choose to use a waiver instead of a formal evaluation for up to three years in a row. Supervisors may complete evaluations more frequently if performance concerns arise or developmental feedback is needed.

Even if an employee has more than four years of service, an annual evaluation is required if any of the following occur:

- The employee has faced formal discipline during the past twelve (12) months.
- The employee has moved to a different classification (through 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 conducted during an employee's training or probationary periods.

Additional evaluations may be done during an employee's training or probationary period.

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

3.10 Separation of Employment

The City recognizes the service and contributions of its employees and is committed to managing separation in a manner that is respectful, transparent, and well organized. The separation process is designed to support employee well-being, ensure compliance with legal requirements, and maintain continuity of City operations.

Employee separations are generally effective on the employee's last physically worked day, which aligns with a regularly scheduled workday unless otherwise approved. The City complies with Oregon law regarding final pay and provides timely payment of all wages, including eligible accrued leave, when applicable.

Health insurance coverage remains active through the end of the month in which separation occurs. Eligible employees may elect to continue coverage through COBRA or, where applicable, the City's retiree health plan. Employees are encouraged to review benefits continuation options to make informed decisions.

Employees who believe they meet the City's retirement eligibility criteria should refer to the City's Retirement Benefits administrative regulation for additional information.

For more information see Administrative Regulation titled "[Separation of Employment.](#)"

3.11 Layoff and Recall

In support of the LiveWell initiative, the City is committed to minimizing the impact of layoffs by first exploring alternative cost-saving strategies that protect jobs and preserve workforce stability. Prior to initiating a layoff, departments should consider the following options:

- Identifying employees who may voluntarily reduce their FTE
- Reviewing current vacancies within the affected classification
- Implementing a temporary hiring freeze
- Reassigning employees to other positions within the department
- Exploring other cost-saving opportunities

Layoffs may be temporary or permanent, and may be implemented due to budget reductions, lack of work, organizational restructuring, or evolving operational needs. The City will determine when a layoff is necessary and which positions are affected. All layoffs must be coordinated with Human Resources and approved by the City Manager.

In lieu of a layoff, an employee may voluntarily be demoted to a vacant position in a lower classification that requires similar knowledge, skills, and abilities. Placement is contingent on position availability and qualifications. The employee will be placed within the appropriate pay range, based on experience, as determined by Human Resources.

Bumping into a lower classification within the same occupational group is not permitted.

Employees classified as limited duration, temporary, or on initial probation may be separated at the discretion of the department director and are not subject to this regulation. For more information see Administrative Regulation titled "[Layoff and Recall.](#)"

3.12 Reporting Changes to Personal Information

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 (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.

SECTION 4 | WORK HOURS & FLEXIBILITY

LiveWell Spotlight – Occupational, Emotional & Physical Well-Being

This section supports Occupational Well-Being by establishing clear standards for scheduling, work hours, and flexible work arrangements; Emotional Well-Being by supporting balance, focus, and adaptability; and Physical Well-Being by promoting healthy routines, preventing fatigue, and encouraging time for rest and recovery.

These policies define how employees structure their workday, use breaks, and balance time away from work to maintain safety, wellness, and sustainable performance.

4.01 Hours of Work & Overtime

The official workweek for payroll purposes begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. City offices generally operate from 8:00 a.m. to 5:00 p.m., Monday through Friday, though departments may set different schedules based on operational needs. Employees are expected to work their assigned schedules or use accrued leave to account for time not worked. All hours worked must be recorded accurately in the department's designated timekeeping system (i.e., SPR Timecards or CrewSense). Non-exempt employees are entitled to overtime for hours worked beyond forty (40) hours in a work week.

Overtime requires prior supervisor approval. Overtime compensation will be provided either as pay or compensatory time off. Supervisors may not require compensatory time in place of overtime pay.

Overtime is not guaranteed, and the City retains the right to assign overtime as necessary. When possible overtime assignments will be distributed equitably among qualified employees.

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

4.02 Exempt Employee Time Management

Exempt Employees, with limited exceptions, are not eligible for overtime pay or compensatory time off for hours worked beyond their budgeted Full-Time Equivalent (FTE). Instead, they receive one additional week of vacation or paid time off each year.

Employees in the Police Command Staff classifications have separate overtime and administrative-day provisions described in Step 2.

Employees are expected to work during standard business hours, weekly hours may vary based on Operational Needs and professional responsibilities. By accepting an exempt position, employees acknowledge that their duties may occasionally require more than forty (40) hours of work in a week.

Employees have flexibility to manage their schedule based on job demands and Operational Needs. This may include occasional remote work, adjusted start or end times, or other modifications. Employees are expected to communicate schedule changes to their supervisor in advance and ensure that departmental needs are met.

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

4.03 Alternative Work Schedules

Departments may offer alternative work schedules, with department director approval and in consultation with Human Resources, when such arrangements support operational needs and promote employee well-being. Alternative schedules must maintain service excellence while recognizing that flexibility can improve retention, reduce burnout, and strengthen employee engagement. Available options may include:

- Compressed workweeks,
- Flextime,
- Job sharing,
- Reduced workweeks, and
- Telework.

Departments determine the availability of these options based on operational requirements. This policy does not apply to temporary schedule adjustments lasting less than two (2) weeks or to department-initiated changes related to seasonal, training, or operational needs. All alternative work schedules must comply with the Fair Labor Standards Act (FLSA), Oregon wage and hour laws, and applicable CBAs.

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

4.04 Telework

The City supports telework when it benefits employees, departments, and the community by improving focus, resilience, work-life balance, and service delivery. Telework is one of several flexible work options that promote employee well-being and operational effectiveness. Jobs may be eligible for telework when:

- Face-to-face interactions are limited or can be scheduled.
- All essential job duties can be performed remotely at the same standard as if performed at a City facility.

Not all positions are suitable for telework. Employees who handle Criminal Justice Information (CJI) or Health Insurance Portability and Accountability Act (HIPAA)-protected information without proper security measures are not eligible. Employees who work with other types of confidential or sensitive information will be evaluated individually.

Telework is not a replacement for dependent or elder care. However, it may give employees flexibility in coordinating personal care responsibilities. Supervisors are expected to review requests thoughtfully, balancing operational needs with employee well-being.

Participation in the City's telework program is at the City's discretion. Arrangements may be changed or ended at any time based on business needs, with reasonable notice provided whenever possible. Nothing in this regulation alters employee rights under the Americans with Disabilities Act (ADA) or Oregon law. Telework may be provided as a reasonable accommodation. Employees seeking telework as an accommodation must follow the City's Disability Accommodation administrative regulation.

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

4.05 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 | ATTENDANCE & TIME MANAGEMENT

LiveWell Spotlight – Occupational, Emotional, Physical Well-Being

This section supports Occupational Well-Being by setting clear expectations for reliability and time management; Emotional Well-Being by promoting fairness, communication, and respect for personal needs; and Physical Well-Being by ensuring employees have protected time to rest, nourish, and care for themselves during the workday.

These policies reinforce balanced routines that support safety, wellness, and sustained performance.

5.01 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.

5.02 Attendance

Punctuality and regular attendance is an essential responsibility 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 notices 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.

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

5.03 Meals and Rest Breaks

The City provides meal and rest periods in full compliance with Oregon labor laws. Meal periods and rest breaks must be taken separately and may not be combined or used to adjust work schedules.

Supervisors are responsible for ensuring compliance, and employees are encouraged to take their breaks as scheduled.

Regular breaks support physical health, emotional resilience, and sustained productivity, reflecting the City's commitment to employee well-being.

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

5.04 Lactation Breaks & Support

The City provides reasonable lactation breaks and private, non-bathroom spaces for employees who are nursing, as required by law, until the child is 18 months old.

Employees are encouraged to notify their supervisor of their needs so accommodation can be arranged that support both personal and operational requirements.

The City is committed to fostering a workplace culture that respects and supports parenting, and recognizes that employee wellness (including postpartum recovery, infant health, and emotional connection) is integral to workforce success

For more information see Administrative Regulation titled "[Lactation Breaks & Support.](#)"

SECTION 6 | GENERAL LEAVE PROGRAMS

LiveWell Spotlight – Emotional, Physical & Financial Well-Being

This section supports Emotional Well-Being by encouraging balance and time to rest and recover, Physical Well-Being by supporting preventive and restorative health, and Financial Well-Being by providing paid time off that maintains income stability during approved absences.

