

RESOLUTION NO. 2025-22

A RESOLUTION OF THE CITY OF ASHLAND CLARIFYING CERTAIN CONDITIONS OF EMPLOYMENT FOR MANAGEMENT, CONFIDENTIAL AND NON-REPRESENTED EMPLOYEES AND REPEALING RESOLUTION 2022-26.

Recitals:

- A. The City of Ashland has negotiated collective bargaining agreements with all employees who are members of labor unions;
- B. The management, confidential and non-represented employees of the City are not members of a labor organization established for the purpose of collectively negotiating the terms and conditions of their employment; and
- C. It is in the best interest of the City and efficient and effective government to clearly set forth the City's expectations for the performance of its management, confidential and non-represented employees;

The mayor and council resolve as follows:

1. **Scope of Resolution.** This 2025 resolution shall apply to all management, confidential and non-represented employees of the City of Ashland as set forth in Appendix "A", dated July 2025. This resolution does not apply to any employee who is a member of any collective bargaining unit.
2. **Definitions.**
 - 2.1. **Confidential employee.** As defined in ORS 243.650(6), a confidential employee is one who assists and acts in a confidential capacity to a person who formulates, determines, and effectuates management policies in the area of collective bargaining. Confidential employees are paid hourly for work performed and they are subject to payment for overtime according to the Fair Labor Standards Act. Confidential employee includes those classifications in Appendix "A" under "Confidential."
 - 2.2. **Department head.** A person directly responsible to the City Manager for the administration of a department. Department heads are exempt from overtime payment. Department heads include those Management classifications in Appendix "A" under "Department heads."
 - 2.3 **Exempt Supervisor.** A person directly responsible to a department head or the

City Manager for the operational functions of a city department or division. Exempt supervisors do not qualify for payment of overtime on the basis of job duties, salary, or other exemptions under the Fair Labor Standards Act (FLSA). Division supervisors include those Management classifications in Appendix "A" under "division supervisors."

- 2.4 Non-Exempt Supervisor. A person reporting to a division supervisor or department head who may receive overtime payment for work outside their normal scope and duties. Non-Exempt supervisory positions require autonomy, independent decision making, planning, and may provide supervision to other personnel.
- 2.5 Employee. A person in any of the classifications listed in Appendix "A" who works for the City full-time or part-time in a regular or temporary position and who is not performing work as a principal, employee, or agent of an independent contractor.
- 2.6 Management or Manager. Those classifications included in Appendix "A" under the title "Executive Management" including Department Heads and some Exempt Supervisors.
- 2.7 Probationary Employee. A person appointed to a regular position but who has not completed a probationary period during which the employee is required to demonstrate fitness for the position by actual performance of the duties of the position.
- 2.8 Regular Position/Regular Employee. A regular position is one with an ongoing defined or recurring work schedule and is not a temporary position. A regular employee is a person with hired by the City to fill a regular position.
- 2.9 Supervisor. Any person responsible to a higher divisional or departmental level authority who directs the work of others and who is not in a collective bargaining unit.

3. **Purpose**. The purpose of this resolution is set forth generally in the preamble. More specifically, the resolution has three fundamental purposes:

- 3.1. To clearly establish which classifications in the City service are management or confidential.
- 3.2. To clearly set forth the functions of management and to establish criteria for the evaluation of managerial performance.
- 3.3. To establish the personnel policies governing the conditions of employment of management, confidential and non-represented employees.

4. Managerial Performance.

- 4.1. Goal Setting. Overall goals for the City of Ashland are set by the Mayor and City Council. Operational goals and short-range objectives are set by the City Manager working with department heads. Resources for achieving all goals and objectives are provided via the annual budget.
- 4.2. Managerial Responsibilities. Each of the City's managers at a minimum have the following responsibilities:
 - 4.2.1. Complete tasks and assigned work properly and on time,
 - 4.2.2. Maintain a safe and healthy work environment,
 - 4.2.3. Encourage teamwork, and foster cooperation, collaboration and communication among employees and departments,
 - 4.2.4. Develop employee skills; both technical and interpersonal,
 - 4.2.5. Keep accurate records and reports, and
 - 4.2.6. Actively promote equity, diversity and inclusion at all levels of the organization.
- 4.3. General Expectations Regarding Management Employees. In addition to the managerial responsibilities mentioned above, there are also general City expectations of its managers.
 - 4.3.1. Job Commitment. All management employees are expected to have a high degree of commitment to the City of Ashland and to their jobs. When a new manager is hired, the City expects a commitment of continued service of at least three years unless unforeseen circumstances warrant earlier resignation or termination.

Management employees are expected to devote whatever hours are necessary for the accomplishment of their duties as part of their normal work week. Overtime will only be paid as set forth in section 14.3. Consistent with administrative policy, exempt management employees may flex their schedules as long as their absence does not unreasonably interfere with the City's operations.

In the event of voluntary termination, management employees are expected to give a minimum of 30 calendar days' notice in order to give the City adequate time to recruit a qualified replacement.

