



EMPLOYEE HANDBOOK 2025

Updated: August 18, 2025



Contents

INTRODUCTION	1
Mayor and City Council	2
City Hall: Department Information	3
SECTION 1: RESPECTFUL PLACE TO WORK.....	7
1.1 Open Door Policy	7
1.2 Respectful Place to Work	7
1.3 Employee & Labor Relations	8
1.4 No-Harassment & Discrimination	8
1.5 No-Bullying	9
(A) Verbal Bullying:	9
(B) Physical Bullying:.....	9
(C) Gesture Bullying:.....	9
(D) Exclusion Bullying:.....	9
(E) Cyber Bullying:	9
1.6 Disability Accommodations.....	9
1.7 Pregnancy Accommodation	10
1.8 Religious Observance Leave and Accommodation	10
1.9 Reporting Improper or Unlawful Conduct – No Retaliation.....	10
(A) Employee Reporting Options:	11
(B) Additional Protection for Reporting:	11
1.10 Policy Against Retaliation:	11
SECTION 2: WORKPLACE EXPECTATIONS.....	12
2.1 Appearance and Clothing.....	12
2.2 City Identification Badge	12
2.3 Workplace Relationships.....	13
2.4 Tobacco-Free Workplace and Property	13
2.5 Confidential City Information.....	13
2.6 Pets in the Workplace	14
2.7 Criminal Arrests and Convictions	15
SECTION 3: CLASSIFICATION	15
3.1 Employee Classification.....	15
(A) Full-time:.....	15
(B) Limited Duration:	15
(C) Part-time (Benefit eligible):.....	16
(D) Part-time (non-benefit eligible):	16
(E) Probationary:	16

(F)	Regular:.....	16
(G)	Temporary/Seasonal:.....	16
(H)	Casual:.....	16
3.2	Position Review	16
(A)	Reclassification Requests:	16
(B)	Regrade Request:	16
3.3	Probationary Period	17
3.4	Performance Assessments	17
SECTION 4: HOURS OF WORK, OVERTIME & WORKING CONDITIONS		18
4.1	Hours of Work & Overtime	18
4.2	Exempt Employee Time Management	18
4.3	Meals and Rest Breaks	18
4.4	Lactation Breaks & Support.....	19
4.5	Alternative Work Schedules	19
4.6	Telework.....	19
4.7	Reporting Changes to an Employee’s Personal Data	20
4.8	Interview Time	20
4.9	Travel Time.....	20
SECTION 5: COMPENSATION		21
5.1	Statement Regarding Pay Practices	21
5.2	Payday and Pay Period	21
5.3	Compensation	21
5.4	Additional Pays.....	22
5.5	Recovery of Overpayment and Benefit Arrears from Employees	22
SECTION 6: EMPLOYEE WELLNESS		23
6.1	Medical, Dental, and Vision Insurance.....	23
6.2	Employee Assistance Program	23
6.3	Tuition Reimbursement	24
6.4	LTD Buss Pass Reimbursement Program.....	24
6.5	HRA VEBA Plan	25
6.6	Retirement Benefits	25
6.7	FireMed Ground Coverage Benefit	25
6.8	Employee Recognition Program.....	26
SECTION 7: TIME OFF		26
7.1	Attendance.....	26
7.2	Vacation	27
7.3	Paid Time Off.....	27

7.4	Holidays.....	27
SECTION 8: LEAVES OF ABSENCE		28
8.1	Sick Leave	28
8.2	Oregon Sick Time Leave	29
8.3	Family Medical Leave	29
8.4	Oregon Family Leave.....	30
8.5	Paid Leave Oregon Insurance.....	31
8.6	Leave of Absences	31
(A)	Personal Leave:	32
(B)	Extended Medical Leave of Absence:	32
8.7	Compassionate Leave.....	32
8.8	Jury Duty & Witness Leave.....	33
8.9	Crime Victim Leave.....	33
8.10	Domestic Violence Leave and Accommodation	33
8.11	Military Leave	34
8.12	Leave Donation	34
SECTION 9: WORKPLACE SAFETY		34
9.1	Safe Work Partnership	34
9.2	Violence-Free Workplace	34
9.3	Pepper Spray	35
9.4	Hearing Conservation.....	35
9.5	Heat Illness Prevention	35
9.6	Wildfire Smoke Exposure	35
9.7	Hazard Communication.....	36
9.8	Alcohol/Drug Use, Abuse, and Testing.....	36
9.9	DOT-CDL Substance Abuse Testing	36
SECTION 10: EMPLOYEE ILLNESS & INJURY		37
10.1	Workers' Compensation & Time-Loss Benefits.....	37
10.2	Overlap with Other Laws.....	37
10.3	Non-Occupational Injuries or Illnesses.....	37
10.4	Return to Work	38
10.5	Early Return-to-Work Program	38
10.6	Contagious Illness.....	39
SECTION 11: CITY VEHICLES & DRIVING.....		39
11.1	Driver Eligibility	39
11.2	Use of City Vehicle	39
11.3	Personal Vehicle Use.....	40