These policies define how general paid leave is earned, used, and scheduled to promote balance, reliability, and accountability.

6.01 Vacation

It is the policy of the City to provide paid vacation time to employees. Employees accrue vacation on a prorated basis based on hours worked (including paid leave), up to a maximum of forty (40) hours per workweek.

Vacation time is accrued on a bi-weekly basis. Employees are responsible for managing their vacation balances.

Vacation leave does not include City-paid time off for observed holidays.

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

6.02 Paid Time Off (PTO)

The City is committed to providing employees with sufficient paid time off (PTO) for rest and relaxation, as well as to address personal and family medical needs. The City provides maximum flexibility by consolidating vacation, sick leave, and floating holidays in a single PTO bank, which serves the best interest of both the City and its employees. PTO does not include City-observed holidays.

Each benefited employee will accrue PTO on a biweekly basis based on length of service, as outlined in the procedure section below. PTO may be used after it is accrued and can be taken in one-minute increments. Employees are responsible for managing their own PTO to ensure adequate reserves for vacation, illness, appointments, emergencies, or other personal needs.

Eligibility to accrue PTO is contingent on the employee either working or using accrued PTO for the entire bi-weekly pay period. PTO is not accrued during pay periods in which the employee is on unpaid leave, short-term or long-term disability leave, or workers' compensation leave. PTO requests that qualify as protected leave may not be denied. Consistent with applicable law, the City may require employees to use accrued PTO concurrently with FMLA or OFLA leave, except where prohibited by law, including Oregon Sick Time protections.

The first forty (40) hours of PTO use in a calendar year will be designated as Oregon Sick Time Leave (OST) and treated as protected leave.

A current represented employee who accepts a non-represented position will be offered the option to voluntarily enroll in the City's Paid Time Off (PTO) plan as part of the job offer process. Election into the PTO plan must be made at the time of offer and, once elected, is irrevocable. Employees who do not

elect PTO enrollment will remain subject to the leave provisions applicable to their position classification.

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

6.03 Holidays

It is the policy of the City to grant paid days off in recognition of certain holidays. The City recognizes eleven (11) paid holidays each year and two (2) paid floating holidays for employees on the Sick and Vacation leave plans.

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

Police Sergeants follow separate holiday provisions, including holiday time accrued in lieu of fixed holidays, as described in Section 6 of this regulation.

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

6.04 Sick Leave

Unless otherwise provided in a collective bargaining agreement, employees who are not on the PTO plan will 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 forty (40) hours of leave coded annually for qualifying FMLA/OFLA absences (whether sick leave or other accrued leave), will count towards Oregon Sick Time (OST).

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.

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.](#)"

SECTION 7 | PROTECTED & SPECIAL LEAVES

LiveWell Spotlight – Emotional, Physical & Community Well-Being

This section supports Emotional Well-Being by ensuring employees can care for themselves and their families without fear of job loss, Physical Well-Being by promoting recovery and care, and Community Well-Being by upholding fairness and compassion in administering protected leave rights.

These programs are governed by state and federal law or City policy and provide job-protected or specialized leave under specific qualifying circumstances.

7.01 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 with 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 may not be used until the employee has been employed for at least 90 days.

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

7.02 Family Medical Leave (FMLA)

Family and Medical Leave (FML) provides eligible employees with unpaid, job-protected leave for qualifying 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, except where otherwise required by City policy or applicable law.

Employees requesting leave for their own serious health condition or to care for an eligible family member must provide medical certification from the appropriate health care provider to support the leave request.

Eligible employees are generally entitled to up to twelve (12) workweeks of FML during a designated twelve (12)-month leave year. Under certain circumstances permitted by law, leave may extend beyond twelve (12) weeks. FML may be taken for the following qualifying reasons:

The employee's own serious health condition or that of an eligible family member;

- Pregnancy-related disability;
- The birth of a child and care for the newborn;
- The placement of a child through adoption or foster care;
- Military Family Leave, including:
 - Qualifying exigencies related to a covered military member's deployment; and

- Up to twenty-six (26) workweeks of leave in a single twelve (12)-month period to care for a covered service member with a serious injury or illness.

Employees approved for FML are entitled to job protection and will be restored to the same or an equivalent position upon return to work, consistent with FMLA requirements. Employees are expected to return to work promptly once the condition requiring leave has resolved, even if the leave was initially approved for a longer duration.

When FML is taken for the employee's own serious health condition, the employee must provide a fitness-for-duty certification from their health care provider, confirming the employee's ability to return to work with or without restrictions, prior to resuming work.

Periods of disability resulting from a compensable on-the-job injury or illness will qualify as FML when the condition meets the definition of a serious health condition under the FMLA. In such cases, FML will run concurrently with workers' compensation leave.

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

7.03 Oregon Family Leave (OFLA)

The Oregon Family Leave Act (OFLA) provides eligible employees with unpaid, job-protected leave. Group health insurance coverage continues during OFLA leave under the same terms and conditions as active employment.

The City uses a third-party administrator (TPA) to administer all protected leave requests. Employees must follow the TPA's instructions, including completing required forms and responding to requests for information. The TPA issues required notices and makes eligibility determinations. Employees will not be denied protected leave solely because the TPA has not yet completed its review.

Employees may elect whether to use accrued paid leave while on OFLA. This election applies only to OFLA and does not affect the administration of other protected leave programs.

Employees must provide sufficient information to the TPA to determine whether the leave qualifies for OFLA, including the anticipated timing and duration of the leave. When medical certification is required, employees must return completed certification within fifteen (15) calendar days, unless doing so is not practicable despite good-faith efforts. If certification is incomplete or missing, the TPA will identify the deficiencies and provide the employee a reasonable opportunity to cure before any denial is issued.

Eligible employees may take OFLA leave for the following qualifying events:

- **Home care for a child.** Up to twelve (12) weeks to care for a child with a serious or non-serious health condition, or when a child's school or place of care is closed due to a declared public health emergency.
- **Bereavement Leave.** Up to two (2) weeks per family member, with a maximum of four (4) weeks in a single leave year.
- **Sick Child Leave.** Up to twelve (12) weeks for a child with a non-serious health condition requiring home care when no other responsible caregiver is available.

- **Pregnancy disability Leave.** Up to twelve (12) additional weeks for pregnancy-related conditions. This entitlement is separate from other OFLA leave and may be taken before or after parental leave.
- **Military family leave.** Up to fourteen (14) days per deployment for each eligible family member.

OFLA leave may be taken in a continuous block or intermittently and is tracked using the smallest increment applied by the City's payroll system.

OFLA provides up to twelve (12) additional weeks of leave for pregnancy disability. This entitlement is separate from Paid Leave Oregon benefits and is not dependent on the exhaustion of Paid Leave Oregon (PLO).

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

7.04 Paid Leave Oregon Insurance

The City of Springfield provides paid protected leave, commonly referred to as Paid Leave Oregon (PLO) through the City's third-party administrator, currently 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 or retaliated against for using this benefit. We encourage each employee to use the combination of time off and benefits that meet their personal needs.

The Oregon Employment Department (OED) reviews and sets the contribution rate annually. Employees are 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](#)."

7.05 Leave of Absence (Extended Medical or Personal)

The City 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 beyond a traditional vacation or PTO request (generally 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 works. 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 leave of absence 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.

(A) 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.

(B) 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.](#)"

7.06 Compassionate Leave

Employees may be granted up to three (3) days of City paid Compassionate Leave following the death of an immediate family member or in the event of a pregnancy loss. With approval from the department director or designee, employees may take up to two (2) additional paid days for out-of-state travel related to funeral or memorial services.

Compassionate Leave should be used in a single, continuous block of time and must be taken within 60 days of the date of loss. Extensions may be considered on a case-by-case basis. If both the employee and their spouse or partner are employed by the City, both individuals may take leave concurrently for the same qualifying event.

Compassionate leave runs concurrently with bereavement leave provided under the Oregon Family Leave Act (OFLA) bereavement leave. The initial three (3) to five (5) days are paid by the City. If

additional time is needed, employees may use accrued leave banks or, if no leave is available, take the remaining time as unpaid protected leave.