- 4.3.2. Professionalism. Management employees are expected to maintain the standards of their individual profession. This includes remaining current with new developments, maintaining memberships in professional societies, and attending meetings with professionals in their field. Where

professionals have codes of ethics or standards of performance, these should also be followed in the managers' work for the City of Ashland.

- 4.3.3. Termination. If at any time an exempt, or supervisory employee's performance is deemed unacceptable, the City Manager or appropriate department head may ask for the employee's resignation. In most cases, reasonable time will be given to the employee to find other suitable employment. Depending on overall circumstances, the City, in its sole discretion, may or may not provide severance pay in the event of resignation or involuntary termination.
- 4.3.4. Residency. Residency within the Urban Growth Boundary is strongly encouraged for the City Manager and for department heads. Existing City employees promoted into the position of department head will not be required to move as a result of a promotion but are strongly encouraged to move within the Urban Growth Boundary once appointed as a department head.

Management employees within the following job classifications shall establish their residences to enable them to report for emergency duty within 40 minutes of notification, including "get ready" and travel time:

Deputy Public Works Director of Operations
Street Supervisor
Wastewater and Water Reuse Supervisor
Water Quality and Distribution Supervisor
Water Treatment Plant Supervisor
Electric Operations Superintendent
Fire Division Chief (Forestry, Fire and Life Safety) Divisions
Deputy Police Chief
Police Lieutenant
Police Sergeant
Computer Services Manager
AFN Operations Manager
Network Administrator
Senior Information Systems Analyst
Maintenance and Safety Supervisor

Residence shall be established by new employees in these classifications within these boundaries or limitations within a period of twelve months of hire or promotion. Department heads may identify other positions which require emergency response within 40 minutes to meet operational requirements.

- 4.4. Essential Management Functions. The following are the essential functions of all City management positions and the expected standards for their performance:

- 4.4.1. Planning. Anticipates future needs and makes plans for meeting them; recognizes potential problems and develops strategies for averting or resolving them; makes long- and short-range plans to accomplish City and departmental goals.
- 4.4.2. Organizing. Efficiently and economically organizes and carries out assigned operations; carries out responsibilities in a sound and logical manner; operates the unit smoothly and in a well-organized manner; effectively delegates authority and establishes appropriate work rules.
- 4.4.3. Coordinating. Coordinates all activities related to work objectives; maintains coordination and cooperation with other departments and divisions; maintains good communication with employees and empowers employees to make significant contributions to the accomplishment of objectives.
- 4.4.4. Leadership Motivation. Creates a climate providing challenge and motivation to employees.
- 4.4.5. Decision Making/Problem Solving. Analyzes situations and problems, weighs the pros and cons of alternative solutions, exercises logical thinking and good judgment, is creative, and can make timely decisions.
- 4.4.6. Employee Relations. Equitably adjusts grievances among subordinate employees, properly administers union agreements, and administers discipline in a fair, equitable and progressive manner; trains and develops subordinate employees.
- 4.4.7. Public Relations. Maintains a high level of contact with the public, maintains a sensitivity to the public's needs, and meets the needs of the public within available resources. Develops proactive communication strategies and actions.
- 4.4.8. Budgeting. Prepares operational and capital budgets to meet the goals of the City Council and expends funds within adopted budgeted limits.
- 4.4.9. Safety. Maintains a safe, clean, effective work environment, and supports the City's overall safety program.
- 4.4.10. Self-Development. Stays current with new ideas, technology and procedures in the manager's field of responsibility.
- 4.4.11. Adherence to City Policies. Ensures that work activities are performed in conformance with requirements of the Ashland Municipal Code and adopted administrative policies.

5. **Holidays.** Recognized holidays are set forth in AMC §3.08.080. For convenience they are listed here:

New Year's Day (January 1st)
Martin Luther King Day (3rd Monday in January)
President's Day (3rd Monday in February)
Memorial Day (last Monday in May)
Juneteenth National Independence Day (June 19th)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (4th Thursday in November)
Day after Thanksgiving (4th Friday in November)
Christmas Eve (December 24th)
Christmas Day (December 25th)

- 5.1. If an employee is on authorized vacation or other leave with pay when a holiday occurs, such holiday shall not be charged against such leave.
- 5.2. Employees working an alternate work schedule will receive compensation for 8 hours. Employees working four 10-hour days will receive (8) hours compensation for any holiday that falls in their regular workday. Employees may use accrued vacation or compensatory time (if applicable) to make up the extra two hours, or they may be permitted to flex their schedule during a week which contains a holiday to ensure they receive full pay. In no event shall an exempt employee receive pay for more than 40 hours/week due to a holiday or alternate work schedule arrangement.
- 5.3 Employees covered by this Resolution shall be paid no more than 96 hours/year for recognized city holidays. If an employee works on a designated City Holiday, he or she may take the equivalent holiday off on another date.