11.4	Mileage Reimbursement	40
11.5	Mobile Device Use While Driving	40
SECTION 12: MOBILE DEVICES AND TECHNOLOGY		41
12.1	Acceptable Use of City Network Services and Computing Devices	41
(A)	Ownership:	41
(B)	Use of Internet, City Network, and E-mail Services:	41
(C)	No Right to Privacy:	41
(D)	Hardware and Software:	42
12.2	Information & Cyber Security	42
12.3	Use of City IT Equipment at Home	42
12.4	Mobile Devices	42
12.5	Employee Use of City Provided or Personal Mobile Devices	43
(A)	City Provided Devices:	43
(B)	Personal Devices:	43
12.6	Mobile Devices, Public Records and Electronic Discovery	44
12.7	Employee Use of Mobile Devices with Cameras	44
12.8	Dialing 911 Using a City Phone or Softphone Application	44
12.9	Email Signature & Out of Office Notification	44
SECTION 13: SOCIAL MEDIA		45
13.1	Personal Use of Social Media	45
13.2	Official Use of City Social Media	45
SECTION 14: ETHICS		45
14.1	Ethics	45
14.2	Standards of Conduct	46
14.3	Political Activity	46
14.4	Gifts & Gratuities	47
SECTION 15: INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES		48
15.1	Investigations	48
15.2	Corrective Action	48
15.3	Grievances: Non-Union	48
15.4	Workplace Inspections — No Right to Privacy or Confidentiality	48
SECTION 16: HIRING EMPLOYEES & USE OF VOLUNTEERS		49
16.1	Equal Employment Opportunities	49
16.2	Recruitment and Selection	49
16.3	Background Checks	50
16.4	Hiring of Family Members	50
16.5	Use of Volunteers	50

SECTION 17: SECTION 17 EMPLOYEE SEPERATION & LAYOFFS	50
17.1 Separation of Employment	50
17.2 Release of Employee Information	51
17.3 Layoff and Recall	51
SECTION 18: SECTION 18 CITY FACILTIES & PROPERTY.....	52
18.1 Building and Facility Access.....	52
18.2 City Facility Use	52
18.3 Emergency Facility Closure	53
18.4 City Hall Evacuation and Fire Safety Plan	53
18.5 City Facility Code of Conduct & Trespass Procedure	53
SECTION 19: SECTION 19 PROCURMENT AND PURCHASING	55
19.1 Procurement Checklist	55
19.2 Purchasing Guidelines	56
19.3 Travel Reimbursement.....	56
19.4 Purchasing Card Use.....	56
SECTION 20: RECORD REQUESTS & MANAGEMENT.....	57
20.1 Records Management	57
20.2 Record Retention & Destruction	58
20.3 Digital Imaging as Official Copy	58
20.4 Record Requests.....	58
20.5 Official Use of City Logo	59
Employee Acknowledgement	60

INTRODUCTION

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

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

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

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

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

MAYOR AND CITY COUNCIL



Sean VanGordon
Mayor



Michelle Webber
Ward 1



Steve Moe
Ward 2



Kori Rodley
Ward 3



Beth Blackwell
Ward 4



Vacant
Ward 5

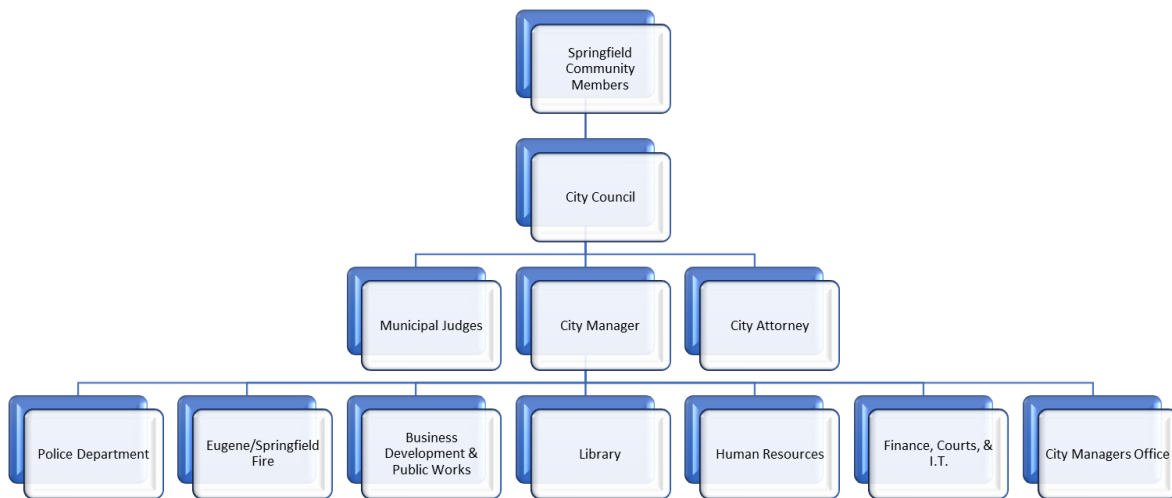


Alan Stout
Ward 6

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

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

CITY HALL: DEPARTMENT INFORMATION



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

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

Location: South end of City Hall

Phone: (541) 726-3700



City Manager
Nancy Newton



Asst. City Manager
Niel Laudati

City Attorney's Office

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

Location: East end of City Hall

Phone: (541)744-4061



City Attorney
Mary Bridget Smith

**Development and Public Works (DPW)
Community Development Division**

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

Location: SE Quad-Southeast end of City Hall

Phone: Main Line (541) 726-3753



Director
Jeff Paschall

**Development and Public Works (DPW)
Operations and Maintenance Division**

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

Location: 201 S. 18th Street

Phone: Main Line (541) 726-3761



Director
Brian Conlon

**Development and Public Works (DPW)
Environment Services Division**

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

Location: NW Quad – Northwest end of City Hall

Phone:

ESD Main Line: (541) 726-3694

MWMC (541) 726-3694

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



Director
Matt Stouder

Finance, Municipal Court, & IT Department

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

Location:

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

Phone:

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



Director
Nathan Bell

Eugene Springfield Fire

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

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

Phone:

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



Chief
Mike Caven

Human Resources

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

Location: North end of City Hall (ASD)

Phone: (541) 726-3705



Director
Chaim Hertz

Library & Museum

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

Location:

Library: West end of City Hall

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

Phone: (541) 726-3766



Director
Emily David

Police Department

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

Location: 230 4th Street

Phone:

Emergency: 911

Non-emergency line: (541) 726-3714

Anonymous Tip Line: (541) 726-3773

Animal Control: (541) 726-3634

Crime Prevention Programs: (541) 726-3731

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



Chief
Jami Resch

SECTION 1: RESPECTFUL PLACE TO WORK

1.1 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](#)."