This benefit aligns with the LiveWell pillars of emotional and occupational well-being, ensuring employees have space to heal without compromising financial stability or job security.

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.

7.07 Jury Duty & Witness Leave

The City encourages employees to serve on juries and fulfill their witness obligations when summoned. Employees must inform their direct supervisor as early as possible and provide a copy of the summons. In cases of significant business need, management may ask employees to request a postponement from jury duty, subject to court approval.

Employees required to attend court or legal proceedings because of actions taken in the course and scope of their employment will be considered "at work" and will receive their regular wages. This provision does not apply to an employee who is a plaintiff in a lawsuit or other legal proceedings against the City.

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

7.08 Crime Victim Leave

An employee who has worked an average of at least 25 hours per week for the 180 days immediately prior to the requested leave is eligible to take reasonable, unpaid leave to attend criminal proceedings related to certain crimes, if:

- The employee is the victim of the crime; or
- The employee's minor child or dependent is the victim of the crime.

Covered crimes include homicide, kidnapping, assault, sexual offenses, stalking, menacing, and domestic violence, as defined under ORS 659A.190. For more information see Administrative Regulation titled "[Crime Victim Leave.](#)"

7.09 Domestic Violence Leave and Accommodation

Employees may take reasonable unpaid leave for any of the following purposes when related to domestic violence, harassment, sexual assault, or stalking experienced by themselves, their minor child, or dependent:

- To seek legal or law enforcement assistance, including preparing for and participating in protective order proceedings or other related legal actions.
- To seek medical treatment or recover from injuries.
- To obtain counseling from a licensed mental health professional.
- To obtain services from a victim services provider.
- To relocate or take steps to secure housing, including:
 - Time spent packing, moving, and arranging security during the transition.

- Transportation or other assistance related to safety needs.

The City may transfer an employee on intermittent leave or a reduced work schedule to an alternate position, consistent with OFLA intermittent leave provisions.

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

7.10 Military Leave

Employees are entitled to military leave for service in 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 having a negative impact on efficiency or performance ratings, or any other rights or benefits to which the employee is entitled.

Employees returning from active duty will be reinstated in accordance with applicable state and federal law, including placement in the position they would have attained had employment not been interrupted by military service, or a comparable position, as required under USERRA.

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

7.11 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. 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.

7.12 Leave Donation

A voluntary leave donation may be requested for a *qualifying medical emergency* affecting the employee, their spouse, or child living in the same household.

Donated leave is intended to replace unpaid work hours when an employee has exhausted all available paid leave and wage-replacement benefits.

Employees are prohibited from coercing or attempting to coerce another employee for the purpose of interfering with employee rights involving donation, receiving, or using donated leave time.

Employees may receive donated leave for a qualifying medical emergency for a period not to exceed ninety (90) calendar days, or an equivalent amount of unpaid work time for intermittent leave, as determined by Human Resources.

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

7.13 Major Disaster Leave Program

In the event of a major disaster as declared by the President of the United States that results in a severe hardship for City employees, the City Manager may direct the Human Resource (HR) Department to establish a Leave Sharing Program (LSP). Under this LSP, eligible employees may donate accrued leave to a leave bank established to assist employees affected by the disaster.

The donation of leave is strictly voluntary.

The City Manager will determine a reasonable time period (based on the severity of the disaster) during which employees may donate leave, and during which leave recipients must use donated leave.

For more information see Administrative Regulation titled "[Major Disaster Leave Program](#)."

SECTION 8 | PAY, COMPENSATION & ARREARS

LiveWell Spotlight – **Financial & Occupational Well-Being**

This section supports Financial Well-Being by ensuring employees are compensated accurately, transparently, and in compliance with Oregon and federal law, and Occupational Well-Being by reinforcing trust and accountability in pay practices and financial stewardship.

These policies outline how employees are paid, what additional pay or reimbursements they may receive, and how the City manages overpayments, ensuring fiscal responsibility and equitable compensation.

8.01 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.

8.02 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.

8.03 Compensation

The City of Springfield needs highly talented staff to be able to excel at our mission and achieve our strategic goals. Our compensation system is designed to be in compliance with the Oregon Pay Equity Act and to attract, retain and reward individuals that can build a successful service-based organization.

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

- Ensure sound stewardship of available resources.
- Provide for payment of salaries comparable to and competitive with those paid for similar positions and services in comparable public agencies, and agencies in the surrounding area.

- Maintain internal relationships between classes based upon internal salary scales to provide the necessary structure for the supervisor/employee relationship.
- Provide for equal pay for equal work without regard to local, state and federally protected classes.
- 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 the 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 employees.

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

8.04 Additional Pays

The City provides additional pay that is not part of an employee's base pay, including but not limited to:

- Special Assignment Pay
- Standby
- Bilingual Pay
- Public Safety Wellness Incentive
- Public Safety Officer Uniform Pay

For more information see Administrative Regulation "[Additional Pays.](#)"

8.05 Cell Phone Reimbursement

Employees may be eligible to receive a forty-five dollar (\$45.00) monthly reimbursement for the use of a personal cell phone to conduct City business. Eligibility must be approved by the employee's department director.

Reimbursement is contingent upon submission of the required form and adherence to this regulation.

For more information see Administrative Regulation "[Cell Phone Reimbursement.](#)"

8.06 Travel Reimbursement

Reimbursement of expenses is allowed within the parameters of this administrative regulation and when the employee will not be reimbursed from any other source.

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 preapproved 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.

Exceptions to this regulation may be approved for documented medical or accessibility reasons.

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

8.07 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.

8.08 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.

8.09 Recovery of Overpayment and Benefit Arrears

The City is entitled to recoup all overpayments of wages, reimbursements, or benefit-related costs made to employees, regardless of the cause of the overpayment. It includes but is not limited to:

- Overpayment, of wages due to timekeeping or administrative errors;
- Reimbursement made in error or in excess of what is appropriate;
- Benefit arrears incurred when an employee is on an unpaid leave of absence and fails to remit their share of benefit premiums.

In such cases, the City must be able to clearly show that the employee received more than they were due under the agreed-upon wage rate, worked fewer hours than reported, received excess reimbursements, or failed to pay the required employee portion of benefit premiums during unpaid leave.

Upon verification, the City will notify the employee of the amount owed and will attempt to develop a mutually agreeable repayment plan. However, should an agreement not be reached, the City reserves the right to deduct up to 10% of the total amount owed from the employee's wages each pay period until the City has been fully reimbursed.

If an employee separates from employment with the City before the balance is paid in full, the remaining amount will be deducted from the final paycheck to the extent allowed by law.

Per the Fair Labor Standards Act (FLSA), wage overpayments are treated as loans or wage advances. Accordingly, recovery of such amounts may legally reduce the employee's wages below minimum wage or overtime thresholds. The City will make every reasonable effort to recover overpayments or arrears resulting from payroll, benefit, or administrative errors.

SECTION 9 | BENEFITS & RECOGNITION

LiveWell Spotlight – All Five Pillars of Well-Being

The City’s benefit and recognition programs are built around the five pillars of LiveWell: Emotional, Physical, Financial, Community, and Occupational Well-Being. Each program is designed to strengthen your health, stability, and engagement at work and beyond.

These policies outline the benefits, resources, and recognition programs that support employee well-being, celebrate contributions, and promote a healthy and thriving workforce.

9.01 Medical, Dental, and Vision Insurance

Employees working twenty (20) or more hours per week, including full-time, part-time, and limited duration roles, are required to enroll in City- benefit plan, unless the employee is eligible to waive coverage in accordance with the terms of the applicable benefit plan documents.

These benefits reflect the City’s commitment to the five pillars of LiveWell - Emotional, Physical, Financial, Occupational, and Community Well-Being.

In the event of conflict between this regulation and plan documents, the official benefit plan documents govern.

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

9.02 Employee Assistance Program

Employees may face challenges that affect their ability to manage stress, maintain healthy relationships, or adapt to change. EAP offers confidential support services to help employees, and their household members build emotional resilience, practice self-care, and enhance overall workplace well-being.

