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## **GARIBALDI CITY COUNCIL REGULAR MEETING**

Via Zoom	<a href="https://us02web.zoom.us/j/88041959306">https://us02web.zoom.us/j/88041959306</a>	Meeting ID:	880 4195 9306
Via Phone	253-215-8782	Password:	208052

### **MONDAY, OCTOBER 20, 2025: 5:30 PM**

#### **A. CONVENING OF MEETING/PLEDGE OF ALLEGIANCE**

#### **B. PRESENTATIONS**

#### **C. ITEMS TO BE ADDED TO THE AGENDA**

#### **D. PUBLIC HEARINGS**

#### **E. CONSENT CALENDAR**

1. City Council Meeting Minutes
  - a. September 9, 2025 Regular City Council Meeting
2. OLCC Special Event Applications Processed
3. Checks Issued
4. Financial Report

#### **F. PUBLIC COMMENTS ON AGENDA ITEMS** – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

#### **G. OLD BUSINESS**

#### **H. NEW BUSINESS**

1. Employee Handbook Update
2. Business District Speed Limit Discussion

#### **I. ITEMS REMOVED FROM CONSENT AGENDA**

#### **J. CITY MANAGER'S REPORT**

#### **K. DEPARTMENT HEAD MATTERS**

**L. COUNCIL REPORTS AND COMMENTS**

**M. PUBLIC COMMENTS ON NON-AGENDA ITEMS** – Members of the public will each get up to three minutes (maximum may be lowered with Council approval) to comment on items not appearing on this agenda (except for public hearing items, which may only receive comment at that public hearing). The Council will not engage in back-and-forth conversation during this meeting. If you wish to speak, please sign up on the provided roster.

**N. ADJOURNMENT**

## **Garibaldi City Council Regular Meeting Minutes**

**Monday, September 15, 2025 – 5:30 P.M.**

### **CONVENING OF MEETING/PLEDGE OF ALLEGIANCE**

The meeting was called to order at 5:33 PM by Mayor Katie Findling. Present were Mayor Katie Findling and Council Members Cheryl Gierga, Sandy Tyrer, Linda Bade and Norman “Bud” Shattuck. Staff present was City Manager Jake Boone. The Pledge of Allegiance was recited.

### **PRESENTATIONS**

There were no presentations.

### **ITEMS TO BE ADDED TO THE AGENDA**

City Manager Jake Boone noted that an OLCC application from El Trio Loco came in after the agenda was posted. Mayor Katie Findling requested to add a quick update on the FEMA Biological Opinion (BiOp) open comment period, as the comment period closes before the next council meeting.

**Motion to add the OLCC application for El Trio Loco and a FEMA BiOp update to the agenda.**

**Moved by: Councilor Shirley Peters Seconded by: Councilor Norman Shattuck Motion Passed Unanimously**

### **PUBLIC HEARINGS**

There were no public hearings.

### **CONSENT CALENDAR**

The consent calendar included City Council Meeting Minutes from August 18, 2025, Regular City Council Meeting and August 25, 2025, City Council Work session, OLCC Special Event Applications Processed, Checks Issued, and Financial Report.

**Motion to approve the consent calendar.**

**Moved by: Councilor Sandy Tyrer Seconded by: Councilor Linda Bade Motion Passed Unanimously**

### **PUBLIC COMMENTS ON AGENDA ITEMS**

Vice Chair Carolee North (Urban Renewal Agency) expressed concerns about the lateral discussion on water and sewer lines. She believed the city should continue to be responsible for sewer lines to the property line as has been done in the past. She referenced a previous suggestion by Paul to grandfather existing situations for a certain period before shifting responsibility to property owners, which she considered fair.

Tim Hall shared his experience with sewer issues after purchasing his house in 2017. He described how his basement flooded with raw sewage shortly after moving in. He stated that the city initially claimed the problem was with his house, but after threatening a \$50,000 lawsuit, the city agreed to fix it at a cost of \$13,000. He noted the collapsed sewer on Cypress was half full of rocks, affecting multiple neighbors. He urged the council to maintain the current code to avoid burdening property owners by fixing what he characterized as city negligence.

Alina Jenson referenced city code 3.3.8 section L of chapter 13.05.040 rule 12, which she interpreted as making sewers the city's responsibility. She expressed concern about older materials like Orangeburg pipes that only last 50 years, making homes with these pipes more of a liability to purchase. She argued that homeowners signed a contract with the city to provide services, and the city chose the materials, so the city should be responsible for maintaining infrastructure under public rights-of-way.

Shirley Peters described her experience having her sewer line repaired. She stated that the city contributed only one piece of pipe to her sewer repair, telling her “This is all the city's going to contribute to your sewer

line, lady." She paid for repairs herself but requested the city reimburse \$2,000 for the street paving portion. She also expressed concern about a city employee using a camera on her line on August 20th without explaining why.

Henry Balensifer (Mayor of Warrenton) provided information on the FEMA Biological Opinion, explaining that FEMA is converting the National Flood Insurance Program specifically in 31 Oregon counties into what he characterized as a "land grab" sponsored by the National Marine Fisheries Service. He explained that the new rules would impose mitigation requirements for any development in flood zones, including significant costs for single-family homes. He stated that according to FEMA's own Environmental Impact Statement, a 1,500-square-foot home with a 400-square-foot driveway would require an additional \$34,000 for mitigation if property was available on-site for mitigation, and over \$104,000 if off-site mitigation was required.

Mayor Katie Findling clarified that Garibaldi has multiple riparian buffer zones that would be affected, including large portions of the downtown corridor.

## **OLD BUSINESS**

### **1. Sewer Lateral Responsibility Discussion**

City Manager Jake Boone presented information about a recent sewer service line backup on Garibaldi Avenue. He explained that a clog consisting of a pen and "flushable" wipes had caused a backup under the newly paved ODOT highway. Because the city had to call in contractors to cut through 9 inches of asphalt, the repair was costly. He emphasized that the city cannot afford to be responsible for all lateral repairs, especially when clogs are caused by property owners.

City Manager Jake Boone noted that the National League of Cities has a service line warranty program through Home Serve that residents could purchase to cover catastrophic failures of laterals, though it only covers up to the property line.

Mayor Katie Findling shared that she had spoken with the city attorney who reminded her that Oregon has constitutional restrictions on spending public dollars on private purposes. She stated that using public funds for private laterals that only benefit one resident could open the city to legal liability.

Councilor Linda Bade questioned the concept of homeowners being responsible for infrastructure under public roads. She stated, "I don't get how I own something underneath the city road...I have no ownership papers, I have no contract."

Councilor Sandy Tyrer stated she did not want taxpayers to pay for damage caused by negligent homeowners flushing inappropriate items down toilets.

Councilor Norman Shattuck agreed with Councilor Tyrer, stating that if someone plugs up their sewer by flushing inappropriate items, they should be responsible for the costs.

After extensive discussion, the council reached consensus to request that the city attorney provide a suggested ordinance defining terms, circumstances, or fault, and to explore requiring approved clean-outs at property lines.

**Financial Impact & Community Benefit** The discussion highlighted significant potential costs that could impact city finances. The estimated cost to upgrade the entire sewer system to meet new requirements was stated as approximately \$9,000,000, a figure far beyond the city's financial capacity. This would be a one-time capital expenditure from the general fund that the city currently cannot afford. Individual sewer lateral repairs were referenced as costing between \$13,000-\$14,000 per incident, with multiple such incidents creating an unsustainable financial burden on the city. The city currently faces difficult financial circumstances as indicated by the most recent audit, making any additional unplanned expenditures particularly concerning. The community benefit of clarifying responsibility would be creating a sustainable system where costs are allocated appropriately, ensuring the city can maintain essential services while protecting homeowners from excessive financial burdens in certain circumstances.

## **NEW BUSINESS**

### **1. Tree Lighting Concession Application Process**

City Manager Jake Boone explained that Twins Ranch has been providing refreshments at the annual Christmas tree lighting event at no cost to the city. Other businesses have expressed interest in participating, so staff suggested creating a fair process to determine who gets to provide refreshments.

He then proposed creating a policy where businesses interested in providing refreshments for free would be put on a rotating list, with new businesses added to the end of the list. If no businesses were willing to provide free refreshments, the city could consider vendors who would sell refreshments.

Council members expressed support for the proposal and suggested giving priority to Garibaldi businesses and requiring vendors to have insurance for the event. City Manager Jake Boone indicated staff would create a draft policy to bring back to council at a future meeting.

## **2. OLCC Application**

City Manager Jake Boone presented an OLCC application from El Trio Loco, a Mexican restaurant planning to open in downtown Garibaldi. He noted that staff had no reason to recommend denial.

**Motion to approve the liquor license for El Trio Loco.**

**Moved by: Councilor Linda Bade Seconded by: Councilor Norman Shattuck Motion Passed Unanimously**

## **ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

## **CITY MANAGER'S REPORT**

City Manager Jake Boone distributed the 2021-22 audit, which had just been received. He noted that initial review suggested the city's financial position might be worse than previously thought, though staff needed time to analyze the document thoroughly. He advised that the city would need to be cautious about spending.

He also reported that the city was processing numerous public records requests, which was slowing down other work. He also noted that K&E would be starting repair work on Birch Street, which had been damaged by their equipment during the highway project. Plants along Highway 101 are being installed as that project has neared completion.

## **DEPARTMENT HEAD MATTERS**

No department head matters were discussed.

## **COUNCIL REPORTS AND COMMENTS**

Councilor Norman Shattuck had no report.

Councilor Linda Bade had no report.

Councilor Sandy Tyrer had no report.

Mayor Katie Findling mentioned she was looking forward to the LOC (League of Oregon Cities) conference and offered to provide links regarding the FEMA comment period to anyone interested.

City Manager Jake Boone confirmed that the voting delegates for the LOC would continue to be the mayor as primary and the Council President as backup.

## **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Susan Newman asked why the playground at the school is locked on weekends. Councilor Sandy Tyrer, as a school board member, explained it was due to vandalism, but the school would open it upon request. She also questioned why the city hired a fire chief from out of town instead of a local candidate.

Terry Kandle complained about trash accumulations created by the OCSR (Oregon Coast Scenic Railroad) and unauthorized camping near his home, noting that while Paul Daniels as the new board chair had promised cleanup by OCSR, the city had not addressed these issues despite his complaints. He shared that Public Works had alerted him to a water leak at his property, which he was able to verify and fix.

Hannah Hood addressed two prior complaints filed with the city that had not been addressed. The first concerns a neighbor removing trees and vegetation, causing increased water runoff onto her property. The second complaint involved a sinking manhole cover on Highway 101 where Driftwood Avenue exits and a large hole in the asphalt beyond her driveway.

Valerie Schumann, speaking as president of the Garibaldi Business Association, expressed concerns about the highway project. She noted that Garibaldi is the only city in the county with bike lanes on both sides of the highway, resulting in a significant loss of parking. She reported customer confusion about parking rules, reduced access to the Third Street parking lot, and requested that ODOT consider donating the Seventh Street parking lot to the city for additional parking. She also expressed concerns about pedestrian safety and plantings along the highway.

## **ADJOURNMENT**

The meeting was adjourned at 7:42 P.M.

The next regular council meeting will be Monday, October 20, 2025 – 5:30 P.M.

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Katie Findling, Mayor

ATTEST:

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Jake Boone, City Manager

## **AGENDA ITEM**

TO: Mayor and City Council  
FROM: Jake Boone, City Manager  
SUBJECT: **Special Event License Application Approvals**  
DATE: 14 October 2025

## **BACKGROUND**

No OLCC Special Event Applications were processed by City staff since the last Council meeting.

## **RECOMMENDATION**

None; information only.

## **COST**

None.

  
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Jake Boone, City Manager

10/8/2025  
11:57 AM

**General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,**  
**Payments Journal**  
**9/1/2025 to 9/30/2025**

Account Number	Account	Amount
<b>1030 GURA Umpqua Checking</b>		
<b>9/15/2025 Check / Ref #: 00144 Payee: SANDY TYRER</b>		
7900	City/GURA Grants	25,000.00
	<b>Check Amount</b>	<b>\$25,000.00</b>
<b>1030 GURA Umpqua Checking Totals</b>		<b>\$25,000.00</b>
<b>1050 1st Security Checking</b>		
<b>9/4/2025 Check / Ref #: 20556 Payee: Oregon Coast Wireless</b>		
6400	IT Services	32.50
6400	IT Services	32.50
	<b>Check Amount</b>	<b>\$65.00</b>
<b>9/4/2025 Check / Ref #: 20557 Payee: Centerlogic, Inc.</b>		
6400	IT Services	518.26
6400	IT Services	246.84
6400	IT Services	262.50
6400	IT Services	507.50
	<b>Check Amount</b>	<b>\$1,535.10</b>
<b>9/4/2025 Check / Ref #: 20558 Payee: Mikael Hesse</b>		
6455	Janitorial Services	1,750.00
	<b>Check Amount</b>	<b>\$1,750.00</b>
<b>9/4/2025 Check / Ref #: 20559 Payee: GENERAL CODE</b>		
6320	Dues, Licenses & Subscriptions	624.02
6320	Dues, Licenses & Subscriptions	156.00
	<b>Check Amount</b>	<b>\$780.02</b>
<b>9/4/2025 Check / Ref #: 20560 Payee: Boyd's Implement Service, LLC</b>		
6620	System Maintenance & Repair	94.54
	<b>Check Amount</b>	<b>\$94.54</b>
<b>9/4/2025 Check / Ref #: 20561 Payee: Orkin</b>		
6260	Building & Grounds Maint.	330.00
	<b>Check Amount</b>	<b>\$330.00</b>
<b>9/4/2025 Check / Ref #: 20562 Payee: Rosenberg Builders Supply</b>		
6260	Building & Grounds Maint.	214.45
6500	Office Supplies	29.14
6610	Supplies & Services	42.93
	<b>Check Amount</b>	<b>\$286.52</b>
<b>9/4/2025 Check / Ref #: 20563 Payee: Connye Corey</b>		
6685	Emergency Response Supplies	12.99
	<b>Check Amount</b>	<b>\$12.99</b>
<b>9/4/2025 Check / Ref #: 20564 Payee: Tillamook Co. Creamery Assn.</b>		
6660	Treatment Chemicals	400.00
	<b>Check Amount</b>	<b>\$400.00</b>
<b>9/4/2025 Check / Ref #: 20565 Payee: Traffic Safety Supply Co.</b>		
6620	System Maintenance & Repair	1,606.64