1.2 Respectful Place to Work

The City values its employees and is committed to fostering a positive, diverse, inclusive, and professional workplace, where every individual feels respected, supported, and empowered to thrive. The City is dedicated to maintaining a work environment that prioritizes well-being, encourages open communication, and ensures that all employees, customers, contractors, and visitors experience a safe and productive atmosphere.

To uphold these values, the City does not tolerate:

- (1) Any forms of workplace harassment, or offensive behavior
- (2) Demeaning statements, threats, or intimidation
- (3) Unprofessional or discourteous actions
- (4) Any behavior that creates or contributes to an unwelcome or abusive work environment

Every employee shares the responsibility for bringing to the City's attention conduct that interferes with providing a work environment free of harassment, discrimination, and retaliation. For more information see Administrative Regulation titled "[Respectful Place to Work.](#)"

1.3 Employee & Labor Relations

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

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

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

1.4 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.

Leaders at all levels are responsible for fostering a culture of inclusion, support, and respect. 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, a management team member, or Human Resources (HR).

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

1.5 No-Bullying

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

(A) Verbal Bullying:

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

(B) Physical Bullying:

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

(C) Gesture Bullying:

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

(D) Exclusion Bullying:

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

(E) Cyber Bullying:

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

*This is not a complete list.

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

1.6 Disability Accommodations

The City is committed to 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](#)."

1.7 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 employee 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](#)."

1.8 Religious Observance Leave and Accommodation

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

1.9 Reporting Improper or Unlawful Conduct – No Retaliation

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

- (1) A violation of any federal, Oregon, or local law, rules or regulations by the City;
- (2) Mismanagement, gross waste of funds, abuse of authority;
- (3) A substantial and specific danger to public health and safety resulting from actions of the City;
- (4) The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant; or
- (5) Any violation of law, regulation or standard pertaining to safety and health in the place of employment when the violation comes to the knowledge of the employee.
- (6) 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..

(A) Employee Reporting Options:

Employees who become aware of improper or unlawful conduct or experience retaliation should promptly report their concerns. Reports should be made to the employee's immediate supervisor. If the employee is uncomfortable reporting to their supervisor or is unsatisfied with the response, they should escalate the report to their department director.

(B) Additional Protection for Reporting:

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

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

1.10 Policy Against Retaliation:

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

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

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

SECTION 2: WORKPLACE EXPECTATIONS

2.1 Appearance and Clothing

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](#)."

2.2 City Identification Badge

All employees and elected officials of the City will be issued a City Identification Badge on their start date. Badges must be worn visibly at all times while on City premises. Individual work

units may exempt individuals from wearing their ID badge if those individuals are required to wear a uniform that clearly identifies them as a representative of the City.

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

Badges should not be duplicated or altered in any way. Employees must report lost, stolen, or damaged badges immediately to Human Resources (HR). A replacement fee may be charged as outlined in the procedure section of this policy. For more information see Administrative Regulation titled "[City Identification Badge.](#)"

2.3 Workplace Relationships

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.](#)"

2.4 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 -free areas. Further, the City prohibits smoking in or around City vehicles and equipment or machinery. If you wish to smoke, you must do so outside of City facilities/buildings, only in designated smoking areas. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

2.5 Confidential City Information

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

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

2.6 Pets in the Workplace

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 who may have allergies or fears related to animals.

Before bringing a pet to work, employees must:

- (1) Get approval from their supervisor
- (2) Make sure their pet is adequately trained.
- (3) Ensure their pet is clean, vaccinated, and free of fleas and ticks.
- (4) Check that their pet won't cause health concerns for co-workers.
- (5) 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](#)."

2.7 Criminal Arrests and Convictions

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

- (1) 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);
- (2) All arrests, citations, convictions, guilty pleas, or no-contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- (3) All arrests, citations, convictions of a violation of any law that will prevent the employee from performing the essential functions of the position.

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

SECTION 3: CLASSIFICATION

3.1 Employee Classification

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

The City classifies employees as follows:

(A) Full-time:

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

(B) 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.

(C) Part-time (Benefit eligible):

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

(D) Part-time (non-benefit eligible):

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

(E) 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.

(F) Regular:

An employee who has successfully completed their probationary period.

(G) Temporary/Seasonal:

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

(H) Casual:

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

3.2 Position Review

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

(A) Reclassification Requests:

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

(B) Regrade Request:

The department leadership or the employee may submit a request for a pay grade review. The request should include the Position/Title Review Request form highlighting

changes in the relative difficulty, complexity, skills, and decision-making authority and how those changes align with the grade and/or classification progression.

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

3.3 Probationary Period

All 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:

- (1) Learn about the City, their department, their role.
- (2) Understand performance expectations and successfully meet them.
- (3) 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](#)."