In alignment with the City’s commitment to the Emotional Well-Being pillar of LiveWell, EAP services include:

- **Confidential counseling:** Up to six (6) sessions per topic per calendar year.
- **Training and skill building:** Workshops on stress management, effective communication, and coping strategies.
- **Workplace support:** Services such as conflict resolution, mediation, and team interventions.
- **Critical incident response:** On-site support and debriefing after traumatic or disruptive events.
- **Coaching:** Guidance for employees and supervisors to navigate workplace challenges and improve performance.

Supervisors, in coordination with Human Resources, leadership may recommend or require EAP participation to address workplace concerns. Most services, however, are voluntary and self-initiated. 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.](#)

9.03 HRA VEBA Plan

HRA VEBA enables the City to make tax-free contributions upon eligible retirement (as defined below). Eligible contribution sources include:

- Sick Leave cash-out
- HRA rollover
- Vacation cash-out
- PTO Cash-Out

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

9.04 Retirement Benefits

The retirement benefits program offers eligible retirees and their dependents access to:

- Post-retirement medical, dental, and vision benefits
- Retiree medical premium credits
- Access to the Springfield Wellness Center
- Sick leave payout options
- Participation in the Voluntary Employee Beneficiary Association (VEBA) plan
- Free Willamalane fitness membership for retirees (eligible dependents may receive a discounted rate)

Benefit plans and provisions are subject to change. Refer to the City's Human Resources website for current details. For more information see Administrative Regulation titled "[Retirement Benefits](#)"

9.05 Employee Recognition Program

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

Service milestone recognition is awarded as follows

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

To receive credit for a service year, employees must maintain active status for the full twelve-month period. If, for example, an employee's service year runs from April 1 through March 31 of the following calendar year and they leave City service in February, they will not receive service credit for that year. For more information see Administrative Regulation titled "[Employee Recognition Program](#)"

SECTION 10 | WORKPLACE SAFETY & RETURN-TO-WORK

LiveWell Spotlight – Physical, Occupational & Community Well-Being

This section supports Physical Well-Being by ensuring employees work in safe, healthy, and secure environments; Occupational Well-Being by maintaining reliable operations and shared accountability for safety and preparedness; and Community Well-Being by creating facilities and public spaces that are welcoming, accessible, and reflective of public trust.

These policies outline the City’s shared responsibility for workplace safety, injury prevention, and recovery, ensuring employees are protected, supported, and empowered to return to work safely and with dignity.

10.01 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.

10.02 Hazard Communication

The City promotes a culture of safety and health by establishing clear work practices to prevent exposure-related injury or illness. Through the City’s Hazard Communication Program, anchored in transparent labeling, up-to-date Safety Data Sheets (SDS) access, effective training, the City aims to minimize risk and build trust across departments.

This policy directly supports Physical Well-Being by protecting health, and Occupational Well-Being by preparing employees to work safely with confidence.

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

10.03 Violence-Free Workplace

Employees are prohibited from engaging in violence, including acts of bodily harm, physical intimidation, or verbal or written threats of violence.

The City maintains a zero-tolerance approach toward any threats or acts of violence made by an employee against another employee or a member of the public, including threats to their life, health, well-being, family, or property.

Employees are encouraged to remain alert to any potential signs of violence. Should a violent incident develop, the priority should be the safety of employees and other people in the area.

Employees may carry pocketknives with blades up to three and one-half (3.5) inches in length.

Employees may not carry dangerous weapons and are prohibited from bringing deadly weapons to the workplace, including parking lots on City property.

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

10.04 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.](#)"

10.05 Substance Use and Impairment

Employees must act in a manner that supports a safe and respectful workplace by promptly reporting safety concerns or suspected impairment, seeking assistance when needed, and interacting with coworkers in a professional and respectful manner consistent with the City's values of resilience, compassion, and service.

Employees must report to work fit for duty and remain fit for duty while on duty. The use, possession, distribution, or being under the influence of alcohol, drugs, or impairing medications while working on City property or conducting City business is strictly prohibited.

Covered Employees must also comply with FMCSA regulations, including restrictions on alcohol consumption within four hours prior to duty and eight hours following certain incidents.

For more information see Administrative Regulation titled "[Substance Use and Impairment.](#)"

10.06 Hearing Conservation

The City is committed to protecting employees from hearing damage through proactive assessment, transparent communication, and appropriate intervention.

This program aligns with OR-OSHA standards and advances the LiveWell values of Physical and Occupational Wellbeing by fostering trust, empowering employees to care for their hearing health, and equipping departments to manage risks responsibly.

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

10.07 Heat Illness Prevention

The City complies with OAR 437-002-0156 (Heat Illness Prevention Standard) and promotes a culture where employees feel empowered to pause work when health or safety is at risk. We are committed to proactive training, hydration, rest, and communication practices that help employees thrive, even under difficult conditions.

Employees are expected to look out for their own well-being and that of their coworkers, and to report symptoms immediately without fear of reprisal.

Supervisors and employees share responsibility for creating an environment where safety conversations are welcomed.

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

10.08 Wildfire Smoke Exposure

The City of Springfield complies with OAR 437-002-1081 – Protection from Wildfire Smoke – and is committed to creating a safe and informed environment when wildfire smoke threatens employee well-being.

Wildfire smoke can cause both immediate and long-term health effects, especially for sensitive individuals. Promoting air quality awareness and protective behaviors is essential to reducing these risks.

Supervisors and employees are expected to collaborate on risk mitigation strategies to ensure a safe and compassionate workplace during smoke events.

Fine particulate matter of the 2.5 micrometer diameter or smaller size (PM 2.5) is the most harmful because they can reach deep into the lungs.

The symptoms of wildfire smoke exposure:

- **Eyes:** Burning sensation, redness, and tearing caused by irritation and inflammation that may temporarily impair vision.
- **Respiratory system:** Runny nose, sore throat, cough, difficulty breathing, sinus irritation, wheezing, shortness of breath, 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.](#)"

10.09 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 during, employment with the City of Springfield. Benefits, including time-loss, will be administered in accordance with Oregon Workers' Compensation Law and the administrative rules of the Workers' Compensation Division (WCD) or its successor.

Complaints arising under the 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.

Employees must conduct their work in compliance with all safety rules, and injuries must be reported immediately to their supervisor. Claims resulting from horseplay, scuffling, practical jokes, or other similar activities may be denied.

The City's supplemental workers' compensation pay in addition to time-loss will be governed by this administrative regulation as outlined in the Procedure section below.

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

10.10 Non-Occupational Injuries or Illnesses

Employees who are temporarily unable to perform their essential duties due to a non-occupational injury or illness may request a temporary modified work assignment through Human Resources. The assignments are designed to:

- Keep employees engaged with their work groups and the community,
- Promote a sense of purpose and contribution during recovery, and
- Reflect the City's investment in inclusive, recovery-supportive practices.

Modified assignments must not interfere with state or federal rights related to protected leave, disability accommodation, or similar entitlements.

The City is not obligated to remove essential job functions due to a non-occupational injury or illness and may only assign modified work when such work is available and beneficial to the organization. The determination of availability lies solely with the City.

Employees are encouraged to proactively engage in the ADA interactive process. Depending on circumstances, the modified work assignment may run concurrently with that process.

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

10.11 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.

10.12 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.

10.13 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 reasonable accommodation as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

10.14 Contagious Illness

The City is committed to maintaining a safe, healthy, and supportive workplace. The City promotes practices that reduce the spread of contagious illnesses and encourages employees to prioritize their health and the health of others. Employees who show symptoms of a contagious illness may be sent home using sick leave, Paid Time Off (PTO), Paid Leave Oregon (PLO), or unpaid leave if no accrued leave is available.

During a public health emergency or pandemic, the City may adjust operations to ensure continuity of essential services while supporting employee and community health.

The City encourages all employees, interns, volunteers, and elected officials to remain up to date on vaccinations, including those for influenza, COVID-19, and other communicable diseases, consistent with public health recommendations. Some employees may be required to obtain specific vaccinations based on job duties. These employees must follow the relevant procedures outlined in this policy.

This regulation will be reviewed as updated as needed to reflect emerging science, laws, and public health guidance.