10/8/2025  
11:57 AM

**General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,**  
**Payments Journal**  
**9/1/2025 to 9/30/2025**

6620	System Maintenance & Repair	262.57
	<b>Check Amount</b>	<b>\$1,869.21</b>
<b>9/4/2025 Check / Ref #: 20566 Payee: Department of Environmental Quality</b>		
6320	Dues, Licenses & Subscriptions	3,516.24
	<b>Check Amount</b>	<b>\$3,516.24</b>
<b>9/4/2025 Check / Ref #: 20567 Payee: Tillamook PUD</b>		
6680	Utilities	4,823.54
	<b>Check Amount</b>	<b>\$4,823.54</b>
<b>9/8/2025 Check / Ref #: Payee: Pace Payment Systems</b>		
6250	Bank Charges & Fees	456.16
6250	Bank Charges & Fees	456.15
	<b>Check Amount</b>	<b>\$912.31</b>
<b>9/11/2025 Check / Ref #: Payee: Water Bill Receipts</b>		
4500	Finance/Late Fees	0.40
4260	System Charges	88.47
4345	Transportation Fee	10.00
4260	System Charges	81.52
	<b>Check Amount</b>	<b>\$180.39</b>
<b>9/11/2025 Check / Ref #: Payee: Water Bill Receipts</b>		
4260	System Charges	48.91
4345	Transportation Fee	10.00
4260	System Charges	81.52
	<b>Check Amount</b>	<b>\$140.43</b>
<b>9/11/2025 Check / Ref #: 20568 Payee: Life-Assist, Inc</b>		
6610	Supplies & Services	1,958.77
	<b>Check Amount</b>	<b>\$1,958.77</b>
<b>9/11/2025 Check / Ref #: 20569 Payee: NAPA-Davison Auto Parts</b>		
6330	Equipment Repair	8.14
	<b>Check Amount</b>	<b>\$8.14</b>
<b>9/11/2025 Check / Ref #: 20570 Payee: USDA RURAL DEVELOPMENT</b>		
7110	WWTP-USDA -- Principal	32,976.00
7100	WWTP-USDA -- Interest	43,967.00
	<b>Check Amount</b>	<b>\$76,943.00</b>
<b>9/11/2025 Check / Ref #: 20571 Payee: USDA RURAL DEVELOPMENT</b>		
7180	WW Bond Payment - Principal	36,262.02
7175	WW Bond Payment - Interest	3,455.98
	<b>Check Amount</b>	<b>\$39,718.00</b>
<b>9/11/2025 Check / Ref #: 20572 Payee: Local Government Law Group</b>		
6410	Legal Services	1,166.00
	<b>Check Amount</b>	<b>\$1,166.00</b>
<b>9/11/2025 Check / Ref #: 20573 Payee: Centerlogic, Inc.</b>		
6400	IT Services	250.00
	<b>Check Amount</b>	<b>\$250.00</b>
<b>9/11/2025 Check / Ref #: 20574 Payee: Pacific Office Automation</b>		
6500	Office Supplies	266.08
	<b>Check Amount</b>	<b>\$266.08</b>

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11:57 AM

**General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,**  
**Payments Journal**  
**9/1/2025 to 9/30/2025**

**9/11/2025 Check / Ref #: 20575 Payee: League of Oregon Cities**

6650	Travel & Training	517.50
6650	Travel & Training	172.50
6310	Council Expense	690.00
<b>Check Amount</b>		<b>\$1,380.00</b>

**9/11/2025 Check / Ref #: 20576 Payee: Verizon**

6630	Telephone/VOIP	312.92
<b>Check Amount</b>		<b>\$312.92</b>

**9/11/2025 Check / Ref #: 20577 Payee: USPS Postmaster**

6320	Dues, Licenses & Subscriptions	185.00
6320	Dues, Licenses & Subscriptions	185.00
<b>Check Amount</b>		<b>\$370.00</b>

**9/11/2025 Check / Ref #: 20578 Payee: Western Display Fireworks, LTD**

6360	Fireworks	4,750.00
<b>Check Amount</b>		<b>\$4,750.00</b>

**9/11/2025 Check / Ref #: 20579 Payee: Wave**

6400	IT Services	100.00
<b>Check Amount</b>		<b>\$100.00</b>

**9/11/2025 Check / Ref #: 20580 Payee: HASCO Stations, LLC**

6380	Fuel & Oil	522.65
<b>Check Amount</b>		<b>\$522.65</b>

**9/12/2025 Check / Ref #: Payee: Water Bill Receipts**

4260	System Charges	137.92
4345	Transportation Fee	10.00
<b>Check Amount</b>		<b>\$147.92</b>

**9/18/2025 Check / Ref #: 20581 Payee: Centerlogic, Inc.**

6400	IT Services	435.00
<b>Check Amount</b>		<b>\$435.00</b>

**9/18/2025 Check / Ref #: 20582 Payee: USA BlueBook**

6620	System Maintenance & Repair	535.49
<b>Check Amount</b>		<b>\$535.49</b>

**9/18/2025 Check / Ref #: 20583 Payee: Pacific Office Automation**

6470	Minor Equipment	98.50
6470	Minor Equipment	886.54
<b>Check Amount</b>		<b>\$985.04</b>

**9/18/2025 Check / Ref #: 20584 Payee: 3J Consulting, Inc.**

6305	Contracted Services PLANNER	6,269.20
<b>Check Amount</b>		<b>\$6,269.20</b>

**9/18/2025 Check / Ref #: 20585 Payee: Tillamook Bay Community College**

6650	Travel & Training	1,833.34
6650	Travel & Training	916.66
<b>Check Amount</b>		<b>\$2,750.00</b>

**9/19/2025 Check / Ref #: Payee: 1st Security Bank**

6330	Equipment Repair	181.54
6620	System Maintenance & Repair	36.04
<b>Check Amount</b>		<b>\$217.58</b>

**9/19/2025 Check / Ref #: Payee: 1st Security Bank**

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**General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,**  
**Payments Journal**  
**9/1/2025 to 9/30/2025**

6500	Office Supplies	78.50
6610	Supplies & Services	10.00
6650	Travel & Training	57.00
<b>Check Amount</b>		<b>\$145.50</b>
<b>9/19/2025 Check / Ref #: Payee: 1st Security Bank</b>		
6320	Dues, Licenses & Subscriptions	25.00
6470	Minor Equipment	1,436.04
6630	Telephone/VOIP	222.84
<b>Check Amount</b>		<b>\$1,683.88</b>
<b>9/19/2025 Check / Ref #: Payee: 1st Security Bank</b>		
6320	Dues, Licenses & Subscriptions	135.98
6470	Minor Equipment	100.79
6500	Office Supplies	532.81
6610	Supplies & Services	97.74
6650	Travel & Training	133.34
6650	Travel & Training	66.66
6320	Dues, Licenses & Subscriptions	90.00
6320	Dues, Licenses & Subscriptions	33.99
<b>Check Amount</b>		<b>\$1,191.31</b>
<b>9/25/2025 Check / Ref #: Payee: Saif</b>		
6200	Workers Comp	507.48
6200	Workers Comp	169.16
<b>Check Amount</b>		<b>\$676.64</b>
<b>9/25/2025 Check / Ref #: Payee: OR PERS</b>		
	PERS Payable	21,858.84
<b>Check Amount</b>		<b>\$21,858.84</b>
<b>9/25/2025 Check / Ref #: Payee: OR State Workers Comp</b>		
	Workers Benefit	37.34
	Fund Payable	
<b>Check Amount</b>		<b>\$37.34</b>
<b>9/25/2025 Check / Ref #: Payee: OR Unemployment Department</b>		
	OR SUTA Taxes	708.91
<b>Check Amount</b>		<b>\$708.91</b>
<b>9/25/2025 Check / Ref #: Payee: OR State Withholding Tax Division</b>		
	OR State Taxes	5,084.92
<b>Check Amount</b>		<b>\$5,084.92</b>
<b>9/25/2025 Check / Ref #: Payee: OR State Transit Tax</b>		
	OR State Transit Tax	69.52
<b>Check Amount</b>		<b>\$69.52</b>
<b>9/25/2025 Check / Ref #: Payee: EFTPS</b>		
	EFTPS Payable	18,275.86
<b>Check Amount</b>		<b>\$18,275.86</b>
<b>9/25/2025 Check / Ref #: Payee: CIS Trust</b>		
	CIS Payable	20,431.80
<b>Check Amount</b>		<b>\$20,431.80</b>
<b>9/25/2025 Check / Ref #: 20588 Payee: Meritain Health, Inc.</b>		
6010	Personnel Costs	2,108.00
6010	Personnel Costs	182.00
<b>Check Amount</b>		<b>\$2,290.00</b>

10/8/2025  
11:57 AM

**General Fund, GURA Debt Service Fund, GURA General Fund, Parks SDC Fund,**  
**Payments Journal**  
**9/1/2025 to 9/30/2025**

**9/30/2025 Check / Ref #: 20589 Payee: Umpqua Bank Cardmember Service**

6320	Dues, Licenses & Subscriptions	768.41
6400	IT Services	6.00
<b>Check Amount</b>		<b>\$774.41</b>

**9/30/2025 Check / Ref #: GJ-00031 Payee: Interfund Payroll Entries**

2050	Payroll Due to General Fund	23,387.97
<b>Check Amount</b>		<b>\$23,387.97</b>

**9/30/2025 Check / Ref #: GJ-00032 Payee: Interfund Payroll Entries**

2050	Payroll Due to General Fund	21,303.33
<b>Check Amount</b>		<b>\$21,303.33</b>

**9/30/2025 Check / Ref #: GJ-00035 Payee: Interfund Payroll Entries**

2050	Payroll Due to General Fund	6,732.65
<b>Check Amount</b>		<b>\$6,732.65</b>

**9/30/2025 Check / Ref #: GJ-00035 Payee: Interfund Payroll Entries**

2050	Payroll Due to General Fund	11,922.29
<b>Check Amount</b>		<b>\$11,922.29</b>

<b>1050 1st Security Checking Totals</b>		<b>\$343,614.25</b>
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<b>Report Totals</b>		<b>\$368,683.20</b>
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**Records included in total = 113**

*Report Options*

Check Date: 9/1/2025 to 9/30/2025

Display Notation: Yes

**General Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Resources</b>						
4000	Available Cash on Hand	0.00	0.00	359,331.00	359,331.00	0.00%
4240	Business Licenses & Permits	920.00	9,059.00	10,500.00	1,441.00	86.28%
4110	FD Levy - Current Year	364.05	2,374.92	185,270.00	182,895.08	1.28%
4180	Fines & Forfeitures	0.00	0.00	500.00	500.00	0.00%
4230	Franchise Fees	4,834.38	19,115.48	83,460.00	64,344.52	22.90%
4740	From TRT to Gen.Fund	0.00	0.00	76,170.00	76,170.00	0.00%
4370	GURA Contract	0.00	0.00	22,432.00	22,432.00	0.00%
4420	Hall Rent	350.00	350.00	500.00	150.00	70.00%
4465	Homelessness Support	0.00	0.00	55,000.00	55,000.00	0.00%
4470	Interest	1,357.87	4,345.56	11,764.00	7,418.44	36.94%
4440	Misc. Revenues	2,094.65	34,563.74	1,000.00	(33,563.74)	3,456.37%
4005	OSFM Recievables	0.00	0.00	28,000.00	28,000.00	0.00%
4220	Planning Fees	500.00	1,420.00	4,730.00	3,310.00	30.02%
4100	Property Taxes - Current Year	604.87	3,371.64	304,217.00	300,845.36	1.11%
4120	Property Taxes - Prior Years	809.08	2,189.91	6,815.00	4,625.09	32.13%
4380	Rural Fire District Contract	0.00	0.00	204,958.00	204,958.00	0.00%
4300	State Cigarette Tax Share	42.32	124.32	733.00	608.68	16.96%
4310	State Liquor Revenue Share	1,156.63	3,642.62	13,350.00	9,707.38	27.29%
4350	State Marijuana Tax Share	0.00	0.00	1,446.00	1,446.00	0.00%
4320	State Revenue Sharing	0.00	2,731.96	10,298.00	7,566.04	26.53%
<b>Revenue</b>		<b>\$13,033.85</b>	<b>\$83,289.15</b>	<b>\$1,380,474.00</b>	<b>\$1,297,184.85</b>	
<b>Gross Profit</b>		<b>\$13,033.85</b>	<b>\$83,289.15</b>	<b>\$1,380,474.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administrative</b>						
6240	Auditing & Accounting Services	0.00	2,100.00	27,000.00	24,900.00	7.78%
6250	Bank Charges & Fees	68.95	438.99	3,000.00	2,561.01	14.63%
6060	City Manager	2,573.56	7,720.68	32,500.00	24,779.32	23.76%
6025	City Recorder/Clerk	1,282.20	6,204.71	7,693.00	1,488.29	80.65%
6310	Council Expense	690.00	859.97	6,000.00	5,140.03	14.33%
6320	Dues, Licenses & Subscriptions	299.98	2,320.63	6,500.00	4,179.37	35.70%
6070	Finance Director/Assn. Manager	2,077.83	6,233.49	25,692.00	19,458.51	24.26%
6220	Homelessness Support	0.00	0.00	55,000.00	55,000.00	0.00%
6390	Insurance	0.00	10,062.84	13,800.00	3,737.16	72.92%