3.4 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:

- (1) The employee has faced formal discipline during the past twelve (12) months.
- (2) The employee has moved to a different classification (through reclassification, promotion, demotion or lateral transfer) since their last evaluation.
- (3) The employee has been recalled from layoff within the past twelve months.
- (4) 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](#)."

SECTION 4: HOURS OF WORK, OVERTIME & WORKING CONDITIONS

4.1 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; however, each department determines employee work schedules based on operational needs. Employees are expected to work their scheduled hours or use accrued leave to account for non-worked time. All hours worked must be accurately recorded using the department's designated timekeeping system (i.e., SPR Timecards or CrewSense).

Non-exempt employees are eligible for overtime or compensatory time off for hours worked in excess of 40 hours in any given workweek. Overtime work requires prior authorization from a supervisor. Supervisors may not require employees to take compensatory time in lieu of overtime compensation. Overtime hours are not guaranteed, and the City retains the right to assign overtime as necessary. The City will distribute overtime assignments as equitably as feasible among qualified employees. Overtime compensation is provided as either pay or compensatory time off. For more information see Administrative Regulation titled "[Hours of Work and Overtime](#)".

4.2 Exempt Employee Time Management

Exempt employees, with limited exceptions, are not eligible for compensation or compensatory time off for hours worked beyond their budgeted Full-Time Equivalent (FTE) status. Instead, exempt employees receive one additional week of vacation or paid time off annually.

Exempt employees are generally expected to work standard business hours. However, weekly work hours may vary based on responsibilities. Accepting an exempt position with the City acknowledges that job duties may require working more than 40 hours per week.

Exempt employees have the flexibility to manage their work schedules in alignment with job demands and operational needs. This flexibility may include occasional remote work, adjusted start and end times, or modifications to accommodate personal obligations or unforeseen circumstances. Employees are expected to communicate any schedule variations proactively to their supervisor. For more information see Administrative Regulation titled "[Exempt Employee Time Management](#)".

4.3 Meals and Rest Breaks

The City provides all required meal and rest periods in accordance 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 to support health and productivity. For more information See Administrative Regulations "[Meals and Rest Period](#)."

4.4 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](#)."

4.5 Alternative Work Schedules

Departments may offer alternative work schedules, with approval from the department director, when operationally feasible. These arrangements must align with the City's commitment to service excellence and meet business, staffing, and coverage needs. Options include compressed work weeks, flextime, job sharing, reduced work weeks, and telework. Departments determine the availability of these options based on operational requirements.

This policy does not apply to short-term schedule changes lasting fewer than two weeks or changes initiated by the department for business or seasonal needs. For more information see Administrative Regulation titled "[Alternative Work Schedules](#)."

4.6 Telework

The City supports telework where it provides mutual benefit to employees, departments, and the community—improving focus, resilience, work-life integration, and service delivery. While not every position is suitable for telework, it is one of several flexible work options available to help support employee well-being and operational effectiveness.

In general, jobs appropriate for teleworking are those in which face-to-face interactions are minimal or that may be scheduled to permit teleworking, and in which the employee can perform all aspects of the positions remotely, as if the work was being performed at a City facility.

Not all positions at the City are appropriate for telework. For example, employees who work with Criminal Justice Information (CJI) and HIPAA protected information without the proper security measures are not eligible for telework under this policy. Employees who work with other types of confidential information will be assessed on a case-by-case basis.

Telework is not a substitute for dependent or elder care, but it may offer employees flexibility in how they coordinate care responsibilities. Supervisors are encouraged to work with employees to address needs thoughtfully and supportively. Participation in City's telework program is at the City's option. The City may terminate the employee's telework privileges at

any time with reasonable advance notice. For more information see Administrative Regulation titled "[Telework](#)."

4.7 Reporting Changes to an Employee's Personal Data

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

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

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

4.8 Interview Time

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

4.9 Travel Time

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

Employees traveling outside of the state on City business generally only need one travel day to arrive at that destination and one travel day to return home. As such, the City will typically reimburse travel expenses for up to two travel days in total. Additional travel days may be approved on a case by case basis, with approval from the department director. For more information see Administrative Regulation titled "[Travel Time](#)."

SECTION 5: COMPENSATION

5.1 Statement Regarding Pay Practices

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

5.2 Payday and Pay Period

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

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

5.3 Compensation

The City of Springfield 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:

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

- (3) Maintain internal relationships between classes based upon internal salary scales to provide the necessary structure for the supervisor/employee relationship.
- (4) Provide for equal pay for equal work without regard to local, state and federally protected classes.
- (5) Maintain a wage and benefit package that is considered externally competitive (+ or – 5% of the average of the total compensation offered in comparable labor markets for similar work).

The Council shall approve 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.”](#)

5.4 Additional Pays

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

- (1) Special Assignment Pay
- (2) Cell Phone Stipend
- (3) Bilingual
- (4) Standby
- (5) Public Safety Officer Incentive Pays
- (6) Public Safety Officer Uniform Pay

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

5.5 Recovery of Overpayment and Benefit Arrears from Employees

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:

- (1) Overpayment, of wages due to timekeeping or administrative errors;
- (2) Reimbursement made in error or in excess of what is appropriate;

- (3) 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 6: EMPLOYEE WELLNESS

6.1 Medical, Dental, and Vision Insurance

Employees working 20 or more hours per week, including full-time, part-time, and limited duration roles, are eligible and required to enroll in City-sponsored benefits. These benefits reflect the City's commitment to the five pillars of LiveWell - Emotional, Physical, Financial, Occupational, and Community Well-Being. For union-represented employees, collective bargaining agreements take precedence. In the event of discrepancy, the terms of the benefit plans will supersede this policy. For more information see Administrative Regulations ["Employee Benefits."](#)

6.2 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:

- (1) **Confidential counseling:** Up to six (6) sessions per topic per calendar year.
- (2) **Training and skill building:** Workshops on stress management, effective communication, and coping strategies.
- (3) **Workplace support:** Services such as conflict resolution, mediation, and team interventions.
- (4) **Critical incident response:** On-site support and debriefing after traumatic or disruptive events.
- (5) **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](#).