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

SECTION 11 | SECURITY & CONFIDENTIALITY

LiveWell Spotlight – **Community, Occupational & Physical Well-Being**

This section supports Community Well-Being by maintaining public spaces that are safe, welcoming, and inclusive, and Occupational Well-Being by ensuring City facilities are secure, efficient, and well-organized for daily operations.

These policies outline how employees and community members share, access, and use City facilities responsibly and respectfully.

11.01 City Identification Badge

All employees and elected officials of the City will be issued a City ID badge on their start date.

Badges must be visibly worn at all times while on City premises. Individual work units may exempt employees 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. These badges will also provide 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 regulation.

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

11.02 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.

SECTION 12 | FACILITIES USAGE & PUBLIC ACCESS

LiveWell Spotlight – Community & Occupational Well-Being

This section supports Community Well-Being by maintaining public spaces that are safe, welcoming, and inclusive, and Occupational Well-Being by ensuring City facilities are secure, efficient, and well-organized for daily operations.

12.01 City Facility Use

All individuals shall have equitable access to City facilities, without regard to race, color, religion, sex, national origin, age, marital or veterans' status, sexual orientation, or disability.

City Hall facilities may be used for public meetings, civic purposes, and by non-profit organizations or other entities that either include Springfield residents in their membership or provide services to the Springfield community. Some meeting spaces are permanently reserved for City business.

City Hall, the Justice Center, and adjacent public grounds are considered public facilities and remain accessible to the community during standard office or Library hours, or when other scheduled functions are taking place. The Justice Center is open during standard business hours or during approved meetings and events.

All City buildings, along with areas within ten (10) feet of entrances, exits, windows, accessibility ramps, and air intake vents, are designated no-smoking and no-vaping zones.

The City is not responsible for personal property left on the premises. For more information see Administrative Regulation titled "[City Facility Use Policy.](#)"

12.02 Building and Facility Access

Every employee plays a part in safeguarding the City's physical space and assets. Facility access is a privilege, not a right, and is granted based on operational need.

The City controls access to maintain the safety of its representatives and minimize risk or loss.

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

12.03 Emergency Facility Closure

Except for regularly scheduled holidays, the City Hall business offices will be open for business during normal business hours. Should circumstances arise beyond our control, such as inclement weather, a national crisis, or other emergencies that make 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 City facilities will close.

The City recognizes that each employee's ability to safely reach work may differ. Employees who cannot safely report to work must contact their supervisor. If a facility is closed but the employee is able to telework, the employee should do so with prior approval from their manager or supervisor.

Essential personnel are required to report to and remain at work during all facility closures until properly relieved. In most cases, essential personnel are defined within this policy; however, an emergency

incident may necessitate that the City Manager or department directors declare non-essential personnel as essential. Essential employees may be assigned to perform their usual duty stations, other duty stations, or other locations as determined by the employees' supervisors, or managers.

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

12.04 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 tasks 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.](#)"

12.05 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.](#)"

12.06 Tobacco-Free Workplace and Property

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 -and marijuana-free areas. Further, the City prohibits tobacco/marijuana use in or around City vehicles and equipment or machinery.

Employees who smoke 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.

SECTION 13 | CITY VEHICLES & DRIVER ELIGIBILITY

LiveWell Spotlight – **Physical, Occupational & Community Well-Being**

This section supports Physical Well-Being by preventing accidents and injuries, Occupational Well-Being by promoting safety and accountability in daily operations, and Community Well-Being by modeling professionalism and respect in public service.

These policies outline the City's expectations for safe and responsible driving, whether using a City-owned or personal vehicle for City business.

13.01 Driver Eligibility

It is the policy of the City to ensure that all operators of a motor vehicle used on official City business are qualified and drive safely. The City will review the driving records of individuals whose essential job duties include operating a motor vehicle or driving a City-owned vehicle.

Failure to maintain an acceptable driving record may result in loss of authorization to drive on City business or operate a City-owned vehicle, which could affect job status and may lead to disciplinary action.

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

13.02 Use of City Vehicle

Driving is among the most hazardous tasks performed by City employees. Therefore, it is the policy of the City that individuals driving on City business will operate vehicles in a safe, courteous, and lawful manner to prevent avoidable vehicle-related accidents.

City vehicles shall be used for City business-related purposes only. De minimis exceptions include stopping at a rest area or using the vehicle at the destination point for meals, lodging, or other legitimate activities within the scope of the intended City business trip.

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

13.03 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](#)"

13.04 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](#)"

13.05 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 14 | COMMUNICATION & TECHNOLOGY STANDARDS

LiveWell Spotlight – Occupational, Community, Emotional Well-Being

This section supports Occupational Well-Being by fostering professionalism, accuracy, and accountability in all forms of communication and technology use; Community Well-Being by promoting transparency, consistency, and respect in how information is shared with the public; and Emotional Well-Being by encouraging mindful, balanced, and responsible digital interactions that protect privacy and trust.

These policies outline expectations for how employees communicate, represent the City, and use technology tools safely and appropriately in support of public service.

14.01 Email Signature & Out of Office Notification

Employees are required to use standardized formats for email signatures, out-of-office (OOO) notifications, and voicemail greetings. The following practices are prohibited in email signatures:

- Quotes, slogans, or other unapproved personal content
- Background colors or other non-standard formatting

An email signature must be included in all initial email correspondence.

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

14.02 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](#)."

14.03 Mobile Device Use

Employees may bring personal mobile devices to work. During working hours, personal use should be limited to emergencies or during meal and rest breaks. Minor and incidental personal use that does not interfere with City business is permitted unless restricted by a supervisor.

Employees using personal or City-provided devices must follow all City policies, including those prohibiting discrimination, harassment, bullying, and retaliation. Misuse of a device for such purposes may result in discipline, up to and including termination.

(A) City Provided Devices:

City-provided mobile devices are issued on a limited basis to conduct City business. Eligibility and need are determined case-by-case.

- Employees are expected to use City-provided devices primarily for business purposes.
- Personal use is permitted only in emergencies.
- Employees must protect the device from theft, loss, or damage and comply with the City's Information Technology and Cybersecurity policies.
- Employees have no expectation of privacy when using a City-provided device. Usage may be monitored, reviewed, or inspected if the City has reasonable grounds to believe that policy violations or public record obligations require it.
- Devices may be recalled at any time for budgetary, operational, or policy reasons.

(B) Personal Devices Used for City Business:

Employees who regularly use their personal mobile devices for City business may receive a monthly stipend, subject to prior authorization and completion of the Use of Personal Cell/Smartphone for City Business form.

Employees approved for this arrangement must:

- (1) Keep their device software and security controls up to date.
 - Secure and not share City business information with others.
 - Delete any City data or records that were inadvertently downloaded once no longer needed.
 - Provide access to City business records stored on their device when required for legal discovery, investigation, or public records compliance.

The City will respect the privacy of personal information and will not access unrelated personal data.

(C) Work Outside of Regular Hours (Non-Exempt Employees)

Non-exempt employees must not use personal or City-provided mobile devices for work outside normal hours without prior written authorization from their supervisor.

This includes reviewing, sending, or responding to emails or messages, or making or receiving work-related calls.

All hours worked must be accurately recorded in accordance with FLSA requirements.

14.04 Personal Use of Social Media

The City recognizes that employees may engage in social media for personal use. This policy does not intend to discourage nor unduly restrict personal expression but aims to provide guidance where such activities relate to the City.

Employees are responsible for their online content and should consider potential risks before posting.

Any conduct that violates City policy, including those on harassment, discrimination, and workplace violence, or adversely affects job performance, co-worker relationships, community members, or the City's legitimate business interests may result in disciplinary action, up to and including termination.

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

14.05 Official Use of City Social Media

Employees who manage or contribute to official City social media accounts must ensure that all content aligns with City messaging, branding, and Council goals.

Official social media platforms serve as tools to engage the community and share important information, including emergency updates, events, programs, partnerships, initiatives, job postings, and community involvement opportunities. Whenever possible, posts should direct the public to the City's official website or another official partner website (e.g., FEMA, NOAA, Lane County).

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

14.06 Acceptable Use of City Network Services and Computing Devices

The City provides users with computer and communications resources, when it is determined by leadership that these resources are appropriate considering the person's job responsibilities.