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**General Fund**  
**Statement of Revenue and Expenditures**

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2025
		Sep 2025	Jul 2025	Jul 2025	Jul 2025	Jun 2026
		Sep 2025	Sep 2025	Jun 2026	Jun 2026	Percent of
Account Number		Actual	Actual		Variance	Budget
6400	IT Services	1,707.84	4,597.81	20,000.00	15,402.19	22.99%
6455	Janitorial Services	1,750.00	3,150.00	20,400.00	17,250.00	15.44%
6410	Legal Services	662.50	662.50	30,000.00	29,337.50	2.21%
6460	Meeting Expense/Admin Supplies	0.00	0.00	1,500.00	1,500.00	0.00%
6470	Minor Equipment	886.54	2,659.62	3,200.00	540.38	83.11%
6490	Office Equipment Repair	0.00	0.00	1,000.00	1,000.00	0.00%
6760	Office Equipment/Software	0.00	0.00	5,000.00	5,000.00	0.00%
6500	Office Supplies	886.32	2,523.06	5,100.00	2,576.94	49.47%
6010	Personnel Costs	4,022.39	14,317.19	54,360.00	40,042.81	26.34%
6510	Postage & Shipping Costs	0.00	0.00	600.00	600.00	0.00%
6520	Printing, Advertising & Notice	0.00	221.36	5,000.00	4,778.64	4.43%
6630	Telephone/VOIP	69.09	149.27	2,000.00	1,850.73	7.46%
6650	Travel & Training	172.50	241.25	6,000.00	5,758.75	4.02%
6200	Workers Comp	169.16	523.88	2,004.00	1,480.12	26.14%
<b>Fire &amp; Rescue</b>						
6260	Building & Grounds Maint.	0.00	53.64	7,250.00	7,196.36	0.74%
6035	Conflag Reimbursed Payroll	0.00	0.00	28,000.00	28,000.00	0.00%
6300	Contracted Services	0.00	4,014.59	12,000.00	7,985.41	33.45%
6205	Division Chief-Training	8,755.69	18,755.69	60,000.00	41,244.31	31.26%
6320	Dues, Licenses & Subscriptions	235.00	3,972.11	7,500.00	3,527.89	52.96%
6685	Emergency Response Supplies	12.99	54.47	1,200.00	1,145.53	4.54%
6330	Equipment Repair	0.00	1,906.67	10,000.00	8,093.33	19.07%
6080	Fire Chief	7,721.25	23,163.75	100,000.00	76,836.25	23.16%
6090	Fire Department - Call Persons	1,596.00	3,000.00	25,000.00	22,000.00	12.00%
6395	Fire District Formation Fees	0.00	0.00	1,500.00	1,500.00	0.00%
6380	Fuel & Oil	522.65	2,319.50	15,000.00	12,680.50	15.46%
6390	Insurance	0.00	18,611.00	18,611.00	0.00	100.00%
6400	IT Services	268.14	895.42	1,500.00	604.58	59.69%
6470	Minor Equipment	1,635.33	2,472.65	5,000.00	2,527.35	49.45%
6010	Personnel Costs	9,568.98	27,501.00	154,445.00	126,944.00	17.81%
6520	Printing, Advertising & Notice	0.00	25.00	500.00	475.00	5.00%
6550	Protective Clothing	0.00	0.00	18,000.00	18,000.00	0.00%
6610	Supplies & Services	1,958.77	2,017.29	13,650.00	11,632.71	14.78%
6630	Telephone/VOIP	222.84	518.64	800.00	281.36	64.83%
6235	Temporary Summer Firefighter	5,040.00	17,043.75	35,000.00	17,956.25	48.70%
6650	Travel & Training	57.00	1,208.01	6,750.00	5,541.99	17.90%
6200	Workers Comp	169.16	878.60	6,268.00	5,389.40	14.02%

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**General Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Non Departmental</b>						
9000	Contingency	0.00	0.00	105,000.00	105,000.00	0.00%
8140	To Street Fund	0.00	0.00	59,000.00	59,000.00	0.00%
<b>Planning</b>						
6240	Auditing & Accounting Services	0.00	500.00	500.00	0.00	100.00%
6060	City Manager	1,029.43	3,088.29	13,000.00	9,911.71	23.76%
6025	City Recorder/Clerk	320.55	1,181.29	3,847.00	2,665.71	30.71%
6305	Contracted Services PLANNER	6,269.20	9,547.70	55,000.00	45,452.30	17.36%
6325	Engineering Services	0.00	0.00	1,500.00	1,500.00	0.00%
6070	Finance Director/Assn. Manager	831.13	2,493.39	10,277.00	7,783.61	24.26%
6390	Insurance	0.00	6,990.00	6,990.00	0.00	100.00%
6420	Licenses, Dues & Subscriptions	0.00	0.00	250.00	250.00	0.00%
6470	Minor Equipment	0.00	0.00	375.00	375.00	0.00%
6010	Personnel Costs	1,467.89	4,314.87	22,497.00	18,182.13	19.18%
6520	Printing, Advertising & Notice	0.00	0.00	1,500.00	1,500.00	0.00%
6610	Supplies & Services	0.00	0.00	1,200.00	1,200.00	0.00%
6200	Workers Comp	169.16	346.52	829.00	482.48	41.80%
<b>Property</b>						
6260	Building & Grounds Maint.	544.45	877.17	10,000.00	9,122.83	8.77%
6335	Contracted Services PROPERTY	0.00	0.00	1,500.00	1,500.00	0.00%
6330	Equipment Repair	0.00	0.00	1,500.00	1,500.00	0.00%
6390	Insurance	0.00	4,325.00	4,325.00	0.00	100.00%
6470	Minor Equipment	0.00	0.00	175.00	175.00	0.00%
6010	Personnel Costs	2,485.33	7,595.41	22,352.00	14,756.59	33.98%
6150	Public Works Director	1,295.58	3,886.74	16,092.00	12,205.26	24.15%
6610	Supplies & Services	150.67	150.67	500.00	349.33	30.13%
6680	Utilities	346.09	639.36	13,130.00	12,490.64	4.87%
6190	Utility Worker II /Lead Worker	2,625.06	7,718.46	10,584.00	2,865.54	72.93%
6200	Workers Comp	169.16	346.52	976.00	629.48	35.50%
<b>Expenses</b>		<b>\$72,786.36</b>	<b>\$247,400.42</b>	<b>\$1,224,222.00</b>	<b>\$976,821.58</b>	
<b>Revenue Less Expenditures</b>		<b>(\$59,752.51)</b>	<b>(\$164,111.27)</b>	<b>\$156,252.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$59,752.51)</b>	<b>(\$164,111.27)</b>	<b>\$156,252.00</b>	<b>\$0.00</b>	

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Statement of Revenue and Expenditures

Account Number	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2025
	Sep 2025 Sep 2025 Actual	Jul 2025 Sep 2025 Actual	Jul 2025 Jun 2026	Jul 2025 Jun 2026 Variance	Jun 2026 Percent of Budget
Fund Balances					
Beginning Fund Balance	(376,670.11)	(272,311.35)	0.00	0.00	0.00%
Net Change in Fund Balance	(59,752.51)	(164,111.27)	156,252.00	0.00	0.00%
Ending Fund Balance	(436,422.62)	(436,422.62)	0.00	0.00	0.00%

Report Options  
Fund: General Fund  
Period: 9/1/2025 to 9/30/2025  
Detail Level: Level 3 Accounts  
Display Account Categories: No  
Display Subtotals: No  
Revenue Reporting Method: Budget - Actual  
Expense Reporting Method: Budget - Actual  
Budget: GENERAL FUND MASTER

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# Street Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4670	From Gen Fund to Street	0.00	0.00	59,000.00	59,000.00	0.00%
4650	From TRT to Street Cap. Imp.	0.00	0.00	145,495.00	145,495.00	0.00%
4470	Interest	27.03	151.18	625.00	473.82	24.19%
4440	Misc. Revenues	0.00	31,621.72	500.00	(31,121.72)	6,324.34%
4490	ODOT Grant Income	0.00	0.00	250,000.00	250,000.00	0.00%
4330	State Highway Fund Rev. Share	6,195.79	16,983.90	72,250.00	55,266.10	23.51%
4345	Transportation Fee	3,010.16	3,010.16	93,540.00	90,529.84	3.22%
<b>Revenue</b>		<b>\$9,232.98</b>	<b>\$51,766.96</b>	<b>\$621,410.00</b>	<b>\$569,643.04</b>	
<b>Gross Profit</b>		<b>\$9,232.98</b>	<b>\$51,766.96</b>	<b>\$621,410.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
6240	Auditing & Accounting Services	0.00	1,000.00	8,500.00	7,500.00	11.76%
6060	City Manager	1,029.43	3,088.29	13,000.00	9,911.71	23.76%
6025	City Recorder/Clerk	320.55	1,181.29	3,847.00	2,665.71	30.71%
6300	Contracted Services	0.00	0.00	2,500.00	2,500.00	0.00%
6320	Dues, Licenses & Subscriptions	189.99	223.98	500.00	276.02	44.80%
6070	Finance Director/Assn. Manager	831.13	2,493.39	10,277.00	7,783.61	24.26%
6380	Fuel & Oil	0.00	302.98	3,500.00	3,197.02	8.66%
6390	Insurance	0.00	9,270.00	9,270.00	0.00	100.00%
6400	IT Services	33.33	99.99	1,200.00	1,100.01	8.33%
6410	Legal Services	0.00	0.00	750.00	750.00	0.00%
6470	Minor Equipment	0.00	0.00	3,500.00	3,500.00	0.00%
6490	Office Equipment Repair	0.00	0.00	3,500.00	3,500.00	0.00%
6500	Office Supplies	0.00	0.00	250.00	250.00	0.00%
6010	Personnel Costs	4,781.68	14,442.13	58,346.00	43,903.87	24.75%
6510	Postage & Shipping Costs	0.00	0.00	1,750.00	1,750.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	300.00	300.00	0.00%
6150	Public Works Director	1,727.44	5,182.32	21,456.00	16,273.68	24.15%
6590	Street Lighting	0.00	0.00	8,000.00	8,000.00	0.00%
6610	Supplies & Services	0.00	8.29	2,200.00	2,191.71	0.38%
6620	System Maintenance & Repair	1,999.79	4,232.56	5,000.00	767.44	84.65%
6630	Telephone/VOIP	81.28	294.38	800.00	505.62	36.80%
6650	Travel & Training	1,155.82	1,205.43	1,000.00	(205.43)	120.54%
6680	Utilities	902.59	1,814.31	2,000.00	185.69	90.72%
6190	Utility Worker II /Lead Worker	3,500.06	10,291.24	21,171.00	10,879.76	48.61%

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**Street Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
6200	Workers Comp	0.00	354.72	3,974.00	3,619.28	8.93%
	Expenses	\$16,553.09	\$55,485.30	\$186,591.00	\$131,105.70	
	Revenue Less Expenditures	(\$7,320.11)	(\$3,718.34)	\$434,819.00	\$0.00	
	Net Change in Fund Balance	(\$7,320.11)	(\$3,718.34)	\$434,819.00	\$0.00	

**Fund Balances**

Beginning Fund Balance	11,359.63	7,757.86	0.00	0.00	0.00%
Net Change in Fund Balance	(7,320.11)	(3,718.34)	434,819.00	0.00	0.00%
Ending Fund Balance	4,039.52	4,039.52	0.00	0.00	0.00%

*Report Options*

Fund: Street Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Street Budget

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## Sewer Discount Program Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4430	Donations	55.20	261.71	1,500.00	1,238.29	17.45%
4470	Interest	450.49	1,066.64	1,520.00	453.36	70.17%
	<b>Revenue</b>	<b>\$505.69</b>	<b>\$1,328.35</b>	<b>\$3,020.00</b>	<b>\$1,691.65</b>	
	<b>Gross Profit</b>	<b>\$505.69</b>	<b>\$1,328.35</b>	<b>\$3,020.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
8150	To Wastewater Fund	0.00	0.00	2,500.00	2,500.00	0.00%
8175	To Water Fund	0.00	0.00	2,500.00	2,500.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$505.69</b>	<b>\$1,328.35</b>	<b>(\$1,980.00)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$505.69</b>	<b>\$1,328.35</b>	<b>(\$1,980.00)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
	Beginning Fund Balance	16,447.41	15,624.75	0.00	0.00	0.00%
	Net Change in Fund Balance	505.69	1,328.35	(1,980.00)	0.00	0.00%
	Ending Fund Balance	16,953.10	16,953.10	0.00	0.00	0.00%