6. **Vacations for Management and Confidential Employees.**

- 6.1. **Eligibility.** Management employees shall be eligible for vacation with pay in accordance with the following schedule:
- 6.1.1. Employees with less than four (4) full years of continuous service shall accrue five (5) hours of vacation per pay period.
- 6.1.2. Employees with more than four (4) but less than nine (9) full years of continuous service shall accrue six (6) hours of vacation per pay period.
- 6.1.3. Employees with more than nine (9) but less than fourteen (14) full years of continuous service shall accrue seven (7) hours of vacation per pay

period.

6.1.4. Employees with more than fourteen (14) but less than nineteen (19) full years of continuous service shall accrue eight (8) hours of vacation per pay period.

6.1.5. Employees with more than nineteen (19) full years of continuous service shall accrue ten (10) hours of vacation per pay period.

***There are 26 pay periods per year, however benefits accrue in only the first and second pay periods of the month.**

6.2. **Use of Vacation Time During First Six (6) Months.** To aid in the transition to City employment, upon approval by the employee's supervisor, new hires can use their anticipated vacation accruals for the first six (6) months of employment starting from the time of hire. After six (6) months of employment, vacation time may be taken only to the extent such vacation has been accrued. In the event a new employee leaves prior to completing six (6) months of employment, the employee's final paycheck will be reduced by an amount equivalent to pay for the hours the employee took as paid vacation time off in excess of vacation actually accrued (see example below). The opportunity in April to cash out a portion of earned vacation hours as provided in Section 6.5 only applies to vacation actually accrued and not used.

Example: New hire is granted 60 hours of vacation at time of hire. They accrue 5 hours of vacation per month. During month 2 they use all 60 hours of vacation and resign after 4 months on the job. The City would deduct 20 hours from the employee's final paycheck because only 4 months of vacation accrual has been earned at the time of the employee's resignation.

6.3. **Utilization.** Vacation leave shall not be taken in excess of that actually accrued. However, the City Manager has the discretion to authorize any management employee to take vacation in advance of accrual when warranted by special circumstances.

6.4. **Continuous Service.** Continuous service, for the purpose of accumulating vacation leave credit, shall be based on the **employee's last date of hire**. Time spent by the employee on City-authorized, City-paid absences shall be included as continuous service. Time spent on unpaid absences shall not be counted as service, provided that employees returning from such absences shall be entitled to credit for service prior to the leave. **Vacation leave shall not accrue during any leave of absence without pay during a pay period.**

- 6.5. Accrual Limitation. Management and Confidential employees are encouraged to take at least 75% of their annual vacation accrual as time off each year. All Management and Confidential employees may elect to receive up to **80** hours as cash on the first paycheck in April each year. The balance not elected for cash payment will be added to their cumulative vacation accrual. In no event shall the employee's total vacation accrual exceed twice the amount of the employee's annual accrual without written approval from the employee's department head.
- 6.6. Scheduling. Vacation times shall be scheduled based on the City Manager's or department head's judgment as to the needs of efficient operations.
- 6.7. Payment on Termination. An employee terminated after six-months employment shall be entitled to prorated payment for accrued vacation leave at the rate as of the date of termination. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee is paid.
- 6.8. Management Leave. Exempt management employees may be granted up to one week of **Management** Leave each July at the discretion of their department head or the City Manager. The purpose of **Management** Leave is to recognize the extra hours required of exempt managers for which no overtime compensation is afforded. No cash payment will be made for **Management** Leave, and it can only be taken as time off during the year in which it is granted. **Management** Leave must be used by June 30th each year or it will be forfeited. In the event of termination or retirement, no cash payment will be made for **Management** Leave. In the event of a termination, the City may require pro-rated repayment of **Management** Leave at the rate of 3.3333 hours for each calendar month remaining in the year after the date of termination.

7. Hours of Work for Confidential Employees.

- 7.1. Workweek. The workweek, to the extent consistent with operating requirements, shall normally consist of five consecutive days as scheduled by the department heads or other responsible authority. **By mutual agreement between the supervisor and the employee, a schedule of ten-hour days, four days per week, may be adopted. Either party may withdraw the agreement to that schedule, in which case a five-day schedule will be reestablished.**
- 7.2. Hours. The regular hours of an employee shall be 8 1/2 consecutive hours, including 1/2 hour for a meal period, which shall not be paid.
- 7.3. Work Schedules. All employees, to the extent consistent with operating requirements, shall be scheduled to work on a regular work shift, and each shift shall have regular starting and quitting times. It shall be the responsibility of the department head to notify employees of their scheduled shifts, workdays, and hours.

- 7.4. Rest Periods. A rest period of 15 minutes shall be permitted for all employees during each half shift, which shall be scheduled by the City in accordance with its determination as to operating requirements and each employee's duties.
- 7.5. Meal Periods. To the extent consistent with operating requirements of the respective department, meal periods shall be scheduled in the middle of the work shift.