City computer and communication resources are the property of the City and are provided to assist in conducting City business. Computer use must comply with Oregon Public Records Law, the Oregon Government Ethics Statutes, Federal copyright and licensing laws, and laws governing access to protected classes of information. The City reserves the right to review any information, files, communications or programs sent, stored, received or loaded on its computer systems.

Unless otherwise specified by written agreement, all programs, documents, and data generated and/or residing on the City computer equipment or generated by City employees using City computers for City program activities are City property. This includes minor and incidental personal use as specified below.

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

14.07 Information & Cyber Security

Employees are expected to comply with the Oregon Identity Theft Protection Act (ORS 646A.600–628), including the requirement to implement a cybersecurity program (ORS 646A.622(d)).

Failure to comply with this policy may increase risk to City operations and expose the City to legal action, penalties, and fines. Any data breach affecting 250 or more individuals must be reported to the Oregon Department of Justice.

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

14.08 Employee Use of A.I. Technology

AI tools may be used to improve efficiency, service delivery, and innovation when used responsibly. All AI use must protect privacy, avoid harm, support equity, and maintain public trust.

Employees remain fully accountable for any work product, decision, or action informed by AI. AI tools may support, but must not replace, human judgment, professional expertise, or required approvals.

AI use must comply with all applicable laws, City administrative regulations, collective bargaining agreements, ethical standards, and information security requirements.

AI tools must not be used in ways that:

- Discriminate, harass, or infringe on individual rights or privacy;
- Introduce bias, generate misleading information, or misrepresent facts;
- Create or increase cybersecurity or data protection risks; or
- Use data without transparency, authorization, or legal basis.

For more information see Administrative Regulation titled "[Employee Use of A.I Technology.](#)"

14.09 Use of City IT Equipment at Home

Employees approved for telework may take certain City-owned IT equipment home with prior supervisor approval for work-related use.

Employees are responsible for returning City-issued equipment in working condition. If equipment is lost, damaged, or cannot be returned, the employee's department must replace the item upon the employee's return to on-site work.

The IT Department cannot provide support for connecting City equipment to personal home computers or home networks. Remote support from the IT Help Desk is available for connections between City-issued devices, as time permits.

For more information see Administrative Regulation titled "[Use of City IT Equipment at Home.](#)" This section should be read together with the Telework Administrative Regulation

14.10 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.

14.11 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. This ensures privacy, data security, and compliance with public-record requirements.

SECTION 15 | RECORDS & DATA MANAGEMENT

LiveWell Spotlight – Community, Occupational & Emotional Well-Being

This section supports Community Well-Being by ensuring transparency, accountability, and public trust in the management of City records and data; Occupational Well-Being by maintaining organized, reliable, and accessible information that supports efficient City operations; and Emotional Well-Being by protecting employee privacy, dignity, and confidence in how personal and public information is managed.

These policies outline how records and data are created, stored, accessed, and protected to ensure legal compliance, operational integrity, and respect for individual and community trusts.

15.01 Records Management

The City Recorder is responsible 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 employee access to public records.

Each department or division must designate a 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 program records and must be reviewed by the State Archivist prior to their destruction.

Public records must be managed consistently citywide, without regard to the technology or medium used to create or communicate the record, from the time of creation to the time of final disposition.

Records maintenance will include ongoing review of technological changes, and public records shall be migrated to keep up with technology and to ensure enduring accessibility. (See Digital Imaging as Official Copy Administrative Regulation). The City will dispose of and/or destroy Public Records only in accordance with OAR 166-030-0060.

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

15.02 Record Retention & Destruction

Each City department must retain all records, regardless of medium or physical or format, including email, 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 listed in the City General Records Retention Schedule are considered program-specific records and must be reviewed by the State Archivist before 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](#)."

15.03 Digital Imaging as Official Copy

Records with a retention schedule of ten (10) years or less are considered the official copy once scanned and verified in the City's digital imaging system in accordance with this regulation.

Public records with a retention period greater than ten (10) years and less than ninety-nine (99) years may be designated as official copy if:

- The record is scanned and verified by the City's digital imaging system; and
- A documented migration plan exists describing how the record will be preserved, transferred, and maintained overtime without information loss of information or integrity.

The City must migrate digital records stored on CDs, DVDs, magnetic tapes, or similar media every ten (10) years, or no later than one (1) year prior to the end of vend-supported playback, whichever occurs first .

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

15.04 Record Requests

The City of Springfield complies with Oregon Public Records Law by responding to requests as soon as practicable and without unreasonable delay. All public records requests must be submitted in writing to the City Recorder and must include:

- The requester's name and mailing address;
- A phone number or email address;
- A complete and sufficiently detailed description of the requested records; and
- When available, where applicable Identifying information such as department, approximate date range, or subject matter to assist staff in locating the records.

The City is not required to create new documents, compile information, or perform research in response to a public records request.

In accordance with ORS 192.324, the City must acknowledge public records requests within five (5) business days and must either fulfill the request or provide an estimated fulfillment timeline within an

additional ten (10) business days. Actual response time depends on the volume of records, staff availability, and any legal review necessary to determine whether records are exempt from disclosure.

The City may charge fees to recover the actual cost incurred in responding to public records requests, as permitted by law.

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

15.05 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

15.06 Release of Employee Information

As part of the City's commitment to the LiveWell initiative, the privacy and dignity of all current and former employees must be protected. Employee information must be handled in a confidential, consistent, and lawful manner.

All employment verification and reference requests must be reviewed and processed by Human Resources. No employee, supervisor, or manager is authorized to provide employment references independently, whether written, verbal, or electronic, including platforms such as LinkedIn.

To maintain consistent, accurate, and legally defensible practices, the City will disclose only an employee's dates of employment and position(s) held unless additional disclosure is:

- Authorized in writing by the employee or former employee; or
- Required by law.

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

SECTION 16 | ETHICS & POLITICAL ACTIVITY

LiveWell Spotlight – Community, Occupational & Emotional Well-Being

This section supports Community Well-Being by promoting transparency, integrity, and public trust in how employees conduct City business; Occupational Well-Being by fostering fairness, accountability, and ethical decision-making in daily work; and Emotional Well-Being by encouraging self-awareness, confidence, and respect in navigating ethical challenges.

These policies outline how employees uphold the City’s values, comply with Oregon ethics laws, and maintain professionalism and impartiality in service to the community.

16.01 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 Oregon ethics laws may be subject to disciplinary action, up to and including termination.

16.02 Standards of Conduct

This regulation is not intended to be comprehensive and cover every example. Employees must comply with Oregon Government Ethics Law and are encouraged to consult the Oregon Government Ethics Commission (OGEC) and the City Attorney for guidance.

Each employee represents the City and is responsible for demonstrating high ethical standards through their actions. Oregon Government Ethics law restricts some choices, decisions or actions of public officials.

Employees are prohibited from using their position to obtain a personal financial benefit or to avoid a personal expense. Conflicts of interest must be disclosed and addressed promptly as they arise.

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

This regulation addresses the following standards of conduct:

- Conflicts of Interest

- Outside Employment
- Conversion of City Property for Private Use
- Use of Position
- Use of Confidential or Insider Information

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

16.03 Political Activity

As a public employer, the City recognizes that employees have the right to participate in regular civic activities. Employees may engage in political activity on their own time. However, employees may not promote or oppose a political position while on the job during work hours. Laws and City expectations strictly regulate political activity in the workplace.

City employees shall not solicit money, influence, services, or anything of value, nor promote or oppose any political committee, candidate nomination or election, signature gathering for initiatives, referendums, or recall petitions, the adoption of a measure, or the recall of a public officeholder while on the job during working hours or while wearing City-provided clothing or uniforms.

No elected official, non-elected official public employee, or any other person may require, coerce, or direct City employees to engage in any political activity, regardless of whether the activity would otherwise be lawful.

Federal laws also impose additional restrictions on City employees working in federally funded programs.

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

16.04 Gifts & Gratuities

City employees are occasionally 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 create an appearance of impropriety. City employees as defined in this administrative regulation are personally responsible for ensuring that their actions comply with state law.