6.3 Tuition Reimbursement

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

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

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

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

6.4 LTD Buss Pass Reimbursement Program

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

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

6.5 HRA VEBA Plan

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

- (1) Sick Leave cash-out
- (2) HRA rollover
- (3) Vacation cash-out
- (4) Paid Time Off (PTO)

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

6.6 Retirement Benefits

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

- (1) Post-retirement medical, dental, and vision benefits
- (2) Retiree medical premium credits
- (3) Access to the Springfield Wellness Center
- (4) Sick leave payout options • Participation in the Voluntary Employee Beneficiary Association (VEBA) plan
- (5) 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](#)"

6.7 FireMed Ground Coverage Benefit

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

- (1) Emergency medical response and care.
- (2) Ambulance transport within the service area.
- (3) Coordination of care with local hospitals.

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

6.8 **Employee Recognition Program**

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

<u>Years of Service</u>	<u>Gift Card Amount</u>	<u>Anniversary Coin</u>
5	\$50	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 twelvemonth 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 7: TIME OFF

7.1 **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.](#)”

7.2 Vacation

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

Vacation leave does not include City observed holidays. For more information see Administrative Regulation titled “[Vacation.](#)”

7.3 Paid Time Off

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

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

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

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

The first 40 hours of time coded as PTO per year will apply to Oregon Sick Time (OST) and is considered protected leave. For more information see Administrative Regulation titled “[Paid Time Off \(PTO\).](#)”

7.4 Holidays

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

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

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

SECTION 8: LEAVES OF ABSENCE

8.1 Sick Leave

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

Sick leave accrues as follows:

- (1) Full-time employees shall accrue sick leave at a biweekly rate of 3.693 hours per pay period.
- (2) Part-time employees accrue sick leave on a prorated basis.
- (3) 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 work excluding overtime. For more information see Administrative Regulation titled "[Sick Leave.](#)"

8.2 Oregon Sick Time Leave

The City provides its employees with sick time leave or Paid Time Off (PTO) pursuant to Oregon law. The City's Sick Leave and PTO administrative regulations are deemed to be in substantial compliance 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. Employees will receive a written update of their available sick leave balance at least once per quart. For more information see Administrative Regulation titled "[Oregon Sick Leave.](#)"

8.3 Family Medical Leave

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

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

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

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

Employees who are approved for FML are entitled to job protection. They will be returned to the same or an equivalent position upon their return to work. Employees are expected to promptly return to work when the circumstances requiring FML have been resolved, even if leave was originally approved for a longer period.

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

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FML if the injury or illness is a "serious health condition" as defined by applicable law and run concurrently with workers' compensation. For more information see Administrative Regulation titled "[Family Medical Leave](#)."

8.4 Oregon Family Leave

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

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

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

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

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

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

The OFLA provides up to 12 additional weeks for pregnancy disability after Paid Leave Oregon (PLO) has been depleted. OFL and PLO cannot be used concurrently. For more information see Administrative Regulation titled "[Oregon Family Leave](#)"

8.5 Paid Leave Oregon Insurance

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

8.6 Leave of Absences

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

Employees who begin employment elsewhere while on 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.](#)"

8.7 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.

8.8 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](#)."

8.9 Crime Victim Leave

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

Employees must provide as much advance notice as practicable of their intention to take leave, unless advance notice is not feasible. For more information see Administrative Regulation titled "[Crime Victim Leave](#)."

8.10 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:

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

(7) 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.](#)"

8.11 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 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 generally be reinstated to the same position they held prior to the leave. For more information see Administrative Regulation titled "[Military Leave.](#)"

8.12 Leave Donation

A voluntary leave donation may be requested for a medical emergency affecting the employee, their spouse, or child living in the same household that require a prolonged absence from duty and results in a substantial loss of income after the employee has exhausted all available accrued paid leave and is not receiving disability insurance benefits. A prolonged absence may include intermittent absences, provided they are related to the same condition.

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

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

SECTION 9: WORKPLACE SAFETY

9.1 Safe Work Partnership

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

9.2 Violence-Free Workplace

Employees are prohibited from engaging in physical violence including acts of bodily harm or threatening to inflict bodily harm, physical intimidation, or verbal and/or written threats of violence. Threats and acts of violence made by an employee against another employee or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City. Employees are encouraged to remain alert to the possibilities of violence. Should a violent incident develop, the priority should be the safety of employees and other persons in the area. Employees may carry pocketknives up to three and one half (3.5) inches but may not carry dangerous weapons and are prohibited from bringing a deadly weapon to the workplace, including parking lots on City property. For more information see Administrative Regulation titled "[Violence-Free Workplace.](#)"

9.3 Pepper Spray

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

Employees are permitted to carry and use personal pepper spray for self-defense. For more information see Administrative Regulation titled "[Use of Pepper Spray.](#)"

9.4 Hearing Conservation

The City is committed to protecting our employees from hearing loss and ensuring compliance with the OR-OSHA noise regulations. Each department will administer a hearing conservation program if their employees' noise exposure levels exceed 85 decibels for an average of 8 working hours. For more information see Administrative Regulation titled "[Hearing Conservation.](#)"

9.5 Heat Illness Prevention

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.](#)"

9.6 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) are the most harmful because they can reach deep into the lungs. The symptoms of wildfire smoke exposure:

- (1) **Eyes:** Burning sensation, redness, and tearing caused by irritation and inflammation that may temporarily impair vision.
- (2) **Respiratory system:** Runny nose, sore throat, cough, difficulty breathing, sinus irritation, wheezing, shortness of breath, fatigue, headaches, irregular heartbeat, and chest pain.
- (3) **Sensitive groups:** may experience increased health risks and chronic exposures can increase the risk of cardiovascular disease and can exacerbate asthma.