8. Sick Leave.

- 8.1. Purpose. Sick leave is provided for the sole purpose of providing financial security to employees and their families.
- 8.2. Accumulation. **New employees will be credited with six (6) months accrued sick leave upon hire for their immediate use. Upon completion of six months, sick leave shall be earned** for the purpose stated herein, by each employee at the rate of eight (8) hours for each full calendar month of service. **Sick leave shall not accrue during any leave of absence without pay during a pay period to the extent that the City remains in compliance with Oregon sick leave laws.** The maximum accrual cannot exceed 960 hours.
- 8.3. Utilization. Employees may utilize their allowance for sick leave when unable to perform their work duties by reason of illness or injury **of a qualifying family member under applicable state or federal family medical leave laws**. In such event, the employee shall notify the department head or City Manager of absence due to illness or injury, the nature and expected length of the absence, as soon as possible prior to the beginning of the scheduled regular work shift, unless unable to do so because of the serious nature of injury or illness. For absences longer than 24 hours, employees must notify their department head on a daily basis. **A physician's statement of the nature and identity of the illness, the need for the employee's absence and the estimated duration of the absence, may be required at the option of the City for absences over three (3) consecutive work days. Sick leave taken shall not be in excess of that accrued at the time it is taken.**
- 8.4. Integration with Worker's compensation. When injury occurs in the course of employment, the City's obligation to pay is limited to the difference between any payment received under workers' compensation laws and the employee's regular pay. In such instances, pro-rata charges will be made against accrued sick leave until sick leave is exhausted. Thereafter, the only compensation will be workers' compensation benefits, if any.
- 8.5. Sick Leave - Without Pay. **Upon application by the employee, sick leave without pay may be granted by the City for the remaining period of disability after accrued sick leave, vacation leave, and compensatory time (where applicable) have been exhausted. The City may require that the**

employee submit a certificate from a physician periodically during the period of such disability, and before returning to work.

- 8.6. Pay for Unused Sick Leave. All Management and Confidential employees may elect to receive 1/3 of their unused annual sick leave accrual (maximum of 32 hours) as cash on their first paycheck in December. If cash payment is not elected, the unused portion of sick leave will be added to cumulative sick leave balance or converted to accrued vacation at the option of the employee.

Employees who use 40 hours of sick leave or less in a calendar year shall be entitled to the full cash out as stated in 8.6 above in compliance with Senate Bill 454 which requires all employers to allow employees up to 40 hours of protected sick leave each year.

Examples of how the payment for unused sick leave is calculated:

Annual Accrual:	96	96	96	96
Sick leave hours used by employee during the year:	100	30	10	152
All employees are entitled to use up to 40 hours without impacting their sick leave incentive.	40	40	40	40
Hours used up to 40/year are added back for the purpose of calculating the sick leave incentive:	$96-100 = -4 + 40 = 36 / 3 = 12$	$96-30 = 66 + 30 = 96 / 3 = 32$	$96-10 = 86 + 10 = 96 / 3 = 32$	$96-152 = -56 + 40 = -16 / 3 = -5.33$
Balance that can be cashed out (Max 32):	12	32	32	0

- 8.7. Purposes for Sick Leave. Employees are entitled to use the City’s sick leave benefit for the following purposes. Reference to “family members” means an employee’s spouse, biological, adopted or foster parent or child, parent-in-law, sibling, grandparent, grandchild or a person with whom the employees was or is in a relationship of in loco parentis, any other relationship identified in the City’s Employee Handbook as a “family member” for the purpose of using sick leave.

- For an employee’s or family member’s mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventative medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.

- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
- For certain public health emergencies including closure by public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

9. **Bereavement Leave**. An employee may be granted five (5) calendar days' bereavement leave (**40 hours**) with regular pay in the event of death in the immediate family of the employee. **For purposes of this benefit**, an employee's immediate family shall include spouse, parent, children, **sibling**, parent-in-law, **sibling-in-law**, grandparent, grandchild, grandparent-in-law or other relatives living in the same household. Leave with pay, for up to four hours may be granted when an employee serves as a pallbearer. **The City will grant additional unpaid leave bereavement leave consistent with state and federal laws (OFLA/FMLA or Oregon Sick Leave).**

10. **Other Leaves of Absence**

10.1. **Criteria and Procedure**. Leaves of absence without pay not to exceed ninety (90) calendar days may be granted upon **request by the employee where it is determined that the operation of the department and/or division will not be negatively impacted by the temporary absence of the employee**. Requests for such leaves must be in writing and submitted to the **Department Head or City Manager thirty (30) days prior to the requested leave date**. The **employee must utilize accrued vacation and compensatory time (where applicable) before applying for a leave of absence without pay**. If the leave of absence lasts two (2) calendar weeks or more, the employee must pay the **pro-rated premiums for health insurance coverage**. Any other payroll obligations of the employee will be deducted from the paycheck for the **next pay period or may be paid directly to the City**. Such leave will not be approved for an employee for the purpose of accepting employment outside the

service of the City.