Oregon Government Ethics Law does not prohibit all gifts; however, it places direct responsibility on each public official to understand when gifts are restricted or prohibited. Restrictions applicable to public officials differ from those applicable to private citizens because public service carries a duty of public trust.

Employees must avoid accepting any gift, gratuity, or personal benefit that could reasonably be perceived as influencing, or appearing to influence, official judgment or actions.

This regulation is not intended to address every possible gifting scenario. Employees are encouraged to consult the Oregon Government Ethics Commission (OGE), the City Attorney, or the state's Guide for Public Officials when questions arise.

Departments may adopt policies that are more restrictive than this regulation or state law. Employees must comply with the most restrictive applicable standard.

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

SECTION 17 | INVESTIGATIONS, CORRECTIVE ACTION & LABOR RELATIONS

LiveWell Spotlight – Community, Occupational & Emotional Well-Being

This section supports Community Well-Being by promoting fairness, transparency, and public trust in how concerns are reviewed and resolved; Occupational Well-Being by ensuring consistent, respectful, and accountable processes that strengthen workplace integrity; and Emotional Well-Being by fostering confidence, psychological safety, and support when addressing workplace issues.

These policies outline how the City investigates concerns, administers corrective action, and maintains constructive employee and labor relations built on trust, respect, and due process.

17.01 Investigations

The City will conduct appropriate investigations into reported issues in accordance with this regulation.

Employees, customers, vendors, members of the community or other stakeholders may report any matter that appears 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.

Individuals are encouraged to make any reports of workplace misconduct as soon as possible after learning or witnessing the conduct in question. Delays in reporting may hinder the effectiveness of the 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.](#)"

17.02 Corrective Action

The City uses progressive discipline to correct unacceptable behavior, poor performance, or violations of City policies, practices or procedures. Employees will be given reasonable opportunity to correct deficiencies. Progressive discipline does not apply to all situations. Serious offenses such as theft, workplace violence, harassment, or dishonesty may result in immediate discharge.

Employees must maintain all minimum job requirements. This includes required licenses, certifications, driving eligibility, medical clearances, background qualifications, or any other condition the City identifies as essential to the position. a required qualification may result in corrective action up to termination.

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

17.03 Grievances: Non-Union

The City encourages employees to resolve concerns at the lowest possible level through direct and respectful communication in accordance with the Open Door administrative regulation.

When informal resolution is unsuccessful, this regulation provides a formal grievance process to ensure complaints are reviewed promptly, fairly, and without fear of retaliation.

Employees will not be subject to retaliation for filing a grievance in good faith or for participating in the grievance process

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

17.04 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.

17.05 Employee & Labor Relations

The City values consistency, fairness, and credibility in employee relations. To support these values, the following practices must be followed:

- The City has the right to manage, and no department may create policies affecting management rights without approval from the Human Resources Director.
- Managers and supervisors cannot make side agreements that change or add to the labor contract without approval from the Human Resources Director.
- All managers and supervisors must understand and fairly apply City-wide administrative regulations and labor contract rules.
- Disciplinary action must be fair and follow a progressive approach.
- Complaints should be addressed as soon as possible.
- Supervisors must be careful not to create new practices that conflict with existing ones.
- All decisions, agreements, and labor contract enforcement must be documented.

Employee and labor relations are central to sustaining a positive organizational culture. By resolving concerns promptly and treating all employees equitably, the City fosters employee confidence, emotional safety, and a healthy workplace climate. Supervisors and managers are expected to uphold LiveWell values in how they administer discipline, address grievances, and engage in labor discussions.

For more information employees should see Administrative Regulation titled "[Employee & Labor Relations](#)"

SECTION 18 / PROCUREMENT & ADMINISTRATIVE PROCEDURES

LiveWell Spotlight – Financial & Community Well-Being

This section supports Financial Well-Being by promoting fiscal responsibility, efficiency, and accountability in the use of public funds; Community Well-Being by ensuring fairness, equity, and transparency in how the City conducts business; and Occupational Well-Being by providing clear procedures that empower employees to act with confidence, consistency, and integrity.

These policies outline how employees procure goods and services, manage purchasing responsibilities, and uphold the City’s ethical and legal standards in all financial transactions.

18.01 Procurement Procedures

It is the policy of the City to expend public funds in a fair, transparent, and legally compliant manner in accordance with federal law, state law, and the Springfield Municipal Code (SMC 2.700) et seq.

This regulation provides a user-friendly, step-by-step outlined of the procurement process consistent with the Springfield Public Contracting Code (SMC 2.700 et seq).

This regulation does not apply to procurements, contracts, and agreements that are exempt from the Public Contracting Code under SMC 2.703.

Where this regulation does not provide specific procedural details, employees must comply with SMC 2.700 et seq. and the applicable Oregon Admirative Rules (OAR chapter 137, divisions 46-49).

The procurement process generally includes the following steps:

1. Identify the Anticipated Dollar Value
2. Verify Budgetary Authority
3. Determine the Procurement Category
4. Feasibility Determination/Cost Analysis
5. Use the Oregon Forward Program
6. Determine the Level of Competition Required
7. Obtain Approval for Exemptions to Competitive Procurement
8. Conduct the Solicitation
9. Amend an Existing Procurement
9. Dispose of Surplus Property.

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

18.02 Contracting and Purchasing Authority & Documentation

- employees exercising signing or purchasing authority act as stewards of public funds and are accountable for ensuring that their decisions serve the best interests of the community. The City Manager, as the City’s chief administrative officer, holds primary authority to supervise City contracting and purchasing, administer the financial and business affairs of the City, and sign contracts and intergovernmental agreements as directed by the City Council. This authority includes the responsibility to ensure that all expenditures and contractual commitments comply with applicable laws, ordinances, policies, and budget authority. Employees delegated signing or purchasing authority share in this accountability and must

exercise independent judgment, maintain integrity in procurement and contracting processes, and ensure all approvals are properly documented and supported by an appropriation or otherwise comply with the Local Budget Law.

For more information see Administrative Regulation titled "[Contracting and Purchasing Authority & Documentation.](#)"

18.03 Purchasing Card Use

Employees authorized to use a City-issued P-Card are entrusted to make purchases that support City operations. Each card includes defined spending limits and usage restrictions.


Employees must complete the required P-Card training and acknowledge their understanding of the responsibilities outlined in this regulation. Each cardholder must sign a P-Card agreement provided by the Procurement Card Administrator, confirming acceptance of the terms of use.

Cardholders must comply with all applicable laws, City policies, administrative regulations, and procedures when using a P-Card.

Departments issued a Department Procurement Card must designate an authorized representative responsible for ensuring employees who use the card understand and comply with all terms of use.

Misuse of a P-Card or failure to comply with this regulation may result in revocation of card privileges and disciplinary action in accordance with City policy.

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

	<i>Understanding your pay statement</i>	
	ITEMIZED PAY STATEMENT NOTICE (ORS 652.610 DISCLOSURE)	
	Version	1.0
	Effective:	1-01-2026
	Revised:	N/A
	Owner:	Payroll

PURPOSE

The City of Springfield provides this information to comply with Oregon law (ORS 652.610, as amended by Senate Bill 906). This notice explains the information included on employee itemized pay statements, also known as paycheck advices or paystubs, and defines all pay and deduction codes that may appear on them.

This document is provided to all employees at hire and is available electronically on the city intranet. For questions, contact Alison Gray in payroll at agray@springfield-or.gov or (541) 726-2242.

ACCESSING YOUR PAY STATEMENT

Every paycheck issued by the City includes an itemized pay statement showing the pay period, payday, earnings types, earning amounts, deductions and taxes. Employees may access their statements electronically by logging into [PeopleSoft](#) from a City network computer and navigating to the payroll tile. Paper copies are available by mail upon request.

PAY PERIOD & PAYDAY

- Each pay period is two weeks. The pay period begins on Sunday and ends two weeks later on Saturday.
- Employees are paid bi-weekly on the Friday following the pay period end. A [payroll calendar](#) outlining the pay periods and paydays is available for employees.
- If a payday falls on a banking holiday, it will move to the previous business day.
- Paycheck funds are either issued via direct deposit or a paper check. Direct deposit enrollment or changes may require a prenote (bank verification process) that may result in a paper check for 1-2 payroll cycles. Paper checks are available for pickup in Human Resources on payday unless other arrangements are made.