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*Report Options*

Fund: Sewer Discount Program

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Sewer Discount

## Wastewater Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4500	Finance/Late Fees	1.11	255.97	3,050.00	2,794.03	8.39%
4730	From Sewer Discoun Fund To WW	0.00	0.00	2,500.00	2,500.00	0.00%
4780	From TRT to WW	0.00	0.00	15,000.00	15,000.00	0.00%
4550	Grants	0.00	0.00	85,000.00	85,000.00	0.00%
4440	Misc. Revenues	2,006.26	33,256.26	0.00	(33,256.26)	0.00%
4260	System Charges	50,998.13	182,538.51	793,356.00	610,817.49	23.01%
<b>Revenue</b>		<b>\$53,005.50</b>	<b>\$216,050.74</b>	<b>\$898,906.00</b>	<b>\$682,855.26</b>	
<b>Gross Profit</b>		<b>\$53,005.50</b>	<b>\$216,050.74</b>	<b>\$898,906.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
7130	WWTP-OECDD Loan -- Interest	0.00	0.00	1,977.00	1,977.00	0.00%
7140	WWTP-OECDD Loan -- Principal	0.00	0.00	35,934.00	35,934.00	0.00%
6240	Auditing & Accounting Services	0.00	1,000.00	20,000.00	19,000.00	5.00%
6250	Bank Charges & Fees	456.15	1,744.92	3,500.00	1,755.08	49.85%
6260	Building & Grounds Maint.	0.00	0.00	750.00	750.00	0.00%
6060	City Manager	2,058.85	6,176.55	26,000.00	19,823.45	23.76%
6025	City Recorder/Clerk	1,602.75	5,906.40	23,080.00	17,173.60	25.59%
9011	Committed to USDA Loan Reserve	0.00	0.00	76,943.00	76,943.00	0.00%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	79.06	3,500.00	3,420.94	2.26%
6320	Dues, Licenses & Subscriptions	4,255.45	5,864.64	7,000.00	1,135.36	83.78%
6330	Equipment Repair	189.68	1,306.50	5,000.00	3,693.50	26.13%
6070	Finance Director/Assn. Manager	1,662.26	4,986.78	20,554.00	15,567.22	24.26%
6380	Fuel & Oil	0.00	369.09	5,500.00	5,130.91	6.71%
6750	Grants Expenses	0.00	0.00	85,000.00	85,000.00	0.00%
6820	Inflow/Infiltration Control	0.00	0.00	20,000.00	20,000.00	0.00%
6390	Insurance	0.00	27,626.00	26,458.00	(1,168.00)	104.41%
6400	IT Services	190.90	703.08	3,500.00	2,796.92	20.09%
6410	Legal Services	251.75	1,391.25	500.00	(891.25)	278.25%
6470	Minor Equipment	0.00	0.00	8,000.00	8,000.00	0.00%
6760	Office Equipment/Software	0.00	0.00	500.00	500.00	0.00%
6500	Office Supplies	10.10	253.60	500.00	246.40	50.72%
6010	Personnel Costs	9,440.23	28,021.47	152,863.00	124,841.53	18.33%
6510	Postage & Shipping Costs	0.00	0.00	1,500.00	1,500.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	100.00	100.00	0.00%
6150	Public Works Director	3,023.01	9,069.03	37,548.00	28,478.97	24.15%

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## Wastewater Fund Statement of Revenue and Expenditures

		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
Account Number						
6600	Sewer Discount	0.00	0.00	2,500.00	2,500.00	0.00%
6610	Supplies & Services	0.00	46.50	1,200.00	1,153.50	3.88%
6620	System Maintenance & Repair	0.00	2,331.28	20,000.00	17,668.72	11.66%
6865	System Repair/Replace	0.00	920.31	15,000.00	14,079.69	6.14%
6630	Telephone/VOIP	81.28	294.38	2,064.00	1,769.62	14.26%
6640	Testing & Sampling	0.00	6,066.63	13,500.00	7,433.37	44.94%
6650	Travel & Training	1,155.82	1,205.43	7,500.00	6,294.57	16.07%
6660	Treatment Chemicals	0.00	1,709.00	30,500.00	28,791.00	5.60%
6680	Utilities	2,137.03	4,336.43	39,000.00	34,663.57	11.12%
6190	Utility Worker II /Lead Worker	6,125.12	18,009.70	64,463.00	46,453.30	27.94%
6200	Workers Comp	0.00	709.44	5,627.00	4,917.56	12.61%
7100	WWTP-USDA -- Interest	43,967.00	43,967.00	44,055.00	88.00	99.80%
7110	WWTP-USDA -- Principal	32,976.00	32,976.00	32,889.00	(87.00)	100.26%
<b>Expenses</b>		<b>\$109,583.38</b>	<b>\$207,070.47</b>	<b>\$854,505.00</b>	<b>\$647,434.53</b>	
<b>Revenue Less Expenditures</b>		<b>(\$56,577.88)</b>	<b>\$8,980.27</b>	<b>\$44,401.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$56,577.88)</b>	<b>\$8,980.27</b>	<b>\$44,401.00</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	666,353.97	600,795.82	0.00	0.00	0.00%
Net Change in Fund Balance	(56,577.88)	8,980.27	44,401.00	0.00	0.00%
Ending Fund Balance	609,776.09	609,776.09	0.00	0.00	0.00%

#### Report Options

Fund: Wastewater Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Budget

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## Water Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4581	Contract Services - WB	0.00	0.00	15,000.00	15,000.00	0.00%
4020	Debt Mgmt - Watseco Barview	1,813.05	6,595.73	12,000.00	5,404.27	54.96%
4500	Finance/Late Fees	248.05	515.00	3,500.00	2,985.00	14.71%
4790	From TRT To Water	0.00	0.00	15,000.00	15,000.00	0.00%
4440	Misc. Revenues	2,006.26	33,256.26	2,000.00	(31,256.26)	1,662.81%
4280	Shutff/Turn-on Fees	0.00	50.00	1,000.00	950.00	5.00%
4260	System Charges	73,936.99	153,089.20	625,677.00	472,587.80	24.47%
<b>Revenue</b>		<b>\$78,004.35</b>	<b>\$193,506.19</b>	<b>\$674,177.00</b>	<b>\$480,670.81</b>	
<b>Gross Profit</b>		<b>\$78,004.35</b>	<b>\$193,506.19</b>	<b>\$674,177.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
6240	Auditing & Accounting Services	0.00	1,000.00	20,000.00	19,000.00	5.00%
6250	Bank Charges & Fees	456.16	1,576.44	3,500.00	1,923.56	45.04%
6260	Building & Grounds Maint.	0.00	0.00	2,500.00	2,500.00	0.00%
6060	City Manager	2,058.85	6,176.55	26,000.00	19,823.45	23.76%
6025	City Recorder/Clerk	1,602.75	5,906.40	23,080.00	17,173.60	25.59%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	79.07	3,500.00	3,420.93	2.26%
6320	Dues, Licenses & Subscriptions	739.22	3,064.91	2,000.00	(1,064.91)	153.25%
6755	Engineering	0.00	0.00	5,000.00	5,000.00	0.00%
6330	Equipment Repair	0.00	1,057.52	1,250.00	192.48	84.60%
6070	Finance Director/Assn. Manager	1,662.26	4,986.78	20,554.00	15,567.22	24.26%
6380	Fuel & Oil	0.00	302.96	5,500.00	5,197.04	5.51%
6990	IFA Loan - Principal	0.00	0.00	5,423.00	5,423.00	0.00%
6980	IFA-Loan Interest	0.00	0.00	1,253.00	1,253.00	0.00%
6390	Insurance	0.00	14,917.00	14,918.00	1.00	99.99%
6400	IT Services	190.89	884.34	3,500.00	2,615.66	25.27%
6410	Legal Services	251.75	410.75	1,000.00	589.25	41.08%
6470	Minor Equipment	0.00	0.00	4,200.00	4,200.00	0.00%
6760	Office Equipment/Software	0.00	0.00	2,500.00	2,500.00	0.00%
6500	Office Supplies	10.11	171.39	250.00	78.61	68.56%
6010	Personnel Costs	8,611.73	25,489.57	178,947.00	153,457.43	14.24%
6510	Postage & Shipping Costs	0.00	0.00	1,500.00	1,500.00	0.00%
6520	Printing, Advertising & Notice	0.00	0.00	100.00	100.00	0.00%
6150	Public Works Director	2,591.15	7,773.45	32,184.00	24,410.55	24.15%
6610	Supplies & Services	0.00	683.51	1,500.00	816.49	45.57%

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## Water Fund Statement of Revenue and Expenditures

		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
Account Number						
6620	System Maintenance & Repair	535.49	4,609.53	35,000.00	30,390.47	13.17%
6630	Telephone/VOIP	81.27	294.39	2,064.00	1,769.61	14.26%
6640	Testing & Sampling	0.00	1,727.26	4,000.00	2,272.74	43.18%
8145	To PWE Reserve Fund	0.00	0.00	10,000.00	10,000.00	0.00%
6650	Travel & Training	1,155.86	1,205.47	8,500.00	7,294.53	14.18%
6660	Treatment Chemicals	400.00	400.00	9,000.00	8,600.00	4.44%
6680	Utilities	1,437.83	2,841.36	22,660.00	19,818.64	12.54%
6190	Utility Worker II /Lead Worker	5,250.09	15,436.87	115,484.00	100,047.13	13.37%
6200	Workers Comp	0.00	709.44	6,997.00	6,287.56	10.14%
<b>Expenses</b>		<b>\$27,035.41</b>	<b>\$101,704.96</b>	<b>\$583,864.00</b>	<b>\$482,159.04</b>	
<b>Revenue Less Expenditures</b>		<b>\$50,968.94</b>	<b>\$91,801.23</b>	<b>\$90,313.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$50,968.94</b>	<b>\$91,801.23</b>	<b>\$90,313.00</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	541,938.16	501,105.87	0.00	0.00	0.00%
Net Change in Fund Balance	50,968.94	91,801.23	90,313.00	0.00	0.00%
Ending Fund Balance	592,907.10	592,907.10	0.00	0.00	0.00%

#### Report Options

Fund: Water Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Water Budget

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# TRT Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>TRT Tourism</b>						
4584	Cash on Hand	0.00	0.00	486,822.00	486,822.00	0.00%
4520	Event Revenue	0.00	9,372.00	10,000.00	628.00	93.72%
4535	Fees	0.00	0.00	250.00	250.00	0.00%
4470	Interest	2,252.46	7,454.91	20,642.00	13,187.09	36.12%
4440	Misc. Revenues	0.00	0.00	100.00	100.00	0.00%
4140	TRT - General Use	0.00	54,732.56	276,667.00	221,934.44	19.78%
4150	TRT - Tourism	0.00	8,557.57	23,333.00	14,775.43	36.68%
<b>Revenue</b>		<b>\$2,252.46</b>	<b>\$80,117.04</b>	<b>\$817,814.00</b>	<b>\$737,696.96</b>	
<b>Gross Profit</b>		<b>\$2,252.46</b>	<b>\$80,117.04</b>	<b>\$817,814.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>TRT Community</b>						
6240	Auditing & Accounting Services	0.00	0.00	10,000.00	10,000.00	0.00%
6280	Community Expenses	0.00	1,500.00	17,000.00	15,500.00	8.82%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6300	Contracted Services	0.00	0.00	7,500.00	7,500.00	0.00%
6360	Fireworks	4,750.00	4,750.00	10,000.00	5,250.00	47.50%
6610	Supplies & Services	0.00	0.00	1,500.00	1,500.00	0.00%
8045	To Gen.Fund	0.00	0.00	76,170.00	76,170.00	0.00%
8070	To PSE Fund for Fire Equip/Veh	0.00	0.00	25,000.00	25,000.00	0.00%
8140	To Street Fund	0.00	0.00	145,497.00	145,497.00	0.00%
8150	To Wastewater Fund	0.00	0.00	15,000.00	15,000.00	0.00%
8175	To Water Fund	0.00	0.00	15,000.00	15,000.00	0.00%
<b>TRT Tourism</b>						
6060	City Manager	1,544.13	4,632.39	19,500.00	14,867.61	23.76%
6025	City Recorder/Clerk	1,282.20	4,725.12	15,386.00	10,660.88	30.71%
9000	Contingency	0.00	0.00	10,000.00	10,000.00	0.00%
6690	Event Expenses	0.00	17,111.42	20,000.00	2,888.58	85.56%
6070	Finance Director/Assn. Manager	1,246.71	3,740.13	15,415.00	11,674.87	24.26%
6015	Overtime/Vacation Payout	0.00	0.00	2,500.00	2,500.00	0.00%
6010	Personnel Costs	2,789.61	7,863.18	43,146.00	35,282.82	18.22%
6530	Promotional Media Reimb. Prgm.	0.00	0.00	3,000.00	3,000.00	0.00%
6488	Refundable Deposits	0.00	0.00	500.00	500.00	0.00%
9020	Restricted to Tourism Promo	0.00	0.00	25,000.00	25,000.00	0.00%

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**TRT Fund**  
**Statement of Revenue and Expenditures**

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2025
		Sep 2025	Jul 2025	Jul 2025	Jul 2025	Jun 2026
		Sep 2025	Sep 2025	Jun 2026	Jun 2026	Percent of
Account Number		Actual	Actual		Variance	Budget
6200	Workers Comp	0.00	354.72	1,596.00	1,241.28	22.23%
	Expenses	\$11,612.65	\$44,676.96	\$488,710.00	\$444,033.04	
	Revenue Less Expenditures	(\$9,360.19)	\$35,440.08	\$329,104.00	\$0.00	
	Net Change in Fund Balance	(\$9,360.19)	\$35,440.08	\$329,104.00	\$0.00	

**Fund Balances**

Beginning Fund Balance	726,397.25	681,596.98	0.00	0.00	0.00%
Net Change in Fund Balance	(9,360.19)	35,440.08	329,104.00	0.00	0.00%
Ending Fund Balance	717,037.06	717,037.06	0.00	0.00	0.00%

*Report Options*

Fund: TRT Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Transient Room Tax MASTER BUDGET

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## Payroll Liability Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4470	Interest	90.10	423.57	2,212.00	1,788.43	19.15%
	<b>Revenue</b>	<b>\$90.10</b>	<b>\$423.57</b>	<b>\$2,212.00</b>	<b>\$1,788.43</b>	
	<b>Gross Profit</b>	<b>\$90.10</b>	<b>\$423.57</b>	<b>\$2,212.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
6010	Personnel Costs	0.00	0.00	25,000.00	25,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$90.10</b>	<b>\$423.57</b>	<b>(\$22,788.00)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$90.10</b>	<b>\$423.57</b>	<b>(\$22,788.00)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
	Beginning Fund Balance	84,461.16	84,127.69	0.00	0.00	0.00%
	Net Change in Fund Balance	90.10	423.57	(22,788.00)	0.00	0.00%
	Ending Fund Balance	84,551.26	84,551.26	0.00	0.00	0.00%