- 10.2. Jury Duty. Employees shall be granted leave with pay for service upon a jury. Employees may keep any payment for mileage, but all other stipends for service must be paid to the City. Upon being excused from jury service for any day an employee shall immediately contact the supervisor for assignment for the remainder of their regular workday.
- 10.3. Appearances. Leave with pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority; provided, however, that the regular pay of such employee shall be reduced by an amount equal to any compensation received as witness fees.
- 10.4. Required Court Appearances. Leaves of absence with pay shall be granted for attendance in court in connection with an employee's officially assigned duties, including the time required for travel to the court and return to the employee's headquarters.
- 10.5. Family Medical Leave. Leave in accordance **with any federal and state family & medical leave laws** shall be granted to employees eligible under those acts and for the purposes described in those acts. Leave may be unpaid or paid as provided in these acts.
- 10.6. Military Leave. Military leave shall be granted in accordance with ORS 408.290.
- 10.7. Failure to Return from Leave. Any employee who is granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned their position with the City, and the position shall be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of not being able to work by reason of sickness, physical disability or other legitimate reason beyond the employee's control.
- 10.8. **Personal Days. Regular employees shall receive three (3) personal days (24 hours) each July. No cash payment will be made for personal days and they can only be taken as time off during the fiscal year in which they are granted. Personal days must be used by June 30 of each year, or they will be forfeited. In the event of termination, resignation, or retirement, no cash payment will be made for Personal Days.**

11. **Discipline and Discharge**. The following section applies only to those employees subject to this resolution who do not have a written individual employment agreement with the City.

11.1. Discipline. The City shall abide by the legal requirements of due process prior to

taking disciplinary action. Disciplinary action may include the following:

- (a) Oral reprimand
- (b) Written reprimand
- (c) Demotion
- (d) Suspension
- (e) Discharge

Disciplinary action may be imposed upon any employee for failing to fulfill responsibilities as an employee. Conduct reflecting discredit upon the City or department, or which is a direct hindrance to the effective performance of city functions, shall be considered good cause for disciplinary action. Such cause may also include misconduct, inefficiency, incompetence, insubordination, misfeasance, the willful giving of false or confidential information, the withholding of information with intent to deceive when making application for employment, willful violation of departmental rules or this management resolution, commission of any matter listed in AMC §3.08.030.B or for political activities forbidden by state law.

- 11.2. Discharge. An employee having less than twelve months of continuous service shall serve at the pleasure of the city. An employee having continuous service in excess of twelve months may be discharged only for cause.
- 11.3. Due Process. Due process procedures shall be followed before a suspension without pay, demotion or discharge is imposed upon an employee.

Employees, other than those appointed by the Mayor and confirmed by City Council, may appeal a suspension without pay, demotion or discharge to the City Manager. The City Manager's decision shall be final.

12. Probationary Period.

- 12.1. New Employee Probationary Period. The probationary period is an integral part of the employee selection process and provides the City with the opportunity to upgrade and improve the departments by observing a new employee's work and training, by aiding new employees in adjusting to their positions, and by providing an opportunity to reject any employee whose work performance fails to meet required work standards. Every new employee shall serve a **continuous** probationary period of twelve (12) **full months of work performed** after which, upon recommendation of the department head, the employee shall be considered a regular employee. The probationary period may be extended upon request of the department head if an adequate determination cannot be made at the end of the probationary period.
- 12.2. Promotional Probationary Period. An employee promoted into a management or confidential position will be required to serve a **continuous promotional probationary period of twelve (12) full months of work performed**. The City

may at any time demote an employee on promotional probationary status to the employee's previous position with or without cause.

13. General Provisions.

- 13.1. Non-Discrimination. The provisions of this resolution shall be applied equally to all employees without discrimination as to race, color, religion, marital status, age, national origin, sex, sexual orientation or disability.
- 13.2. Other/Outside Employment. Outside employment shall be permitted only with the express prior written approval of the department head or City Manager. Such written approval shall be documented in the employee's Personnel File. The general principles to be followed by the City in permitting or restricting such outside employment shall be:
 1. The need for mentally and physically alert City employees;
 2. Insulating employees from potential conflict of interest situations;
 3. Maintaining efficiency unimpaired by other employment, particularly for those City positions requiring employees to be available for duty 24 hours a day. In the event the above principles are violated, the department head or City Manager may revoke previously granted permission to hold outside employment.
- 13.3. Worker's compensation. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the City. Compensation paid by the City for a period of sick leave also covered by workers' compensation shall be equal to the difference between the Workers' compensation pay for lost time and the employee's regular pay rate.
- 13.4. Liability Insurance. The City shall purchase liability insurance in the maximum amounts set forth in ORS 30.270 for the protection of employees against claims against them incurred in or arising out of the performance of their official duties.

14. Compensation

- 14.1. Pay Periods. Employees shall be paid on a bi-weekly basis, on every other Friday. In the event a regularly scheduled pay date falls on a holiday, the preceding workday shall be the pay date.
- 14.2. Compensation - Pay Schedule. When any position not listed on the pay schedule is established, the City Manager shall designate a job classification and pay rate for the position in accordance with **City policies**.
- 14.3. Overtime. Exempt management employees are expected to devote whatever

time is necessary to accomplish their jobs. For all non-exempt employees, the City has the right to assign overtime work as required in a manner most advantageous to the City and consistent with the requirements of municipal service and the public interest.