WORK PERIOD

The default work period is 7-days and goes from 12:01 a.m. Sunday through midnight Saturday. For 7(k) exempt employees (police and fire), the work period is defined in applicable collective bargaining agreements.

TYPES OF PAY:

The city classifies jobs as exempt (salary) or non-exempt (hourly). All employees record hours worked and leave taken. The pay statement lists the earning type, hours, rate, and year-to-date totals.

Below is a list of earnings types that may appear on a pay statement. Not all employees are eligible for all types of pay. Eligibility is defined by collective bargaining agreements or City administrative regulations.

Cod	Description	Code	Description
AC1	CSO1 Assign- 2% Stp3	FPS	Sgl Role FTP Coach & Eval - 5%
AC2	CSO2 Assign- 2% Stp3	FSX	Undoc'd HRA/FSA Expense- Taxed
ACB	AIC Captain to BC- 15%	FT5	Preceptor - 5%
ACI	Comm Info Cord Assign- 2% Stp3	FTC	FTP Medic w/probnr - 10% TSFF
ACO	Comm Outr Cord Assign- 2% Stp3	FTO	FTO Incentive Pay- 5%
ACX	AIC Captain to EMS- 40L - 5%	FTP	FTP 3rd Person - 20% TSFF
ADE	Dig Evid Tech Assign- 2% Stp2	FTS	Sgl Role FTP 3rd Person - 20%
ADF	AIC DFM2 to AFM - 15%	HDT	Holiday on Weekend Work- 2.0
ADM	Admin / City Paid Leave	HM4	Haz Mat Team- 40hr
ADO	Detention Ofcr Assign- 2% Stp3	HMT	Haz Mat Team - Shift
ADP	Dispatcher Assign- 2% Stp3	HOL	Holiday - City Paid
ADS	Detention Sgt Assign- 2% Stp2	HPL	Holiday- Protected Leave
ADT	Detective Assign- 3% Stp3	HPY	Holiday (POL hrs over cap)
AEC	AIC Engr to Capt- 10%	IHP	Insufficient Hours Pay- IAFF
AEP	AIC SR EMT to Paramedic- 15%	INJ	Injury Leave - Work Comp
AEX	AIC Engineer to EMS-40L-10%	JRY	Jury Duty - City Paid
AFC	AIC Firefighter to Capt- 15%	KDT	Kelly Day
AFE	AIC Firefighter to Engr- 10%	LMI	Leave w/o Pay- Military
AFX	AIC Firefighter to EMS-40L-15%	LOP	Leave w/o Pay
AIC	Acting in Capacity - 5%	LPL	Leave w/o Pay- Protected Leave
AK9	K-9 Officer Assign- 2.5% Stp3	MIL	Military Leave - City Paid
AMO	Motorcycle Assign- 2.5% Stp3	MOD	Mod Duty Non-work Related
APC	Prop Control Assign- 2% Stp2	MRP	Medic Ride Pay - 10% TSFF
APO	Police Officer Assign- 2% Stp3	MWC	Modified Duty - WC
APT	Program Tech Assign- 2% Stp3	OPP	Stand-by/On-call (SEIU&IT)
APX	AIC SR-P to EMS - 15%	OT5	Overtime Premium- 0.5
AR3	ARFF Team Coordinator- 3%	OVT	Overtime- 1.5
ARC	Records & Comm Assign- 2% Stp3	PKD	Police "K" Day- unpaid
ASC	AIC Capt to EMS1- 5%	PMI	PTO- Military
ASE	AIC Engineer to EMS1- 10%	PPL	PTO- Protected Leave
ASF	AIC Firefighter to EMS1- 15%	PPO	PTO- Payout
ASP	AIC SR Paramedic to EMS1- 15%	PTO	PTO

AUT	Automobile Allowance	REE	Regular- Emergent Event- 1.5
AWC	Medical Appointment WC	REG	Regular
AXB	AIC EMS to EMS BC	RTO	Retro Pay
BP5	IAFF Bilingual - 5%	SAP	Special Assignment Pay
BRV	Compassionate Leave- City Paid	SBT	Standby Time - SPA
CCP	City Closure - Paid	SEV	Severance Pay
CIL	Critical Incident Leave	SHF	Early Report Pay \$25
CMI	Comp Taken- Military	SIC	Sick
CMT	Comp Taken	SLX	Sick Leave Reserve
CPL	Comp Taken- Protected Leave	SPL	Sick- Protected Leave
CRB	Cell Phone Reimbursement	SPO	Sick- Payout (Retirement)
CTP	Comp- Payout	SRT	Safety Release Time
DPR	DFM Plan Review Work - 5%	STB	Standby Pay- IAFF
E40	> 40 hrs worked (exempt)	TLR	Time Loss Re-Payment
EA4	EMT Advanced (AEMT) - 40 hr	TRP	Traffic -On Call 1.5
EB4	EMT Basic- 40 hr	TRV	Overtime- Station Move- 1.5
EER	Taxable Gift Card \ Item	UNC	Uniform- LT/DC/Chief
EI4	EMT Intermediate - 40 hr	UPL	Union "City Paid" Leave
EMA	EMT Advanced (AEMT) - Shift	UPS	Uniform- Sgt Inv/Admin.
EMB	EMT Basic- Shift	UR3	Confined Spaces Team Coord- 3%
EMI	EMT Intermediate - Shift	URT	Confined Spcs Team- 1.5% TSFF
EMP	EMT Paramedic - Shift	USR	Uniform- Sergeant Patrol
EP4	EMT Paramedic - 40 hr	VAC	Vacation
ERT	ERT On-Call - 1.5	VFP	Vacation- 1395 FIRACD Payout
FCS	Sgl Role FTP - 10%	VMI	Vacation- Military
FHL	Floating Holiday	VPL	Vacation- Protected Leave
FLP	Floating Holiday- Payout	VPO	Vacation- Payout
FLS	Additional FLSA OT	VXL	Vaccine Leave- City Paid
FMI	Floating Holiday- Military	WR3	Water Rescue Team Coord- 3%
FMR	Mileage Reimbursement	WRT	Water Rescue Team- 1.5% TSFF
FPL	Floating Hol- Protected Leave	WUC	Wildland Unit Team Coord- 3%
FPM	FTP Coach & Eval - 5% TSFF	XCL	Catastrophic Leave

DEDUCTIONS:

Employees may see the following deductions on their pay statements. Deductions are either paid by the employee, the city or both the city & employee. Not all employees will have all deductions.

(1) ***Benefit Deductions***

Benefit	Paid By	Notes
---------	---------	-------

Medical Insurance	Employee & Employer	
Dental Insurance	Employee & Employer	
Basic Life Insurance	Employer	
Accidental Death & Dismemberment Insurance	Employer	
Supplemental Life Insurance	Employee	Voluntary
Mandatory Life Insurance	Employer	Police Officers & Firefighters only
Long Term Disability	Employer	
Short Term Disability	Employee	Voluntary
Flexible Spending Account (FSA)	Employee	Voluntary
Health Reimbursement Account (HRA)	Employer	
457(b) Retirement Savings	Employee	Voluntary
PERS IAP	Employer	IAFF Emp paid
PERS Pension Funding	Employer	
Ambulance Insurance	Employer	
Medical Expense Reimbursement Plan (MERP)	Employee	IAFF Only

General Employee Deductions

Deduction	Paid By	Notes
Union Dues	Employee	Voluntary
Springfield Employees Etc (SEE)	Employee	Voluntary
Parking Deduction	Employee	Voluntary
United Way Deduction	Employee	Voluntary
Garnishment Deduction	Employee	Legal withholding
Child Support Deduction	Employee	Legal withholding

Taxes:

Tax	Paid By	Notes
Social Security (OASDI)	Employee & Employer	Federal requirement
Medicare	Employee & Employer	Federal requirement
Federal Withholding Tax	Employee	Based on W-4
State Withholding Tax	Employee	Based on W-4
State Transit Tax	Employee	State-mandated
Worker Benefit Fund Tax	Employee	State-mandated
Paid Leave Oregon Tax	Employee	State-mandated
City of Eugene Payroll Tax	Employee	Local tax- mandated (based on work location)

