

MEMORANDUM

TO: Mayor and City Council

FROM: Jake Boone, Assistant City Manager

SUBJECT: RESOLUTION ADOPTING A NEW CITY OF COTTAGE GROVE
PERSONNEL MANUAL

DATE: September 20, 2023

Background

At the August 28, 2023 City Council meeting, Council reviewed a draft of the new City of Cottage Grove personnel manual. That draft has since been forwarded to the City's bargaining units for their review and assent. The units have until the end of Wednesday, September 27th to either assent to the manual or to raise objections and, potentially, enter into bargaining.


Significant changes to Oregon paid-time-off laws have recently gone into effect and are reflected in the new manual. In order to get the new manual into use in a timely fashion, it would be appropriate for Council to approve the manual contingent upon either the units assenting to the manual, or the time allotted for them to object elapsing. Should one or more units object, the attached resolution would not go into effect, and a new resolution would be necessary after any required bargaining. Should no bargaining be required, though, the resolution would allow the City to begin using the new personnel manual on October 1.


Recommendation

It is staff's recommendation that Council approve the resolution adopting the new personnel manual contingent on receiving no objection from the bargaining units.

Cost

Staff time only.


Richard Meyers, City Manager


Jake Boone, Assistant City Manager

RESOLUTION NO. _____

A RESOLUTION ADOPTING A NEW CITY OF COTTAGE GROVE PERSONNEL
MANUAL

WHEREAS, the City of Cottage Grove requires an updated personnel manual; and

WHEREAS, the City Council has reviewed an earlier draft of this manual; and

WHEREAS, this manual has been presented to the City's bargaining units for review.

NOW, THEREFORE, BE IT RESOLVED that the Cottage Grove City Council adopts the personnel manual set forth in Exhibit A attached hereto, and by this reference incorporated herein.

BE IT FURTHER RESOLVED that this resolution shall be contingent upon either the assent of the City's bargaining units or, in the absence of assent or objection by said bargaining units, on Thursday, September 28th, whichever is earlier.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 25TH DAY
OF SEPTEMBER, 2023.

Candace Solesbee, Mayor

Dated: _____

ATTEST:

Richard Meyers, City Manager

Dated _____