14.4. Form of Compensation. The City Manager, City Attorney, department heads and exempt supervisors are not eligible for paid overtime but are allowed compensatory time off at their own discretion depending on the operating requirements of the City. Non-Exempt supervisors and confidential personnel shall be compensated at the rate of time and one-half the regular rate **of pay for all work performed in excess of 40 hours in a workweek. Overtime work may be paid in the form of compensatory time off at the applicable rate, subject to supervisor approval.** No employee shall have more than 40 hours of compensatory time on the records at any time.

14.5. Administration of Pay Plan. Employees shall be entitled to pay in accordance with the current salary resolution. In the event of a vacancy, the City Manager may appoint a new employee at any appropriate step within the pay range.

14.6. Cost of Living Adjustment (COLA). The salary schedule for all positions covered by this Resolution shall be adjusted annually as follows:

- July 1, 2025 – **Wage adjustment per the City’s comp & class study where employees will be placed in the new salary schedule on the step closest their current salary without a decrease. All employees whose placement into the new salary schedule results in an increase of less than 2.5% as of June 30, 2025, will be moved up one additional step automatically. All current employees’ anniversary dates, for reasons specific to the salary schedule, will be adjusted to July 1, 2025.**
- July 1, 2026 – 2%
- July 1, 2027 – 2%

14.7. Longevity Pay: Employees shall be entitled to an annual bonus to be paid on the first pay date in December as outlined below in recognition of their service to the City.

- Upon 5 year anniversary annual bonus of \$1000
- Upon 10 year anniversary annual bonus of \$1250
- Upon 15 years anniversary annual bonus of \$1500

14.8 Executive Recruitment

The City Manager may negotiate Executive Level recruitments and terminations within budgeted amounts for the purposes of:

- Staying competitive
- Internal equity
- Diversification of workforce

- Organizational continuity
- The transition to an at-will workforce under a City Manager form of government

15. Health, Welfare and Retirement.

The City agrees to provide health, welfare, and retirement benefits in accordance with Appendix "B" for employees subject to this resolution.

16. Compliance with FLSA.

This resolution shall be interpreted in a manner to preserve the exempt status of the City's bona fide administrative, executive, and professional employees, as those terms are used in the Federal Fair Labor Standards Act (FLSA). Such exempt employees shall not have their pay docked or reduced in any manner that would be inconsistent with the salary test set forth in the FLSA, and they are not subject to disciplinary suspensions of less than a week except for major safety violations.

17. Effective Date. This resolution shall be effective from **July 01, 2025 to June 30, 2028.**

This resolution was read by title only in accordance with Ashland Municipal Code §2.04.090

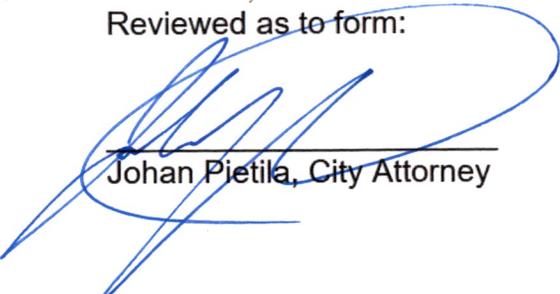
duly PASSED and ADOPTED this 5 day of August, 2025.


Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 5 day of August, 2025.


Tonya Graham, Mayor

Reviewed as to form:


Johan Pietila, City Attorney

"APPENDIX A"