*Report Options*

Fund: Payroll Liability Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Payroll Liabilities Budget

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## Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4630	From TRT for Fire Equip/Veh	0.00	0.00	25,000.00	25,000.00	0.00%
4645	Interest - Fire	90.10	664.67	3,006.00	2,341.33	22.11%
<b>Revenue</b>		<b>\$90.10</b>	<b>\$664.67</b>	<b>\$28,006.00</b>	<b>\$27,341.33</b>	
<b>Gross Profit</b>		<b>\$90.10</b>	<b>\$664.67</b>	<b>\$28,006.00</b>	<b>\$0.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$90.10</b>	<b>\$664.67</b>	<b>\$28,006.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$90.10</b>	<b>\$664.67</b>	<b>\$28,006.00</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
Beginning Fund Balance		(41,682.17)	(42,256.74)	0.00	0.00	0.00%
Net Change in Fund Balance		90.10	664.67	28,006.00	0.00	0.00%
Ending Fund Balance		(41,592.07)	(41,592.07)	0.00	0.00	0.00%

*Report Options*

Fund: PSE Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

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**PWE Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4000	Available Cash on Hand	0.00	0.00	50,561.00	50,561.00	0.00%
4720	From Water Fund to PWE	0.00	0.00	10,000.00	10,000.00	0.00%
4470	Interest	270.30	1,029.61	448.00	(581.61)	229.82%
	<b>Revenue</b>	<b>\$270.30</b>	<b>\$1,029.61</b>	<b>\$61,009.00</b>	<b>\$59,979.39</b>	
	<b>Gross Profit</b>	<b>\$270.30</b>	<b>\$1,029.61</b>	<b>\$61,009.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
6810	Vehicles/Equipment	0.00	0.00	50,000.00	50,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$270.30</b>	<b>\$1,029.61</b>	<b>\$11,009.00</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$270.30</b>	<b>\$1,029.61</b>	<b>\$11,009.00</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
	Beginning Fund Balance	58,254.21	57,494.90	0.00	0.00	0.00%
	Net Change in Fund Balance	270.30	1,029.61	11,009.00	0.00	0.00%
	Ending Fund Balance	58,524.51	58,524.51	0.00	0.00	0.00%

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*Report Options*

Fund: PWE Reserve Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: PWE Reserve Budget

## System Development Fund, Water SDC Fund Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4585	For Parks SDC	852.61	1,668.61	30,600.00	28,931.39	5.45%
4583	For Storm Sewer SDC	877.69	2,877.69	80,800.00	77,922.31	3.56%
4597	For Streets SDC	1,201.60	2,851.60	60,550.00	57,698.40	4.71%
4596	For Wastewater SDC	2,690.55	5,445.55	95,000.00	89,554.45	5.73%
4599	for Water SDC	1,959.55	3,939.55	75,000.00	71,060.45	5.25%
4470	Interest	3,570.51	9,965.61	27,373.00	17,407.39	36.41%
<b>Revenue</b>		<b>\$11,152.51</b>	<b>\$26,748.61</b>	<b>\$369,323.00</b>	<b>\$342,574.39</b>	
<b>Gross Profit</b>		<b>\$11,152.51</b>	<b>\$26,748.61</b>	<b>\$369,323.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
6835	Parks Dept. System Improvement	0.00	0.00	55,000.00	55,000.00	0.00%
6830	Stormwater Dept System Improv.	0.00	0.00	110,000.00	110,000.00	0.00%
6825	Street Dept. System Improvemen	0.00	0.00	275,000.00	275,000.00	0.00%
6840	Water Dept. System Improvement	0.00	0.00	175,000.00	175,000.00	0.00%
6815	WW Dept. System Improvement	0.00	0.00	175,000.00	175,000.00	0.00%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$790,000.00</b>	<b>\$790,000.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$11,152.51</b>	<b>\$26,748.61</b>	<b>(\$420,677.00)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$11,152.51</b>	<b>\$26,748.61</b>	<b>(\$420,677.00)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
Beginning Fund Balance		1,299,617.73	1,284,021.63	0.00	0.00	0.00%
Net Change in Fund Balance		11,152.51	26,748.61	(420,677.00)	0.00	0.00%
Ending Fund Balance		1,310,770.24	1,310,770.24	0.00	0.00	0.00%

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*Report Options*

Fund: System Development Fund, Water SDC Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 3 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

# WW Debt Bond Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Sep 2025 Sep 2025 Actual	Year-To-Date Jul 2025 Sep 2025 Actual	Annual Budget Jul 2025 Jun 2026	Annual Budget Jul 2025 Jun 2026 Variance	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
4470	Interest	900.98	2,789.08	9,663.00	6,873.92	28.86%
4100	Property Taxes - Current Year	70.78	208.99	38,767.00	38,558.01	0.54%
4120	Property Taxes - Prior Years	59.11	99.10	950.00	850.90	10.43%
	<b>Revenue</b>	<b>\$1,030.87</b>	<b>\$3,097.17</b>	<b>\$49,380.00</b>	<b>\$46,282.83</b>	
	<b>Gross Profit</b>	<b>\$1,030.87</b>	<b>\$3,097.17</b>	<b>\$49,380.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
9009	Restricted to Sewer Bond Pymt.	0.00	0.00	237,549.00	237,549.00	0.00%
7175	WW Bond Payment - Interest	3,455.98	3,455.98	3,804.00	348.02	90.85%
7180	WW Bond Payment - Principal	36,262.02	36,262.02	35,914.00	(348.02)	100.97%
	<b>Expenses</b>	<b>\$39,718.00</b>	<b>\$39,718.00</b>	<b>\$277,267.00</b>	<b>\$237,549.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$38,687.13)</b>	<b>(\$36,620.83)</b>	<b>(\$227,887.00)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$38,687.13)</b>	<b>(\$36,620.83)</b>	<b>(\$227,887.00)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
	Beginning Fund Balance	233,194.19	231,127.89	0.00	0.00	0.00%
	Net Change in Fund Balance	(38,687.13)	(36,620.83)	(227,887.00)	0.00	0.00%
	Ending Fund Balance	194,507.06	194,507.06	0.00	0.00	0.00%

DRAFT

### Report Options

Fund: WW Debt Bond Fund

Period: 9/1/2025 to 9/30/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Budget - Actual

Expense Reporting Method: Budget - Actual

Budget: Wastewater Debt Budget

## AGENDA ITEM

TO: Mayor and City Council  
FROM: Jake Boone, City Manager  
SUBJECT: **Employee Handbook Update**  
DATE: 14 October 2025

## BACKGROUND

In October of 2024, Council adopted the Employee Handbook. Some changes have taken place in the intervening year, including the dissolution of the employee union. Like the previous version, this one was based on the template provided by City/County Insurance Services (CIS) to ensure compliance with legislative changes. It is therefore appropriate for the Council to adopt the updated Handbook.

## RECOMMENDATION

That Council, by motion, adopt the updated Employee Handbook.

## COST

None.

  
\_\_\_\_\_  
Jake Boone, City Manager

City of Garibaldi



Employee Handbook  
October 2025

Welcome!

Welcome to the City of Garibaldi, we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City of Garibaldi, you will become a productive and successful member of the City of Garibaldi's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Garibaldi and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Garibaldi with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Garibaldi that are inconsistent with its provisions.

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

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

Sincerely,

Becca Harth  
Finance Director  
City of Garibaldi

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## **II. Equal Employment Opportunity (EEO) Policies**

The following EEO Policies apply to all employees. Members of management elected officials, and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their HR department at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

### **A. No-Discrimination, No-Retaliation Policy**

The City of Garibaldi provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Garibaldi also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other the City of Garibaldi policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles). Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)."

The City of Garibaldi's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

### **B. Statement Regarding Pay Equity**

The City of Garibaldi supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Garibaldi pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their immediate supervisor.

See also "Statement Regarding Pay Practices" policy, below.

### **C. No-Harassment Policy**

The City of Garibaldi prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City of Garibaldi prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age,

disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

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

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Garibaldi — related or — sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of the City of Garibaldi's employees. ***Prohibited content in this manual is prohibited whether committed by City of Garibaldi employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

#### Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

#### Other Forms of Prohibited Harassment

City of Garibaldi policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

City of Garibaldi policy also prohibits harassment such as verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on the City of Garibaldi property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental impairment or disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that speaks badly of or shows hatred toward an individual or group because of one or more protected statuses;
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style (see definition of "race" on page 1). Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and demonstrate professional conduct in the workplace at all times.

#### Complaint Procedure

Employees, volunteers, or interns who have experienced a sexual assault, any harassment or discrimination in violation of this policy, who have witnessed such behavior, or who have information about such behavior occurring, are expected and should bring the matter to the attention of their immediate supervisor, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

#### Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Garibaldi's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Garibaldi will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Garibaldi's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other applicable law, whether criminal or civil. Although the City of Garibaldi cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to

harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Garibaldi, they must provide written notice of the claim to the City of Garibaldi within 180 days of the act or omission the employee claims caused them harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

#### Protection Against Retaliation

The City of Garibaldi prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to their immediate supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

#### Other Resources Available to Employees

The City of Garibaldi provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in the City of Garibaldi's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to [canopywell.com](http://canopywell.com). The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Garibaldi cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

#### Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

The City of Garibaldi is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Garibaldi to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Garibaldi regarding their experience and/or employment status, the employee should contact their immediate supervisor. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate

for every situation. If the City of Garibaldi and employee do reach an agreement, the City of Garibaldi will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Garibaldi or making comments that would lower the City of Garibaldi in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Garibaldi and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

#### **D. No-Bullying Policy**

The City of Garibaldi strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Garibaldi, 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. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with coworkers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, 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 coworkers, 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 their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred the City of Garibaldi will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

## **E. Disability Accommodation Policy**

The City of Garibaldi is committed to complying fully with Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

### Accommodations

the City of Garibaldi 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 of Garibaldi.

### Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City of Garibaldi) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Garibaldi, providing readers and interpreters, or making the workplace readily accessible to and functional for people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All accommodation request should be made to their supervisor and should specify which essential functions of the employee's job cannot be performed without reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City of Garibaldi and employee must monitor the employee's accommodation situation and make adjustments as needed.

All accommodation requests, including medical-related information, will be kept confidential and shared only with individuals who need to know in order to facilitate the accommodation process. The City prohibits discrimination or retaliation against any employee or applicant who requests an accommodation under this policy.

## **F. Pregnancy Accommodation Policy**

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

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

### Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with their immediate supervisor, and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Garibaldi and the employee find an effective accommodation, or to verify the employee's need for accommodation. Both the City of Garibaldi and employee must monitor the employee's accommodation situation and make adjustments as needed.

### No Discrimination, No Retaliation

The City of Garibaldi prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodation provided by the City of Garibaldi; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation.

### Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Paid Leave Oregon. See policies in (section VI.F.) or speak with your supervisor.

## **G. Reporting Improper or Unlawful Conduct - No Retaliation**

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

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

Further, in accordance with Oregon law, the City of Garibaldi 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.

#### Employee Reporting Options

In addition to the City of Garibaldi's Open Door Policy ([see section VI. H.](#)) employees who wish to report improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct they receive from employees.

The City of Garibaldi will not disclose the identity of any employee who reports any of the information described in this policy during an investigation without the written consent of the employee. Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

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

#### Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Garibaldi'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 of Garibaldi; 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.

#### Policy Against Retaliation

The City of Garibaldi 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 the City of Garibaldi policy).

In addition, the City of Garibaldi 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 of Garibaldi 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 of Garibaldi may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Garibaldi 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.

### **III. Classification and Compensation**

#### **A. Probationary Period of Employment**

All new employees, including current employees who are promoted or transferred within the City of Garibaldi, are hired into a probationary training period that generally lasts no less than 180 days. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if the City of Garibaldi meets your expectations of an employer.

At or before the end of the probationary period, a decision about your employment status will be made. The City of Garibaldi will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City of Garibaldi may terminate the employment relationship during the probationary period for any lawful reason. Further, completion of the probationary period or continuation of employment after the probationary period does not entitle you to remain employed by the City of Garibaldi for any definite period of time. Both you and the City of Garibaldi are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

#### **B. Employee Classification**

the City of Garibaldi classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 32 hours or more of work per week. Generally, full-time employees are eligible to participate in the City of Garibaldi's benefit programs.
2. Regular Part-time: Employment in an established position requiring less than 32 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 32 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees working 30 hours or more per week are eligible to participate in the City's benefit programs. Part-time employees working less than 30 hours per week are not eligible for benefits except those mandated by applicable law.

3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "non-exempt," 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 the City of Garibaldi rules and procedures.

### **C. The Workweek**

The City of Garibaldi has established regular working hours to promote a productive work environment that will serve our citizens. The general office hours are Monday through Thursday, 8:30 a.m. to 3:30 p.m.

The normal workday is eight (8) hours, and the normal work week is 32 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue to work beyond the normal quitting time without advanced approval from your direct supervisor.

The direct supervisor may schedule specific work hours for individual employees. Changes to work schedules may be made on an individual basis based on business necessity, at the discretion of the direct supervisor with approval from the City Manager. Management reserves the right to modify schedules consistent with the needs of the City.

### **D. Meal Periods and Rest Breaks**

Non-exempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that the City of Garibaldi may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact their immediate supervisor.