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

9.7 Hazard Communication

The City 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](#)."

9.8 Alcohol/Drug Use, Abuse, and Testing

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

The City expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's involvement with drugs and alcohol on- or off-the-job can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers, and others. For more information see Administrative Regulation titled "[Alcohol/Drug Use, Abuse and Testing](#)."

9.9 DOT-CDL Substance Abuse Testing

A CDL is required for employees who operate vehicles more than 26,000 pounds or a 16 passenger or more vehicle. The policy of the City is to comply with applicable federal

regulations, to maintain safe, efficient working conditions for City employees, and to encourage the use of the City's Employee Assistance Program (EAP) for help with substance abuse. Participation in the City's drug and alcohol testing program is a condition of employment for all covered employees. For more information see Administrative Regulation titled "[DOT-CDL Substance Abuse Testing](#)"

SECTION 10: EMPLOYEE ILLNESS & INJURY

10.1 Workers' Compensation & Time-Loss Benefits

The City provides workers' compensation benefits in accordance with state law for all employees for injuries and illnesses arising out of, and during, employment with the City of Springfield.

Benefits, including time-loss, will be administered in accordance with Workers' Compensation Law and Administrative Rules of the Workers' Compensation Division or its successor. Complaints arising under 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](#)."

10.2 Overlap with Other Laws

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

10.3 Non-Occupational Injuries or Illnesses

Employees who are 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:

- (1) Keep employees engaged with their work groups and the community,

- (2) Promote a sense of purpose and contribution during recovery, and
- (3) 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](#).”

10.4 Return to Work

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

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

10.5 Early Return-to-Work Program

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

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers’ compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

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

10.6 Contagious Illness

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 policy 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: CITY VEHICLES & DRIVING

11.1 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 titled "[Driver Eligibility](#)."

11.2 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](#)"

11.3 Personal Vehicle Use

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

11.4 Mileage Reimbursement

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

11.5 Mobile Device Use While Driving

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

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

SECTION 12: MOBILE DEVICES AND TECHNOLOGY

12.1 Acceptable Use of City Network Services and Computing Devices

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

(A) Ownership:

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

(B) Use of Internet, City Network, and E-mail Services:

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

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

(C) No Right to Privacy:

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

(D) Hardware and Software:

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

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

12.2 Information & Cyber Security

The City of Springfield will comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the City as an organization. Accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties issued to the City. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice. For more information see Administrative Regulation titled "[Information & Cyber Security.](#)"

12.3 Use of City IT Equipment at Home

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.](#)"

12.4 Mobile Devices

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

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

the City's policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Non-exempt employees may not use their personal or City-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their supervisor. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a non-exempt employee's obligation from recording time for all hours worked.

12.5 Employee Use of City Provided or Personal Mobile Devices

(A) City Provided Devices:

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

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

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

(B) Personal Devices:

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

The City will respect the privacy of the personal information on an employee's device and will only request access to the personal device to respond to legitimate discovery

requests arising out of administrative, civil or criminal proceedings or public records requests. After reasonable notice, an employee who refuses to provide the City with business records from their personal mobile device in connection with an investigation and may be subject to discipline, up to and including termination.

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

12.6 Mobile Devices, Public Records and Electronic Discovery

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

12.7 Employee Use of Mobile Devices with Cameras

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

12.8 Dialing 911 Using a City Phone or Softphone Application

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

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

12.9 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:

- (1) Quotes, slogans, or other unapproved personal content
- (2) 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](#)."

SECTION 13: SOCIAL MEDIA

13.1 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](#)."

13.2 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](#)."

SECTION 14: ETHICS

14.1 Ethics

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

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find that some activities that are common business

practices in the private sector are prohibited in the public sector. Information on these laws is available at the [Oregon Government Ethics Commission website](#).

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

14.2 Standards of Conduct

This Administrative Regulation is not intended to be comprehensive and cover every example. Please refer to the Oregon Government Ethics law and the state's Guide for Public Officials for further explanation and examples.

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. The restrictions on public officials differ from those placed on private citizens because service in public office is a public trust, and state ethics laws were enacted to safeguard that trust. Oregon Government Ethics law prohibits public officials from using their office to obtain a personal financial benefit or to avoid a personal cost. Conflicts of interest must be disclosed and addressed as they occur. City employees as defined in this administrative regulation are personally responsible for ensuring that their actions comply with state law. The Oregon Government Ethics Commission and City Attorney are available to provide additional information about the requirements of state law.

These are the standards of conduct considered in this policy:

- (1) Conflicts of Interest
- (2) Outside Employment
- (3) Conversion of City Property for Private Use
- (4) Use of Position
- (5) Use of Confidential or Insider Information

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

14.3 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](#)."