**City of Ashland
Non-Represented Salary Schedule
Effective 7/1/2025**

Updated as of 7/7/2025

Pay Grade	JOB TITLE	Steps occur every 12 months	1	2	3	4	5	6	7	8
300		Hourly	\$24.50	\$25.23	\$25.99	\$26.77	\$27.58	\$28.41	\$29.26	\$30.14
		Annual	\$50,960.00	\$52,478.40	\$54,059.20	\$55,688.26	\$57,366.40	\$59,092.80	\$60,860.80	\$62,691.20
300 Parks	Park Technician I									
305		Hourly	\$26.46	\$27.25	\$28.07	\$28.92	\$29.78	\$30.67	\$31.59	\$32.54
		Annual	\$55,036.80	\$56,680.00	\$58,385.60	\$60,143.32	\$61,942.40	\$63,793.60	\$65,707.20	\$67,683.20
305 NU	Administrative Assistant									
305 Parks	Park Technician II									
310		Hourly	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$33.74	\$34.75	\$35.79
		Annual	\$60,548.80	\$62,358.40	\$64,230.40	\$66,157.65	\$68,140.80	\$70,179.20	\$72,280.00	\$74,443.20
310 NU	Executive Assistant									
310 Parks	Park Technician III									
310 Parks	Program Coordinator									
320		Hourly	\$33.95	\$34.97	\$36.02	\$37.10	\$38.21	\$39.36	\$40.54	\$41.76
		Annual	\$70,616.00	\$72,737.60	\$74,921.60	\$77,166.28	\$79,476.80	\$81,868.80	\$84,323.20	\$86,860.80
320 NU	Accounting Specialist									
320 NU	Procurement Specialist									
320 NU	Senior Executive Assistant									
325		Hourly	\$36.67	\$37.77	\$38.90	\$40.07	\$41.27	\$42.51	\$43.79	\$45.10
		Annual	\$76,273.60	\$78,561.60	\$80,912.00	\$83,339.58	\$85,841.60	\$88,420.80	\$91,083.20	\$93,808.00
325 NU	Fire Community Coordinator									
325 NU	Fire & Life Safety Specialist									
325 NU	IS Analyst/Programmer									
325 Parks	Parks Supervisor - Recreation									
325 NU	Accounting Analyst									
330		Hourly	\$39.60	\$40.79	\$42.01	\$43.27	\$44.57	\$45.91	\$47.29	\$48.71
		Annual	\$82,368.00	\$84,843.20	\$87,380.80	\$90,006.75	\$92,705.60	\$95,492.80	\$98,363.20	\$101,316.80
330 NU	Administrative Coordinator									
330 NU	Customer Service Supervisor									
330 NU	Facilities Supervisor									
330 NU	Human Resources Coordinator									
330 NU	Junior Network Administrator									
330 NU	Maintenance Supervisor									
330 Parks	Parks Supervisor - Parks Operations									
330 NU	Senior Information Analyst									
335		Hourly	\$42.77	\$44.05	\$45.37	\$46.73	\$48.14	\$49.58	\$51.07	\$52.60
		Annual	\$88,961.60	\$91,624.00	\$94,369.60	\$97,207.29	\$100,131.20	\$103,126.40	\$106,225.60	\$109,408.00
335 NU	Administrative Supervisor									
335 NU	Asset Management Technician									
335 NU	Communications Coordinator									
335 NU	Development Services Supervisor									
335 NU	Division Manager - Recreation									
335 NU	Housing Program Administrator									
335 NU	Senior Planner									
335 NU	Sr Human Resources Coordinator									
335 NU	Street Supervisor									
335 NU	W/WW Refuse Supervisor									
335 NU	Water Plant Supervisor									
335 NU	Water Quality Supervisor									
335 NU	WW Collections Supervisor									

340		Hourly	\$46.18	\$47.57	\$49.00	\$50.47	\$51.99	\$53.55	\$55.16	\$56.81
		Annual	\$96,054.40	\$98,945.60	\$101,920.00	\$104,983.87	\$108,139.20	\$111,384.00	\$114,732.80	\$118,164.80
340 NU	Accounting Manager									
340 NU	Division Manager - Parks Operations									
340 NU	Finance Manager									
340 NU	Network Administrator									
345		Hourly	\$49.88	\$51.38	\$52.92	\$54.51	\$56.15	\$57.83	\$59.56	\$61.35
		Annual	\$103,750.40	\$106,870.40	\$110,073.60	\$113,382.58	\$116,792.00	\$120,286.40	\$123,884.80	\$127,608.00
345 NU	City Recorder									
345 NU	Emergency Operations Coordinator									
350		Hourly	\$53.88	\$55.50	\$57.16	\$58.87	\$60.64	\$62.46	\$64.33	\$66.26
		Annual	\$112,070.40	\$115,440.00	\$118,892.80	\$122,453.19	\$126,131.20	\$129,916.80	\$133,806.40	\$137,820.80
350 NU	Assistant to the City Manager									
350 NU	Building Official									
350 NU	GIS Manager									
350 NU	IT Manager									
350 NU	IT/AFN Manager									
350 NU	Planning Supervisor									
350 NU	Senior Engineer									
355		Hourly	\$58.18	\$59.93	\$61.73	\$63.58	\$65.49	\$67.45	\$69.47	\$71.55
		Annual	\$121,014.40	\$124,654.40	\$128,398.40	\$132,249.44	\$136,219.20	\$140,296.00	\$144,497.60	\$148,824.00
355 NU	Deputy Finance Director									
355 Parks	Deputy Parks Director									
355 NU	Deputy Public Works Director									
355 NU	Deputy Technology Director									
355 NU	Fire Division Chief									
355 NU	Fire Marshal									
360		Hourly	\$62.84	\$64.73	\$66.67	\$68.67	\$70.73	\$72.85	\$75.04	\$77.29
		Annual	\$130,707.20	\$134,638.40	\$138,673.60	\$142,829.40	\$147,118.40	\$151,528.00	\$156,083.20	\$160,763.20
360 NU	Assistant Attorney									
360 NU	Deputy Fire Chief									
360 NU	Deputy Police Chief									
365		Hourly	\$67.86	\$69.90	\$72.00	\$74.16	\$76.39	\$78.68	\$81.04	\$83.47
		Annual	\$141,148.80	\$145,392.00	\$149,760.00	\$154,255.75	\$158,891.20	\$163,654.40	\$168,563.20	\$173,617.60
365 NU	Director of Community Development									
365 NU	Director of Finance									
365 NU	Director of Human Resources									
365 NU	Director of Innovation & Technology									
365 Parks	Director of Parks & Recreation									
370		Hourly	\$73.30	\$75.50	\$77.76	\$80.09	\$82.50	\$84.98	\$87.53	\$90.16
		Annual	\$152,464.00	\$157,040.00	\$161,740.80	\$166,596.21	\$171,600.00	\$176,758.40	\$182,062.40	\$187,532.80
370 NU	Director of Electric									
365 NU	Director of Public Works									
370 NU	Fire Chief									
370 NU	Police Chief									
375		Hourly	\$79.16	\$81.53	\$83.98	\$86.50	\$89.10	\$91.77	\$94.52	\$97.36
		Annual	\$164,652.80	\$169,582.40	\$174,678.40	\$179,923.91	\$185,328.00	\$190,881.60	\$196,601.60	\$202,508.80
375 NU	Deputy City Manager									
380		Hourly	\$83.12	\$85.61	\$88.18	\$90.83	\$93.55	\$96.36	\$99.25	\$102.23
		Annual	\$172,889.60	\$178,068.80	\$183,414.40	\$188,920.10	\$194,584.00	\$200,428.80	\$206,440.00	\$212,638.40
380 NU	City Attorney									
385		Hourly	\$88.66	\$91.32	\$94.06	\$96.88	\$99.79	\$102.78	\$105.86	\$109.04
		Annual	\$184,412.80	\$189,945.60	\$195,644.80	\$201,514.78	\$207,563.20	\$213,782.40	\$220,188.80	\$226,803.20
385 NU	City Manager									