<b>Length of Work Period</b>	<b>Rest Breaks</b>	<b>Meal Periods</b>
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hours	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min – 13 hr & 59 min	3	1

#### **E. Rest Breaks for Expression of Breast Milk**

The City of Garibaldi will provide reasonable rest periods to accommodate an employee who needs to express milk for their child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Garibaldi will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Garibaldi is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

The City of Garibaldi will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City of Garibaldi will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

#### **Notice**

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

#### **Storage**

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work to store the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

## **F. Overtime**

### Time-and-a-Half

The City of Garibaldi pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 32 in any workweek. See "Employee Classification," above.

### Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 32 hours worked per workweek required to receive overtime pay.

### Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City of Garibaldi on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the City of Garibaldi on a Saturday, Sunday, or holiday, it generally will be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by the City of Garibaldi on a Sunday or on a holiday, the City of Garibaldi will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or holiday.

### Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

### Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with the City of Garibaldi approval, accumulated at time and one-half up to a maximum of 40 hours and taken as comp time off. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 40 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. When an employee is separated from employment with the City of Garibaldi, any remaining comp time will be paid to the employee.

## **G. Timekeeping Requirements**

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than the City of Garibaldi business.

Salaried exempt employees also may be required to record their time on either a timecard or time sheet. These employees will be instructed separately on this process.

#### **H. Employee-Incurred Expenses and Reimbursements**

The City of Garibaldi will pay actual and reasonable business-related expenses incurred by employees during the performance of their job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the employee's supervisor/manager before they are incurred. The City of Garibaldi will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on the City of Garibaldi-approved travel.

Employees who fail to provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Garibaldi will reimburse/pay for are:

- *Conferences or Workshops*
- *Education*
- *Meals*
- *Mileage, Ride-Share Expenses and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Finally, employees using a ride-share service to travel to or from an airport or in connection with work-related travel may also be reimbursed upon submission of receipts on an expense report (the least expensive, but private, option must be selected). Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Garibaldi.

As part of each employee's official compensation package, employees may retain any travel benefit program rewards such as frequent flier miles for the employee's own personal use. If the employee receives such travel benefit awards for their personal use, the employee may need to report the value of such rewards for income tax purposes. If an employee receives compensation from a carrier for delay or cancellation of travel, or similar situation, the employee may retain such compensation for delay or cancellation provided there was no increased cost to the City of Garibaldi. Any vouchers for unused transportation or lodging paid for by the City of Garibaldi are the property of the City of Garibaldi.

#### **I. Payroll Policies**

Employees will be paid monthly. For hourly (non-exempt) employees, "month" is defined as the 26<sup>th</sup> to the 25<sup>th</sup>, and those are the dates you should report on your timecard.

For salaried (exempt and non-exempt) employees, "month" is defined as the 1<sup>st</sup> – 31<sup>st</sup>.

Paydays are generally the last working day of each month, for both non-exempt and exempt employees.

The City of Garibaldi does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up their paycheck from the City of Garibaldi, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to the City of Garibaldi for someone else to receive the check.

#### **J. Statement Regarding Pay Practices**

The City of Garibaldi makes all efforts to comply with applicable Oregon and federal wage and hourly laws. In the event you believe that the City of Garibaldi 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, or has failed to properly calculate your wages in any way, you must immediately report the error to the finance director. The City of Garibaldi will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Garibaldi's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

#### **K. Reporting Changes to an Employee's Personal Data**

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

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

Employees may not intentionally withhold information from the City of Garibaldi 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 of Garibaldi may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

#### **L. Performance Reviews**

All the City of Garibaldi employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions,

retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City of Garibaldi's goal is to provide an employee with their first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Garibaldi will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed no later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

#### **IV. Time Off and Leaves of Absence**

##### **A. Attendance, Punctuality and Reporting Absences**

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized the City of Garibaldi business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone call no later than 30 minutes before the start of the employee's shift/workday. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

##### **B. Vacation**

It is the policy of the City of Garibaldi to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date. For regular, full-time employees, vacation accrues as follows:

#### **Years of Service**

#### **Accrual Rate**

1 <sup>st</sup> through 3 <sup>rd</sup> year	6.67 hrs monthly
4 <sup>th</sup> through 7 <sup>th</sup> year	10.00 hrs monthly
8 <sup>th</sup> through 12 <sup>th</sup> year	13.34 hrs monthly
Start of the 13 <sup>th</sup> year and after	16.67 hrs monthly

Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

#### Vacation Maximum Accumulation

Full-time regular employees may accrue vacation leave with no maximum number of hours. Upon separation or termination of employment, full-time regular employees with vacation accrual over 200 hours will only be paid out 200 for hours. Part-time regular benefits eligible employees may accrue vacation leave with no maximum number of hours. Upon separation or termination of employment, part-time regular employees with vacation accrual over 125 hours will only be paid out for 125 hours.

#### Vacation Pay upon Termination

Upon separation of employment, employees who have completed 6 months of employment will be paid for unused vacation time that has been earned through the last day of work.

### **C. Sick Leave**

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

Employees with questions about this policy may contact their immediate supervisor. Please also refer to the Oregon Sick Leave Law poster that is posted in the city hall office, and is incorporated here <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>

#### Eligibility and Accrual of Sick Leave

Under Oregon's Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt, and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91<sup>st</sup> day of employment. After the 91<sup>st</sup> day of employment, paid sick leave may be used as it is accrued. Employees accrue and may use up to 40 hours of unpaid sick leave per calendar year. Sick leave accrual is capped at 720 hours.

#### Carryover

Sick leave is meant to be used or carried over; any unused sick leave has no monetary value and will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

## Use of Sick Leave

Up to 40 hours of unpaid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
  - a. "Family member" means the employee's:
    - Spouse or registered domestic partner;
    - Child or the child's spouse or registered domestic partner;
    - Parent or parent's spouse or registered domestic partner;
    - Sibling or stepsibling or the sibling's or stepsibling's spouse or registered domestic partner;
    - Grandparent or the grandparent's spouse or registered domestic partner;
    - Grandchild or the grandchild's spouse or registered domestic partner; or
    - An individual related by blood or affinity whose close association with a covered employee is the equivalent of a family relationship.
2. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child.
3. To recover from or seek treatment for a health condition that renders the employee unable to perform at least one essential function of the position.
4. Absence associated with the death of a family member (attending funeral, making arrangements, grieving the death).
5. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, stalking or bias crime as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
6. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.
7. Evacuation, air quality index and other heat index orders.
8. Up to four (4) hours of sick leave each calendar year to donate blood. Blood donations must be made through a program accredited by the American Association of Blood Banks or the American Red Cross. *(effective 1/1/2026)*

Employees absent from work for one or more of the qualifying reasons above must use accrued sick time hours for that reason and on each subsequent day of absence.

### Employee Notice of Need for Sick Leave

*Foreseeable Sick Leave.* If the need for sick leave is foreseeable, an employee must notify their immediate supervisor as soon as practicable before the leave begins. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the City of Garibaldi. Employees must notify their immediate supervisor of any change in the expected duration of sick leave as soon as is practicable.

*Unforeseeable Sick Leave:* If the need for sick leave is unforeseeable, the employee must notify their immediate supervisor as soon as practicable and comply generally with the City of Garibaldi's call-in procedures. See Section IV (A).

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and our operations, the City of Garibaldi may deny the use and legal protections of sick leave.

### Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City of Garibaldi may require reasonable documentation showing that the employee was absent for an approved reason and for future absences. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, bias crimes, or stalking.

### Sick Leave Abuse

If the City of Garibaldi suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations, and paydays, the City of Garibaldi may require documentation from a healthcare provider of the need of the employee to use sick time, regardless of whether the employee has used sick time for more than three consecutive days. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

## **D. Holidays and Floating Holidays**

The City of Garibaldi recognizes thirteen holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 32 hours per week.

The holidays celebrated are:

- |    |                        |                                    |
|----|------------------------|------------------------------------|
| 1. | New Year's Day         | Jan. 1 <sup>st</sup>               |
| 2. | Martin Luther King Day | 3 <sup>rd</sup> Monday in January  |
| 3. | Presidents' Day        | 3 <sup>rd</sup> Monday in February |
| 4. | Memorial Day           | Last Monday in May                 |

5.	Juneteenth	June 19 <sup>th</sup>
6.	Independence Day	July 4 <sup>th</sup>
7.	Labor Day	First Monday in September
8.	Columbus Day	2 <sup>nd</sup> Monday in October
9.	Veteran's Day	Nov. 11 <sup>th</sup>
10.	Thanksgiving Day	4 <sup>th</sup> Thursday in November
11.	Day after Thanksgiving	Friday after Thanksgiving
12.	Christmas Eve	Dec. 24 <sup>th</sup>
13.	Christmas Day	Dec. 25 <sup>th</sup>

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

#### Floating Holidays

Employees may select two additional days off with pay (known as "floating holidays") during a calendar year, on any four, non-consecutive days they choose. Typically, employees may not take more than one floating holiday in conjunction with consecutive vacation days.

Floating holidays may only be used in full-day increments; partial days are not allowed.

Employees must coordinate requests for floating holidays with their manager.

Employees who begin employment after January 1 receive a pro-rated number of floating holidays. See their immediate supervisor for more information.

### **E. Family Medical Leave**

#### Statement of No FMLA/OFLA Coverage

The City of Garibaldi employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that the City of Garibaldi will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this

leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

1. Bereavement Leave: To deal with the death of a Family Member by attending the funeral of the Family Member, making arrangements necessitated by the death of the Family Member, or grieving the Family Member's death. Employees are eligible for two (2) weeks per family member, up to a maximum of four (4) weeks per leave year.
2. Oregon Military Family Leave Act Leave ("OMFLA"): During a period of military conflict, as defined by the statute, eligible employees with a spouse or registered domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment.

#### **F. Paid Leave Oregon (PLO)**

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement, or to effectuate the legal process required for placement of a foster child or the adoption of a child.
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The PLO program also allows employees to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

#### Notification Requirements

Although the PLO program is administered by the Oregon Employment Department (OED), employees are required to notify the City of Garibaldi when they have applied for leave.

*Foreseeable Leave*: If the need for PLO leave is foreseeable or planned, the employee is required to provide their immediate supervisor with at least 30 days' written notice before paid leave begins.

*Unforeseeable*: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to their immediate supervisor within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing

and duration of leave should include the employee's plan for taking leave on an intermittent basis (and the proposed schedule) or in one block of time.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify their immediate supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with the City of Garibaldi's normal call-in procedures.

***Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).***

#### Accrued Leave and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, vacation, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while on Paid Leave will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

#### Benefits While on Leave

If an employee is receiving PLO leave benefits, the City of Garibaldi will continue the employee's healthcare, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on PLO leave is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to receiving PLO leave benefits.

If the City of Garibaldi chooses to pay the employee's portion of the insurance coverage during the period of PLO leave, employees are expected to repay the City of Garibaldi for those premiums. Upon return to work, the City of Garibaldi will deduct those premiums from an employee's pay, up to 10% of an employee's gross pay, each period, until the City of Garibaldi has been paid back.

If an employee cannot or will not pay their share of premiums, the City of Garibaldi may discontinue coverage until the employee returns from leave. Additionally, if an employee fails to return to work from leave under PLO, then the City of Garibaldi may use any legal means available to collect any amount the employee owes to the City for covering the employee's share of the premiums while the employee was on leave under PLO.

#### Medical Certification Prior to Returning to Work

If an employee uses more than three consecutive scheduled workdays for their own serious health condition, prior to returning to work the employee must furnish medical certification from their healthcare provider stating that the employee is able to resume work.

#### Job Protection

Employees who worked for the City of Garibaldi for more than 90 consecutive calendar days prior to taking PLO leave will be reinstated to their former position if the position still

exists. If the position has been eliminated, the employee will be restored to a different position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of their PLO leave, reinstatement may not be available.

#### Use of Accrued Leave During PLO Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to use accrued paid leave (sick, vacation, paid time off, etc.), and/or comp time in addition to receiving PLO benefits. Accrued paid leave must be used in the following order: Sick leave, vacation leave, comp time, selected holiday, etc.

#### Complaint Procedure

The City of Garibaldi prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used PLO leave.

#### Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact your immediate supervisor.

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

A poster with Paid Leave Oregon information, including information about how to apply for benefits is in the city hall office.

### **G. Leave Donation**

The City of Garibaldi has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's family medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. A "family medical emergency" is defined as a medical condition of the employee or an immediate family member that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Any City of Garibaldi employee who has worked at least six months in a benefits-eligible position is eligible to participate in the program as a recipient. Any employee who has sick, vacation, or compensatory time available may participate in the program as a donor. Donations may be made by any employee. The City of Garibaldi will keep donations confidential, and donors will remain anonymous.

Employees seeking donated leave must provide the City of Garibaldi with medical verification of the need for the time off, which includes a certification of the employee's or family member's medical emergency and need for time off, and an estimated return-to-work date (if any).

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability, or other supplemental income is not eligible to receive donated leave. An eligible employee must apply for the City of Garibaldi-offered short-term disability, if available, and long-term disability benefits.

Employees who receive donated leave may receive no more than 40 hours within a calendar year. Any paid sick leave not used by the recipient for the specified incident will be returned to the donor employee.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to their immediate supervisor.

## **H. Jury and Witness Duty**

### Jury Duty

The City of Garibaldi will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay they receive, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor or manager informed about the amount of time required for jury duty.

### Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to their immediate supervisor upon receipt.

Except for employee absences covered under the City of Garibaldi's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," or PLO Safe Leave, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

## **I. Religious Observances Leave and Accommodation Policy**

The City of Garibaldi respects the sincerely held religious beliefs and observances of all employees. The City of Garibaldi 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 of Garibaldi's business. Employees may use

vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with immediate supervisor and may require information from the employee in support of the request for accommodation or leave.

#### **J. Crime Victim Leave Policy**

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

"Immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent of the employee.

