



# Administrative Regulations

## SECTION 1.0 RESPECTFUL PLACE TO WORK

- 1.1 [Open Door Policy](#)
- 1.2 [Respectful Place to Work](#)
- 1.3 [Employee & Labor Relations](#)
- 1.4 [No-Harassment & Discrimination](#)
- 1.5 No-Bullying (Place holder see handbook)
- 1.6 [Disability Accommodations](#)
- 1.7 [Pregnancy Accommodation](#)
- 1.8 Religious Observance Leave and Accommodation (Place holder see handbook)
- 1.9 [Reporting Improper or Unlawful Conduct – No Retaliation](#)
- 1.10 Policy Against Retaliation (Place holder see handbook)

## SECTION 2.0 WORKPLACE EXPECTATIONS

- 2.1 [Appearance and Clothing](#)
- 2.2 [City Identification Badge](#)
- 2.3 [Workplace Relationships](#)
- 2.4 Tobacco-Free Workplace (Place holder see handbook)
- 2.5 Confidential City Information (Place holder see handbook)
- 2.6 [Pets in the Workplace](#)
- 2.7 Criminal Arrests and Convictions (Place holder see handbook)

## SECTION 3.0 CLASSIFICATION

- 3.1 Employee Classification (Place holder see handbook)
- 3.2 [Position Review](#)
- 3.3 [Probationary Period](#)
- 3.4 [Performance Assessments](#)

## SECTION 4.0 HOURS OF WORK, OVERTIME & WORKING CONDITIONS

- 4.1 [Hours of Work](#)
- 4.2 [Overtime \(Non-Exempt\)](#)
- 4.3 [Exempt Employee – Hours Management](#)
- 4.4 [Meals and Rest Breaks](#)

- 4.5 [Rest Periods for Expression of Breast Milk](#)
- 4.6 [Alternative Work Schedules](#)
- 4.7 [Telework](#)
- 4.8 Reporting Changes to an Employee's Personal Data (Place holder see handbook)
- 4.9 Interview Time (Place holder see handbook)
- 4.10 [Travel Time](#)

**SECTION 5.0**  
**COMPENSATION**

- 5.1 Statement Regarding Pay Practices (Place holder see handbook)
- 5.2 Payday and Pay Period (Place holder see handbook)
- 5.3 [Compensation](#)
- 5.4 [Additional Pays](#)
- 5.5 Recovery of Overpayment to Employees (Place holder see handbook)

**SECTION 6.0**  
**EMPLOYEE BENEFITS**

- 6.1 [Medical, Dental, and Vision Insurance](#)
- 6.2 [Employee Assistance Program](#)
- 6.3 Tuition Reimbursement (Place holder, see handbook)
- 6.4 [LTD Buss Pass Reimbursement Program](#)
- 6.5 [HRA VEBA Plan](#)
- 6.6 [Retirement Benefits](#)

**SECTION 7.0**  
**TIME OFF**

- 7.1 [Attendance](#)
- 7.2 [Vacation](#)
- 7.3 [Paid Time Off](#)
- 7.4 [Holidays](#)

**SECTION 8.0**  
**LEAVES OF ABSENCE**

- 8.1 [Sick Leave](#)
- 8.2 [Oregon Sick Time Leave](#)
- 8.3 [Family Medical Leave](#)
- 8.4 [Oregon Family Leave](#)
- 8.5 [Paid Leave Oregon Insurance](#)
- 8.6 [Leave of Absences](#)
- 8.7 [Compassionate Leave](#)

- 8.8 [Jury Duty & Witness Leave](#)
- 8.9 [Crime Victim Leave](#)
- 8.10 [Domestic Violence Leave and Accommodation](#)
- 8.11 [Military Leave](#)
- 8.12 [Leave Donation](#)

**SECTION 9.0**  
**WORKPLACE SAFETY**

- 9.1 Safe Work Partnership (Place holder, see handbook)
- 9.2 [Violence-Free Workplace](#)
- 9.3 [Use of Pepper Spray](#)
- 9.4 [Hearing Conservation](#)
- 9.5 [Heat Illness Prevention](#)
- 9.6 [Wildfire Smoke Exposure](#)
- 9.7 [Hazard Communication](#)
- 9.8 [Alcohol/Drug Use, Abuse, and Testing](#)
- 9.9 [DOT-CDL Substance Abuse Testing](#)