APPENDIX "B"
Health, Welfare, and Retirement Benefits

The city agrees to provide health, welfare and retirement benefits in accordance with this appendix for employees subject to this resolution.

1. Health Insurance.

The City will pay 90% of the total monthly health premium (Medical, dental and vision) for the base plan CIS Copay H, with the employee paying the remaining 10% on a pre-tax basis. The employee will have the option to buy-up to a lower deductible plan, CIS Copay F. **Employees will be responsible for paying the difference in premiums between the base plan and the premium plan each month by payroll deduction. Employees may choose between Willamette Dental with Ortho or Delta Dental III with Ortho.**

The City reserves the right to make funding decisions regarding our health benefit program. We will strive to retain equivalent benefit offerings wherever feasible.

2. Life Insurance. Premiums for life insurance for each employee at one times annual salary (Up to a maximum \$100,000).
3. Dependent's Life Insurance. Premiums for \$1,000 life insurance policy for each qualified dependent of an employee.
4. Retirement. As required by law, the City will contribute to the Oregon State Public Employees Retirement System for each employee. Enrollment will commence six months from the date of employment for new employees, unless that person was in PERS immediately before coming to work for the City. Upon retirement, one-half of unused sick leave earned will be applied to retirement as provided in statute. The City will also assume or pay the employees' contributions for employees at a uniform rate of six (6) percent.
5. Medical Insurance for Retirees. All employees retiring from City employment and their eligible dependents will have the option of continued participation in the City's medical insurance program at the same monthly group premium as active employees. The retiree must be actively covered under the City's group plan at the time of retirement to be eligible for continued retiree coverage. Retirees must make their health insurance payment to the City or designated Third Party Administrator as agreed upon each month to continue health coverage. The right to participate and medical coverage ceases when the retiree or his or her eligible dependent(s) become Medicare-eligible at age 65.

Any employee retiring in a position covered by this resolution with 15 or more years of consecutive service shall be provided with a payment equivalent to the Blue Cross Preferred Choice 65/ Plan C when he or she reaches age 60. Payments will be made directly to the employee on a quarterly basis. Qualifying employees may elect direct

deposit of this payment. No payment will be made after the qualifying employee's death.

Any employee hired on or after July 1, 2008, or hired into management on or after July 1, 2008 will not be eligible to receive retiree benefits under this provision. Employees hired on or before June 30, 2008 will continue to be eligible as long as the criteria for benefit eligibility are met.

6. Deferred Compensation. Deferred compensation in the amount of **\$100.00** per month in matching funds per employee enrolled in a City deferred compensation program.
7. HRA/VEBA. The City will contribute an amount equal to 3.5% of salary for each employee covered by this resolution to HRA/VEBA.

7.1. HRA/VEBA for Retirees. Upon retirement, employees covered by this resolution shall receive a percentage of their unused sick leave balance credited to their individual HRA/VEBA account. Credit will be paid at the employee's wage rate at retirement in accordance with the following schedule:

UNUSED SICK LEAVE HOURS	PERCENTAGE OF CREDIT
100-399	30%
400-599	40%
600-960	50%

Employees must provide, to the City, ninety (90) days' written notice of their intent to retire to be eligible for this benefit.

No compensation for unused accrued sick leave shall be provided if an employee is terminated for any other reason.

8. Mercy Flights. The City agrees to pay the premium for household membership in **Mercy Flights** for combined air and ground ambulance transport service.