Employees who are eligible for crime victim leave may use any accrued vacation leave during the leave period, must provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and submit a request for the leave in writing to their immediate supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Garibaldi may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

#### **K. Domestic Violence Leave and Accommodation Policy**

All employees are eligible for reasonable unpaid leave to address domestic violence or the crimes of harassment, sexual assault, bias or stalking (either the employee or the employee's minor dependents).

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave. Employees should also determine whether Paid Leave Oregon may provide pay during this type of leave. See the "Paid Leave Oregon" policy for more information.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their immediate supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. the City of Garibaldi will then generally require certification of the need for the leave, such as a

police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Garibaldi notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, bias crimes or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Garibaldi. Please contact your immediate supervisor immediately with requests for reasonable safety accommodation.

#### **L. Military Leave**

Employees who wish to serve in the military and take military leave should contact their immediate supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

All employees who are members of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service are entitled to a paid leave of absence from duties for a period not exceeding 21 work days in any federal fiscal year (October 1st through September 30th) for training, provided the employee is employed at least six months prior to the leave. Employees who have not worked for the City of Garibaldi for six months will also receive up to 21 workdays in any federal fiscal year for the same purposes, but such leave will not be paid. Employees are not required to take their leave in one block of time but may use the paid leave allowed under this rule over the course of the federal fiscal year. The actual number of paid work hours allowed is dependent on the employee's standard work schedule but must be consistent with the intent of this rule. Employees may use military leave for active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code.

The total number of paid days for both training and active duty shall not exceed the total amount allowed above in any federal fiscal year.

Absences incurred for additional active duty or inactive duty for training, state active duty and duty under Title 10 or 32 of the United States Code may be charged to accrued paid time off such as vacation or compensatory time or taken as unpaid leave.

### **V. Employee Benefits**

#### **A. Healthcare Benefits**

Employees who meet the definition of "benefit eligible" under both the City of Garibaldi policy and that of its health insurance provider are entitled to the benefit options offered by the City of Garibaldi. Generally speaking, that means the City of Garibaldi offers medical insurance for all of its regular, full-time employees unless otherwise established

by law. The City of Garibaldi pays the cost of individual coverage for its regular, full-time employees. Part-time employees are not eligible for health-insurance coverage. Those employees who wish to have their dependents included in the insurance plan are required to pay a portion of the monthly premium for that coverage on a payroll deduction basis.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City of Garibaldi. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the City of Garibaldi, employees will be advised and provided with copies of relevant plan documents. Copies are available from the finance director.

## **B. Employee Assistance Program (EAP)**

This free, confidential service is provided by Canopy and is available to all employees and dependents covered on a CIS Regence or Kaiser medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting the finance director, or you can contact Canopy directly at 1-800-433-2320, or at [www.canopywell.com](http://www.canopywell.com).

## **C. Workers' Compensation and Safety on the Job**

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

### Steps to Take if You are Injured on the Job

If you are injured on the job, the City of Garibaldi wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after the injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the finance department.

*Failure to timely follow these steps may negatively affect your ability to receive benefits.*

#### Return to Work

If you require workers' compensation leave, the City of Garibaldi will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a healthcare provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of the 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. The City of Garibaldi does not discriminate against employees who suffer from workplace injury or illness.

#### 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 of Garibaldi, 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 of Garibaldi will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). 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 of Garibaldi. While you are on modified or transitional work, you are still subject to all other City of Garibaldi rules and procedures.

#### Overlap with Other Laws

The City of Garibaldi will account for other leave and disability laws that might also apply to your situation, such as Paid Leave Oregon leave. 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 Oregon laws covering disabilities in the workplace.

#### **D. PERS (Public Employees' Retirement System) Benefits**

The City of Garibaldi participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan

(OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). For information about the City of Garibaldi's contributions to employee PERS or OPSRP plans, please see [Contact].

The City of Garibaldi will consider allowing PERS-eligible employees to retire from their employment with the City of Garibaldi and then rehiring them, as permitted under Oregon law. The City of Garibaldi will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Garibaldi, and the ability of existing employees to perform the work of the retiring employee. Please see your payroll department for more information.

## **VI. Miscellaneous Policies (“No Impairment” Policy)**

### **A. Alcohol/Drug Use, Abuse and Testing**

The City of Garibaldi works to maintain a safe and efficient work environment. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

The City of Garibaldi expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner.

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

#### Prohibited Conduct

The following are examples of prohibited conduct

- Possession, transfer, use or being under the influence of any alcohol while on the City of Garibaldi property, on the City of Garibaldi time, while driving the City of Garibaldi vehicles (or personal vehicles while on the City of Garibaldi business), or in other circumstances which adversely affect the City of Garibaldi's operations or safety of the City of Garibaldi employees or others.
  - The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol “hangover” adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed “under the influence” for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on the City of Garibaldi property, on the City of Garibaldi time, while driving the City of Garibaldi vehicles (or personal vehicles

while on the City of Garibaldi business), or in other circumstances which adversely affect the City of Garibaldi operations or safety of the City of Garibaldi employees.

- The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
  - As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to the City of Garibaldi property, or possessing, items or objects on the City of Garibaldi property that contain any "controlled substance," including, for example, "pot brownies," "edibles," and candy containing marijuana. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to coworkers, members of the public, or elected officials while on work time or on/in the City of Garibaldi property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to the City of Garibaldi property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

#### Prescription Drugs and Medical Marijuana

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

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect the City of Garibaldi operations or safety of the City of Garibaldi employees or other persons, the City of Garibaldi may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee

is not required to provide the City of Garibaldi with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City of Garibaldi will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

### Testing

The City of Garibaldi reserves the right to:

- a. Subject applicants who are given a condition offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a the City of Garibaldi vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when the City of Garibaldi reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

### Reasonable Cause Testing

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

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
  - a pattern of abnormal or erratic behavior;
  - information provided by a reliable and credible source;
  - direct observation of drug or alcohol use;
  - presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);

- unexplained significant deterioration in individual job performance;
- unexplained or suspicious absenteeism or tardiness;
- employee admissions regarding drug or alcohol use; and
- unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Manager or the City Manager's designee. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

#### Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on the City of Garibaldi property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Garibaldi may search any furniture, equipment or property provided by the City of Garibaldi to the employee, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City of Garibaldi to employee.

#### Employee Refusal to Test/Search

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

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

#### Crimes Involving Drugs and/or Alcohol

Employees shall report the following within one business day of the event:

- Any criminal arrest or conviction for drug- or alcohol-related activity;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

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

#### Drug and Alcohol Treatment

The City of Garibaldi recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Garibaldi is willing to help employees obtain appropriate treatment.

An employee who believes they have a problem involving the use of alcohol or drugs should ask a supervisor for assistance.

the City of Garibaldi will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Garibaldi to the extent its existing benefits package covers some or all program costs.

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

#### Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last chance agreement will inform the employee of the problems noted with their performance and specify the performance required for the employee to achieve in order to continue to be employed by the City of Garibaldi. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

#### Confidentiality

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

### **B. Mobile Devices Policy**

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as "mobile devices" in this policy.

### Cell Phones and Mobile Devices in General

Employees are allowed to 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.

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

Non-exempt employees may not use their personal or the City of Garibaldi-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their immediate 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.

### Employee Use of the City of Garibaldi - Provided or Paid for Mobile Devices

Mobile devices are made available to the City of Garibaldi employees on a limited basis to conduct the City of Garibaldi's business. Determinations as to which employees receive the City of Garibaldi-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City of Garibaldi may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City of Garibaldi away from the office.

Employees who receive a mobile device from the City of Garibaldi must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from the City of Garibaldi must acknowledge and understand that because the mobile device is paid for and provided by the City of Garibaldi, or subsidized by the City of Garibaldi, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if the City of Garibaldi has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other the City of Garibaldi policy. Employees should have no reasonable expectation of privacy on a City of Garibaldi-provided or -paid-for mobile device. An employee who refuses to provide the City of Garibaldi access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee's City of Garibaldi-provided mobile device.

### Mobile Devices and Public Records

The City of Garibaldi-related business conducted on the City of Garibaldi-provided or personal cell phones/cellular devices may be subject to disclosure and production under

Oregon's Public Records laws or in connection with litigation filed against the City of Garibaldi or individual employees.

#### Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used by employees during working hours, or at any the City of Garibaldi-sponsored function unless authorized to do so by the City Manager.

#### 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 cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of the City of Garibaldi vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City of Garibaldi.

Employees are prohibited from using handheld cell phones for any purpose while driving on the City of Garibaldi-authorized or the City of Garibaldi-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages or DMs while driving on the City of Garibaldi business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, 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.

### **C. Use of the City of Garibaldi Email and Electronic Equipment and Services**

The City of Garibaldi uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such the City of Garibaldi property.

#### Ownership

All information and communications in any format, stored by any means on or received or transmitted via the City of Garibaldi's electronic equipment or services is the sole property of the City of Garibaldi.

#### Use

All the City of Garibaldi's electronic equipment and services are provided and intended for the City of Garibaldi business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites and other electronic services paid for by the City of Garibaldi are to be used for the City of Garibaldi business only. This means, for example, that employees may not use the City of Garibaldi-provided Internet, or the City of Garibaldi electronic equipment and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City of Garibaldi's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or use apps of any kind;
- Engage in any activity that violates the rights of any person or the City of Garibaldi, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the right to privacy, of protected healthcare information or otherwise, or other the City of Garibaldi-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, spyware, adware and other malware);
- Download or view streaming videos for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affects network speed, or interfere with others' ability to work.

Further, employees may not use the City of Garibaldi-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). the City of Garibaldi email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

#### Inspection and Monitoring – No Right to Privacy

Employee communications, both business and personal, made using the City of Garibaldi electronic equipment and services are not private. Any data created, received, or transmitted using the City of Garibaldi equipment services are the property of the City of Garibaldi and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Garibaldi's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City of Garibaldi's ownership of the electronic information, electronic equipment, or services, or the City of Garibaldi's right to inspect such information. The City of Garibaldi reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all the City of Garibaldi's electronic equipment and services, including all communications and internet usage and resources/sites visited. The City of Garibaldi will override all personal passwords if it becomes necessary to do so for any reason.

#### Personal Hardware and Software

Employees may not install personal hardware or software on the City of Garibaldi's computer systems or mobile devices without approval from their immediate supervisor. All software installed on the City of Garibaldi's computer systems must be licensed. Copying or transferring of the City of Garibaldi-owned software to a personal device/equipment may be done only for personal devices/equipment used for the City of Garibaldi business and with the written authorization of the City Manager.

### Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City of Garibaldi management. No employee can examine, change, or use another person's files, output, username or password unless they have explicit authorization from their immediate supervisor to do so.

### Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

### Inappropriate Web Sites

The City of Garibaldi's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the City of Garibaldi's policies.

## **D. Social Media**

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal or commercial website, social networking website, web bulletin board or a chat room, whether or not associated or affiliated with the City of Garibaldi, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of coworkers, or otherwise adversely affects our residents or people who work on behalf of the City of Garibaldi or the City of Garibaldi's legitimate business interests may result in disciplinary action up to and including termination.

### Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any the City of Garibaldi policies, including the City of Garibaldi's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City of Garibaldi-owned or maintained website without identifying yourself as a City of Garibaldi employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Garibaldi unless you are authorized by your manager/supervisor to do so. If the City of Garibaldi is a subject of the content you are creating, be clear and open about

the fact that you are a City of Garibaldi employee and make it clear that your views do not represent those of the City of Garibaldi or its employees or elected officials.

### Encouraged Conduct

Always be fair and courteous to coworkers, the residents we serve, the City of Garibaldi's employees and elected officials, and suppliers or other third parties who do business with the City of Garibaldi.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, coworkers, the City of Garibaldi employees or elected officials, that might constitute harassment or bullying, and/or that violate the City of Garibaldi policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or the City of Garibaldi policy.

Maintain the confidentiality of the City of Garibaldi's confidential information. Do not post internal reports, policies, procedures or other internal, the City of Garibaldi-related confidential communications or information. (See "Confidential the City of Garibaldi Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt the City of Garibaldi operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Garibaldi's interest in the effective and efficient fulfillment of its responsibilities to the public.

### Request for Employee Social Media Passwords

The City of Garibaldi's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant to disclose or to provide access through the employee's or applicant's username and password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Garibaldi.

Nothing in this policy prohibits the City of Garibaldi from requiring an employee to produce content from their social media or internet account in connection with a City of Garibaldi-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

## **E. Confidential City of Garibaldi Information**

Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with the City of Garibaldi 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 or for personal use or 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 of Garibaldi) may be removed from our premises without permission from the City Manager. Likewise, any materials developed by the City of Garibaldi's employees in the performance of their jobs are the property of the City of Garibaldi and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Garibaldi's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

## **F. Artificial Intelligence in the Workplace**

This policy aims to ensure that employee use of AI Chatbots conforms with the City of Garibaldi's policies and goals relating to privacy, confidentiality and data security and is used to enhance productivity and efficiency.

Although AI takes many forms and can serve many different functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content (for example, Open AI's ChatGPT and Google's Bard). This policy applies to all the City of Garibaldi employees and to all work associated with the City of Garibaldi that those employees perform, regardless of location (on or off the City of Garibaldi premises).

### AI Usage in General

Employees wishing to use AI chatbots in connection with work should discuss the parameters of the intended use with their supervisor or manager. The supervisor or manager may approve, deny or modify the requested parameters as best meets the City of Garibaldi policy, legal requirements or other needs of the City of Garibaldi. A supervisor or manager may not approve any request to use AI when the use will involve entering propriety or confidential City of Garibaldi data without review by the City Manager.

All AI chatbot-generated content must be properly cited as "AI chatbot-generated content" when used as a resource for the City of Garibaldi work, except for general correspondence (such as email or text).

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify actual information generated by the chatbot, that information cannot be used for work purposes.