14.4 Gifts & Gratuities

Occasionally City employees are offered personal gifts, discounts, or gratuities in connection with their City employment. While such offers may be made in good faith, it is important that everyone representing the City avoid any appearance of impropriety. The acceptance of personal gifts or other benefits by City employees or members of their immediate family or household may 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 City employees from accepting gifts, but it places a direct and personal responsibility on each public official to understand when gifts may be restricted. Oregon Government Ethics law restricts some choices, decisions, or actions of public officials. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the state ethics laws were enacted to provide one safeguard for that trust. The Oregon Government Ethics Commission and City Attorney are available to provide additional information about the requirements of state law.

This Administrative Regulation is not intended to be comprehensive and cover every example of gifting. Please refer to the state's Guide for Public Officials for further explanation and examples. Some departments may have gift policies that are more restrictive than this administrative regulation or state law. Employees are expected to comply with their department's policies, as well as this regulation and state law. For more information see Administrative Regulation titled "[Gifts & Gratuities](#)."

SECTION 15: INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES

15.1 Investigations

The City will conduct appropriate investigations into reported issues in accordance with this procedure. 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](#)."

15.2 Corrective Action

The City strives to use progressive discipline with the goal of correcting unacceptable behavior, poor performance, or violations of City policies, practices or procedures and to provide employees a reasonable opportunity to correct deficiencies. Of course, no policy can be expected to address each and every situation requiring corrective action in the workplace nor is progressive discipline appropriate for all serious offenses such as theft, workplace violence, harassment, or dishonesty which could warrant immediate discharge. It is not the intent of this policy to promote or require a progression of disciplinary measures to every corrective action. However, the City will take a comprehensive approach and will consider all relevant factors before making disciplinary decisions. For more information see Administrative Regulation titled "[Corrective Action](#)."

15.3 Grievances: Non-Union

The City encourages resolving issues at the lowest possible level through direct conversations in accordance with the Open Door Policy. This grievance procedure provides employees with a formal process to have complaints or appeals considered fairly, promptly, and without fear of reprisal. For more information non-represented employees should see Administrative Regulation titled "[Grievance Non-Union](#)."

15.4 Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this handbook or other City Administrative Regulation. The scope of inspection will be related to the circumstances giving rise to the inspection and may include a search of city vehicles, lockers, desks, work areas, file cabinets, voicemail systems, computer systems, and other office equipment. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and

other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

SECTION 16: HIRING EMPLOYEES & USE OF VOLUNTEERS

16.1 Equal Employment Opportunities

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](#)."

16.2 Recruitment and Selection

The City of Springfield's recruitment and selection efforts are developed and administered in the Human Resources Department (HR) in accordance with federal and state regulations, City guidelines, and collective bargaining agreements. These procedures are followed for all hiring activities unless specifically waived by the Human Resources Director due to special circumstances (i.e., undue hardship related to service to the public).

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

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

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

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

16.3 Background Checks

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

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

16.4 Hiring of Family Members

Relatives of current employees, 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.](#)"

16.5 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.](#)"

SECTION 17: SECTION 17 EMPLOYEE SEPERATION & LAYOFFS

17.1 Separation of Employment

ensuring a smooth, respectful, and well-organized transition when employment ends. The separation process is intended to be fair, supportive, and transparent, prioritizing employee well-being while ensuring compliance with legal requirements and continuity of City services.

Employee separations are generally effective on the last physically worked day, which should align with a regularly scheduled workday. The City complies with Oregon law regarding final paychecks and ensures timely payment of all wages, including eligible accrued leave when appropriate.

To support employees during this transition, health insurance coverage will remain active through the end of the month in which separation occurs. Employees may have the option to continue coverage through COBRA or the City's retiree health plan, if eligible, and are encouraged to review available benefits 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, linked in the Resources section, for details on benefits and continuation options. For more information see Administrative Regulation titled "[Separation of Employment](#)."

17.2 Release of Employee Information

As part of the City's commitment to the LiveWell initiative, the privacy and dignity of every employee (past and present) will be protected. All employment 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 online (e.g., LinkedIn recommendations).

To maintain consistent, accurate, and lawful practices that support employee trust and peace of mind, the City will disclose only an employee's dates of employment and position(s) held, unless a written request is submitted by the former employee authorizing additional disclosure. For more information see Administrative Regulation titled "[Release of Employee Information](#)."

17.3 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:

- (1) Identifying employees who may voluntarily reduce their FTE
- (2) Reviewing current vacancies within the affected classification
- (3) Implementing a temporary hiring freeze
- (4) Reassigning employees to other positions within the department
- (5) 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](#)."

SECTION 18: SECTION 18 CITY FACILITIES & PROPERTY

18.1 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](#)."

18.2 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](#)."

18.3 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](#)."

18.4 City Hall Evacuation and Fire Safety Plan

City employees and the public shall evacuate City Hall in an orderly manner according to the procedures contained in this document. For more information see the Administrative Regulation titled "[City Hall Evacuation and Fire Safety Plan](#)."

18.5 City Facility Code of Conduct & Trespass Procedure

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

- (1) No person shall engage in any activity that would constitute a violation of federal, state or local law or regulation.
- (2) No person may deface, damage, or destroy City Property or City-owned personal property.
- (3) 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.
- (4) 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.