**SECTION 10.0**  
**EMPLOYEE ILLNESS & INJURY**

- 10.1 [Workers' Compensation & Time-Loss Benefits](#)
- 10.2 Overlap with Other Laws (Place holder, see handbook)
- 10.3 [Non-Occupational Injuries or Illnesses](#)
- 10.4 Return to Work (Place holder, see handbook)
- 10.5 Early Return-to-Work Program (Place holder, see handbook)
- 10.6 [Contagious Illness](#)

**SECTION 11.0**  
**CITY VEHICLES & DRIVING**

- 11.1 [Driver Eligibility](#)
- 11.2 [Use of City Vehicle](#)
- 11.3 [Personal Vehicle Use](#)
- 11.4 [Mileage Reimbursement](#)
- 11.5 Mobile Device Use While Driving (Place holder, see handbook)

**SECTION 12.0**  
**MOBILE DEVICES AND TECHNOLOGY**

- 12.1 [Acceptable Use of City Network Services and Computing Devices](#)
- 12.2 [Information & Cyber Security](#)
- 12.3 [Use of City IT Equipment at Home](#)
- 12.4 Mobile Devices (Place holder, see handbook)

- 12.5 Employee Use of City Provided or Personal Mobile Devices (Place holder, see handbook)
- 12.6 Mobile Devices, Public Records and Electronic Discovery (Place holder, see handbook)
- 12.7 Employee Use of Mobile Devices with Cameras (Place holder, see handbook)
- 12.8 Dialing 911 Using a City Phone or Softphone Application (Place holder, see handbook)

**SECTION 13.0**  
**SOCIAL MEDIA**

- 13.1 [Personal Use of Social Media](#)
- 13.2 [Official Use of City Social Media](#)

**SECTION 14.0**  
**ETHICS**

- 14.1 Ethics (Place holder, see handbook)
- 14.2 [Standards of Conduct](#)
- 14.3 [Political Activity](#)
- 14.4 [Gifts & Gratuities](#)

**SECTION 15.0**  
**INVESTIGATIONS, CORRECTIVE ACTIONS, AND GRIEVANCES**

- 15.1 [Investigations](#)
- 15.2 [Corrective Action](#)
- 15.3 [Grievances: Non-Union](#)
- 15.4 Workplace Inspections — No Right to Privacy or Confidentiality (Place holder, see handbook)

**SECTION 16.0**  
**HIRING EMPLOYEES & USE OF VOLUNTEERS**

- 16.1 [Equal Employment Opportunities](#)
- 16.2 [Recruitment and Selection](#)
- 16.3 [Background Checks](#)
- 16.4 [Hiring of Family Members](#)
- 16.5 [Use of Volunteers](#)

**SECTION 17.0**  
**EMPLOYEE SEPERATION & LAYOFFS**

- 17.1 Retirement or Resignation from Employment (Place holder, see handbook)

- 17.2 [Release of Employee Information](#)
- 17.3 [Layoff and Recall](#)

**SECTION 18.0**  
**CITY FACILITIES & PROPERTY**

- 18.1 [Building and Facility Access](#)
- 18.2 [City Facility Use](#)
- 18.3 [Emergency Facility Closure](#)
- 18.4 [City Hall Evacuation and Fire Safety Plan](#)

**SECTION 19.0**  
**PROCUREMENT AND PURCHASING**

- 19.1 [Procurement Checklist](#)
- 19.2 [Purchasing Guidelines](#)
- 19.3 [Travel Reimbursement](#)

**SECTION 20.0**  
**RECORD REQUESTS & MANAGEMENT**

- 20.1 [Records Management](#)
- 20.2 [Record Retention & Destruction](#)
- 20.3 [Digital Imaging as Official Copy](#)
- 20.4 [Record Requests](#)