Authorized AI-generated uses include general knowledge questions meant to enhance your understanding on a work-related topic; to brainstorm ideas related to projects you are working on; to create formulas for Excel spreadsheets or similar programs; to develop or debug code (to be verified before use); to draft an email or letter; for drafting job

descriptions or job announcements; or to summarize online research or to create outlines for projects.

Employees must always comply with Oregon's record retention and public records laws, and any the City of Garibaldi policy relating to the retention or destruction of public records.

#### Prohibited AI Uses

Prohibited AI-generated uses include:

- Using any text created by an AI chatbot in final work products of any kind (except as noted above);
- Copying/pasting, typing or in any way submitting the City of Garibaldi content or data of any kind into the AI chatbot;
- Inputting confidential or sensitive information about the City of Garibaldi employees (past or present), any individual with reasonable or legally protected privacy interests, or descriptions of the City of Garibaldi personnel matters into the AI chatbot; or
- Inputting data or information into an AI chatbot that discloses confidential or propriety information of the City of Garibaldi.

#### Ethical use

Employees must use generative AI chatbots in accordance with all the City of Garibaldi policies and values. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Garibaldi. Such misuse will result in discipline, up to and including termination of employment.

#### Monitoring

All the City of Garibaldi policies relating to computer usage, mobile devices and the like apply when using AI chatbots on work time, regardless of whether the equipment is owned or provided by the City of Garibaldi.

### **G. Ethics**

The City of Garibaldi believes in treating people with respect and adhering to ethical and fair business practices. Employees must avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Garibaldi or the City of Garibaldi 's residents.

The City of Garibaldi's employees 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. Information on Oregon's ethics laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

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

## **H. Open-Door Policy**

The City of Garibaldi's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City of Garibaldi's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City of Garibaldi, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

## **I. Outside Employment**

Generally, employees may obtain employment with an employer other than the City of Garibaldi or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of the City of Garibaldi time (including the employee's work time), the City of Garibaldi facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Garibaldi. In other words, the employee may not engage in private business interests or other employment activities on the City of Garibaldi's time or using the City of Garibaldi's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a state agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Garibaldi.

The City of Garibaldi requires employees to report outside employment to their immediate supervisor before the outside employment begins. Thereafter, an employee must provide an update to their immediate supervisor on an annual basis, or sooner if any changes in outside employment occur. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

## **J. 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 the City of Garibaldi property, or in a City of Garibaldi 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. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your 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.

#### **K. Political Activity**

**Employees may engage** in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of the City of Garibaldi employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

#### **L. Bad Weather/Emergency Closing**

Except for regularly scheduled holidays identified by the City of Garibaldi (see "Holidays" section, above), the City of Garibaldi is open for business on Mondays through Thursdays during normal business hours. If there are circumstances 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 their designee) will decide whether to and to what extent the City of Garibaldi will close. Department heads will be notified via phone call or text, it will be the responsibility of department heads to notify their employees of such closure

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your manager. If staff cannot reach the office and are able to serve the City of Garibaldi from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

#### **M. Driving While on Business**

Employees working in positions where driving is an essential function of their duties must possess a valid driver's license and must carry auto liability insurance on any personal vehicle used to conduct the City of Garibaldi business. Employees who use their own vehicles for authorized City of Garibaldi business use should make any necessary arrangements with their insurance carriers.

The City of Garibaldi may verify the validity of an employee's driver's license and/or driving record at the time of hire and at any point during their employment if driving is an essential function of their job or if so doing relates to a legitimate business purpose of the

While conducting the City of Garibaldi business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a City of Garibaldi-owned vehicle or while on the City of Garibaldi business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

#### **N. Workplace Violence**

Threats and acts of violence made by an employee against another employee, volunteer, elected official, 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 of Garibaldi.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Garibaldi, or that threaten the safety, security or financial interests of the City of Garibaldi. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to their immediate supervisor.

The City of Garibaldi also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of coworkers or others. See policy on "Workplace Inspections."

#### **O. Workplace Inspections – No Right to Privacy**

This policy applies to inspections conducted by the City of Garibaldi pursuant to policy, established practice or law unless otherwise addressed in a different policy in this Handbook or applicable CBA.

A City of Garibaldi-led inspection may include a search of any organization-provided property, such as desks, work areas, file cabinets, voicemail/phone systems and computer systems (including email accounts maintained by the City of Garibaldi and internet browsing history). *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, filing cabinets and other office equipment or furniture, as well as voicemail/phone and computer systems assigned to them by the City of Garibaldi; **these areas are not private.***

#### **P. Smoke-Free Workplace**

The City of Garibaldi 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 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, volunteers, and any visitors to the City of Garibaldi property, vehicles or facilities/buildings.

The City of Garibaldi buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, the City of Garibaldi prohibits tobacco/marijuana use in or around the City of Garibaldi vehicles and equipment or machinery.

Employees who smoke must do so outside of the City of Garibaldi's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City of Garibaldi has established employee smoking areas; please contact a supervisor or manager for more information.

#### **Q. Hiring of Family Members**

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

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructuring, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their immediate supervisor. The employees and the City of Garibaldi will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Garibaldi will make the final decision, based on the City of Garibaldi's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Garibaldi. Policy violations may result in discipline, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

#### **R. Prohibition on Secret Recordings**

Employees may not obtain or attempt to obtain the whole or any part of a conversation by means of any device without first obtaining permission from all the people in the

conversation. This rule applies to the recording of conversations made during work hours, while at work-related functions, or in connection with work between or among employees, supervisors/managers, elected officials, or members of the public. It does not apply to conversations where there is no expectation of privacy, such as a City Council meeting, a Board of Commissioners work session, and the like.

This policy does not apply to law enforcement employees who record conversations in connection with their official public safety duties. Nothing in this policy prohibits or restricts an employee's right under the federal or Oregon constitutions to make recordings outside of working hours or while not representing or working on behalf of the City of Garibaldi. If anything in this policy contradicts existing CBA provisions on the recordings of personnel meetings, or Oregon or federal law that provide for lawful secret recordings, the CBA provision or law will apply.

Employees who secretly record meetings with supervisors, coworkers, elected officials, members of the public or others while on duty will be subject to discipline, up to and including termination of employment.

## **VII. Termination of Employment**

### **A. Workplace Rules and Prohibited Conduct**

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City of Garibaldi's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment, time or other the City of Garibaldi records.
- Recording time worked by anyone other than yourself; allowing another employee to record your work time.
- Theft or the deliberate or careless damage or destruction of any City of Garibaldi property, or the property of any other employee, member of the public, vendor or third party.
- Unauthorized use of the City of Garibaldi equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on the City of Garibaldi property.
- Carrying firearms or any other dangerous weapon on the City of Garibaldi premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on the City of Garibaldi property.
- Insubordination, including but not limited to failure or refusal to follow the lawful orders or instructions of a supervisor or member of management.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested.
- Sleeping on the job; faking illness or injury to avoid working.
- Excessive personal telephone calls or texting during working hours.

- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Garibaldi.
- Misrepresentation of the City of Garibaldi policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Garibaldi. Employees may not use the City of Garibaldi's name, logo, likeness, facilities, assets, or other resources of the City of Garibaldi for personal gain or private interests.
- Violation of any safety, health, security or the City of Garibaldi policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Garibaldi or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City of Garibaldi on time, and/or the City of Garibaldi -provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City of Garibaldi that is refused for payment due to non-sufficient funds.

This statement of prohibited conduct does not alter the City of Garibaldi's policy of at-will employment. Except for employees subject to a contract of employment, the City of Garibaldi remains free to terminate the employment relationship at any time, with or without cause or notice.

## **B. Corrective Action/Discipline Policy**

Employees are expected to always perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the City of Garibaldi standards, the City of Garibaldi will determine whether it will terminate the employee's employment or provide the employee with a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of the City of Garibaldi policies, procedures, and rules and for other inappropriate behavior or conduct, the City of Garibaldi may choose to provide the employee with a final opportunity to continue employment in the form of a last-chance agreement. The City of Garibaldi may also choose to send the employee to a training or an education opportunity.

In all cases, the City of Garibaldi will determine the nature and extent of any discipline based upon the circumstances of each individual case. The City of Garibaldi may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Garibaldi deems such action appropriate. The City of Garibaldi retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a contract of employment).

### **C. Retirement or Resignation from Employment**

Employees choosing to resign or retire are asked to give the City of Garibaldi as much notice as possible — preferably a minimum of two weeks. When giving two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. Employees who do not give two weeks' notice of their intent to leave the City of Garibaldi will not be eligible for re-employment at a later date.

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

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

Employees must return all the City of Garibaldi property, including phones, computers, identification cards, credit cards, keys, and manuals, to their immediate supervisor on or before their last day of work.

### **D. References**

All requests for references or recommendations must be directed to the City Manager. No supervisor or employee is authorized to give references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Garibaldi discloses only the dates of employment and position(s) held of former employees. A former employee who wants additional personnel information disclosed must authorize the City of Garibaldi to do so in a writing that identifies the City of Garibaldi by name and authorizes the City of Garibaldi to disclose documents or other information specifically identified by the former employee.

## Employee Acknowledgement

City of Garibaldi Employee Handbook 2025

I acknowledge that I have received and will read a copy of the City of Garibaldi's 2025 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in Finance Director's office.

I understand that the City of Garibaldi has adopted the Employee Handbook 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 of Garibaldi's sole discretion. I also understand that the Employee Handbook has control over any other contradictory statements. I acknowledge that the Employee Handbook is not an employment contract and is 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 of Garibaldi or I may terminate my employment relationship at any time, for any lawful reason and with or without notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

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

During my employment with the City of Garibaldi, 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.

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Employee Signature

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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.

## AGENDA ITEM

TO: Mayor and City Council  
FROM: Jake Boone, City Manager  
SUBJECT: **Business District Speed Limit Discussion**  
DATE: 14 October 2025

## BACKGROUND

The current speed limit on Garibaldi Avenue/Highway 101 through Garibaldi is 25 miles per hour. The Oregon Department of Transportation guidelines for a business district require a speed limit of 20 miles per hour. ORS 801.170 states:

*"Business district" means the territory contiguous to a highway when 50 percent or more of the frontage thereon for a distance of 600 feet or more on one side, or 300 feet or more on both sides, is occupied by buildings used for business."*

Garibaldi's downtown appears likely to fit this criterion to be designated a business district, but as of yet has not been so designated. The City may request redesignation (with the resultant lower speed limit) or may choose not to do so. It is appropriate for the Council to discuss the pros and cons of requesting such a change.

## RECOMMENDATION

That Council discuss whether it is advisable to seek a lower speed limit on Garibaldi Avenue/Highway 101, and if so, by motion, instruct staff to begin the process of requesting business district designation through the Oregon Department of Transportation.

## COST

None.

  
\_\_\_\_\_  
Jake Boone, City Manager

## **CITY MANAGER'S REPORT**

TO: Mayor and City Council  
FROM: Jake Boone, City Manager  
SUBJECT: September City Manager's Report  
DATE: 14 October 2025

### **Twins!**

Congratulations to Dillon Pierce on the birth of twin babies last week. Dillon is part of our Public Works team, and is now on parental leave (and preparing for a lot of sleepless nights).

### **Committee Opportunities**

We're looking for volunteers to serve on both the Planning Commission and the Charter Review Committee. If you know someone you think would do a good job on either committee, please encourage them to contact City Hall.

### **League of Oregon Cities Conference**

Mayor Findling, Councilors Bade and Shattuck, and City Manager Boone attended the 100<sup>th</sup> League of Oregon Cities Annual Conference in Portland earlier this month. The event was a great opportunity to learn from and network with other elected officials, professional staff, and outside experts from across the state and nation.

### **Streets**

Public Works has used grindings from the Highway 101 project to make improvements on 13<sup>th</sup> and 14<sup>th</sup> streets. They also patched the apron on 13th and Highway 101. Staff cleaned the culvert on the Loop Road and cleared debris under the Arizona Way bridge. Mowing and right-of-way maintenance are current. With ODOT's project completed, Public Works will begin regular highway sweeping on Friday mornings, with frequency adjusted as needed based on weather and road conditions.

### **Water**

All testing and reporting requirements were completed. Public Works repaired two water leaks within the City and two additional leaks in the Watseco-Barview Water District.

### **Wastewater**

All required sampling and reporting were completed. Sludge hauling was finished, and the tank was cleaned and secured for winter. Staff continue to clean up and make improvements in the chemical room as budget allows. Upgrades to the chemical pumps and feed system at the

Wastewater Treatment Facility remain a priority when funding is available per the Wastewater Facilities Plan.

A sewer issue at City Hall, serving the apartment and Library bathroom, was resolved. The problem was caused by a bad mainline connection. A new sewer main tee was installed and the connection repaired.

### **Finance**

The City's Finance Director has continued formal writeups of the City's financial policy and internal control documents, as well as the documentation for the 2022/23 audit. She also did a great deal of work updating the City's Employee Handbook, elsewhere in this agenda. City Recorder/Clerk Amy Cram is learning the ropes very quickly, and is making great strides in updating old forms, streamlining processes, and organizing City documents.

### **Fire Department**

Fire Chief Tad Pedersen is now on the job full time, and has been getting familiarized with Garibaldi's fire department operations and personnel. He has also been meeting with other fire chiefs and emergency managers in the region and is actively working toward reinforcing department relations.

The Garibaldi Fire Department has also put together a Memorandum of Understanding to loan Hauser Rural Fire Protection District (just north of Coos Bay) Garibaldi's Humvee Type 6 engine. Hauser RFPD recently suffered a catastrophic fire at their department and most of their equipment was destroyed. The loan of the engine will help Hauser provide fire and rescue services while they work through the replacement process.



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Jake Boone, City Manager