- (5) No person shall engage in lewd or obscene conduct.
- (6) No person shall refuse or fail to obey any reasonable direction the of City Manager or designee of a City Property.
- (7) 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.
- (8) No person shall smoke or carry any lighted smoking instrument at City Property in violation of state law.
- (9) No personal 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.
- (10) 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.
- (11) No person shall use City Facilities for unauthorized storage or personal property or leave personal property unattended.
- (12) 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.
- (13) No person shall consume, sell, distribute, or deliver any alcoholic beverage on City Facilities, except as permitted by a City issued special event license.
- (14) 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.
- (15) No person may bring animals onto City Facilities, or leave animals tethered or unattended at City Facilities, except as permitted by the City Manager or designee or as allowed by City Administrative Regulations that allow employees to bring their pet to work. This does not preclude entry by service animals defined under the Americans with Disabilities Act while performing services or task the animals are trained to do or animals employed in official performance of police or rescue activities.

- (16) No person shall solicit for or conduct business at City Facilities except as permitted by a City issued special event license.
- (17) 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.
- (18) No person shall use City Facilities for sleeping, housing or shelter except as permitted by the City Manager or designee.
- (19) 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.
- (20) No person shall misuse or damage the City's technology systems or network, including its telecommunication equipment and data.
- (21) No person shall enter, attempt to enter, or remain in any areas of City Facilities for purposes other than to conduct legitimate business with City offices or tenants located at City Facilities, to enjoy the publicly accessible amenities at a City Facilities when the City Facility is open to the public, or to lawfully assemble for social or public interaction at portions of City Facilities specifically designated for such assembly.

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

SECTION 19: SECTION 19 PROCUREMENT AND PURCHASING

19.1 Procurement Checklist

It is the policy of the City of Springfield to provide guidelines for the process and procedures for expending public funds in a fair and transparent manner in accordance with federal, state, and local law, including Springfield Municipal Code Section 2.700 et seq. For more information see Administrative Regulation titled "[Procurement Checklist](#)."

19.2 Purchasing Guidelines

We strive to provide a fair, open and competitive process, giving particular emphasis to the following purchasing goals:

- (1) Equity - to provide fair access to bidders competing for government business.
- (2) Integrity - to maintain the public confidence in the objectivity and fairness in awarding public contracts.
- (3) Efficiency - to procure goods and services of the quality desired at the lowest price.
- (4) Economy - to purchase the exact amount of the right good or service at the best price from the right source at the right time.
- (5) Transparency - process performed according to defined and well-publicized policies benefiting both the City and the supplier community.
- (6) Delegation of Authority - City gives employees express authority to act on its behalf in accordance with these Purchasing Guidelines and to bind the City by said employee's actions.
- (7) Non-discrimination - allows all bidders an equal chance to supply needed goods and services.
- (8) Accountability - the obligation of government to provide efficient and effective services and to assure compliance with public contract provisions.

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

19.3 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 pre-approved by department leadership. Each department shall appoint a "Travel Coordinator" who shall be familiar with the City's required forms, procedures, and purchasing techniques for travel-related costs that will control costs for the City (i.e. travel discounts available, using internet sites for airline travel and accommodations). Exceptions to this policy may be allowed for documented medical reasons. For more information see Administrative Regulation titled "[Travel Reimbursement](#)."

19.4 Purchasing Card Use

Employees authorized to use a City-issued P-Card are entrusted to make purchases that support City operations. Cardholders are expected to follow all applicable laws, policies, and procedures. Misuse of the card or failure to comply with this policy may result in revocation of card privileges and disciplinary action. Each card includes defined spending limits and usage restrictions. Employees must complete the required training and confirm their understanding of the responsibilities outlined in this regulation. Individual cardholders granted a P-Card will receive an agreement form from the PCard Administrator to sign indicating they agree to the terms of use. A department with a Department Procurement Card will have an authorized department representative that ensures employees authorized to use the card understand and comply with the terms of use. For more information see Administrative Regulation titled "[Purchasing Card Use](#)."

SECTION 20: RECORD REQUESTS & MANAGEMENT

20.1 Records Management

The City Recorder is responsible for overseeing the implementation of this Administrative Regulation, including:

- (1) Overseeing the appropriate use of public records,
- (2) Determining how to respond to public records requests, and
- (3) 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](#)."

20.2 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](#)."

20.3 Digital Imaging as Official Copy

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

Records with a retention schedule of 10 to 99 years may be considered the official copy if scanned, verified in the City's imaging system, and supported by a documented migration plan. The plan must describe how data will be transferred to new systems or hardware without information loss.

The City will migrate data stored on CDs, DVDs, tapes, or similar media every 10 years, or one year before the end of vendor playback support; whichever comes first. For more information see Administrative Regulation titled "[Digital Imaging as Official Copy](#)."

20.4 Record Requests

The City of Springfield complies with Oregon Public Records Law 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 include:

- (1) The requestor's name, mailing address, and phone number or email address;
- (2) A complete and detailed description of the requested records, and where applicable, the purpose of the request;

- (3) If known, the department, approximate year of creation, or other details to help staff locate the records.

The City does not create new documents in response to a request.

Under 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 of fulfilling public records requests, as allowed by law. For more information see Administrative Regulation titled "[Records Requests](#)."

20.5 Official Use of City Logo

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

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

EMPLOYEE ACKNOWLEDGEMENT

Acknowledgment of Receipt of 2025 Personnel Policy and Procedural Manual

I acknowledge that I have received and will read a copy of the City of Springfield's 2025 Personnel Policies Procedure Manual. I also understand that a copy of the Personnel Policy and Procedural Manual is available to me at any time to review the City's intranet sites.

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

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

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

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

I have read this acknowledgement carefully before signing.

Employee Name (Print)

Employee ID #

Employee Signature

Date

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