

Exhibit C

Note: Effective on July 1, 2024

Chapter 3.14 Bureau of Human Resources

3.14.010 Organization.

The Bureau of Human Resources will be supervised by a Director who will report to the City Administrator. The responsibilities of the Bureau of Human Resources will include coordination and control of the administrative and technical activities relating to maintenance of a comprehensive human resources system for the City, including labor relations and negotiations, promoting diversity and equity in outreach employment and recruitment services, classification and compensation, training and workforce development, human resources systems, payroll, deferred compensation, and employee benefits and wellness. The Director will be responsible for the health benefit plan administration and funding including the Health Insurance Fund.

3.14.020 Responsibilities.

A. The Director will formulate, administer, and monitor administrative rules approved by the City Administrator, including provisions for:

1. Recruitment, examination, certification, and appointment on the basis of applicants' knowledge, skills, and abilities.
2. Classification and compensation.
3. Employee behavior and expectations.
4. Disciplinary guidelines with notice to employees of prohibited practices.
5. Employee training and development.

B. In accordance with Oregon law, the Director, on behalf of the City, may enter into agreements with labor organizations, recognizing their exclusive representation of specified classifications within City service.

C. Dispute Resolution.

1. The Director is the official interpreter for the City pertaining to its collective bargaining agreements and any other written compensation and benefits plans and personnel policies established by the City.

2. The City Administrator will retain the right to hear individual grievances and or complaints on a case-by-case basis. In settling such grievances and or complaints, the City Administrator will do so with the advice and consent of the City Attorney and the Director. The Commissioner-in-Charge of a bureau will have the City Administrator's rights in this Subsection before January 1, 2025.

3. If the City Administrator does not retain jurisdiction of a grievance or complaint within one week of receiving the issues, then the Director will automatically have jurisdiction to settle the issue. The Commissioner-in-Charge of a bureau will have the City Administrator's rights in this Subsection before January 1, 2025.

4. Disputes will be resolved as follows:

a. Within one day following the filing of a written grievance under a collective bargaining agreement or complaint under other written personnel policy adopted by the City Administrator, the bureau or department recipient of the grievance or complaint will provide a copy to the Director of the written grievance or other complaint document. During the investigation of grievances and complaints, the Director or designee(s) will be an agent of the Office of the City Attorney for purposes of representing the City.

b. Where the claim is for wages or other monetary benefit not exceeding \$5,000 per claimant, the supervisor, division manager, or bureau director may accept or adjust the claim in settlement on behalf of the City, where settlement is deemed prudent and appropriate, provided that:

(1) The Commissioner-in-Charge approves the settlement before January 1, 2025, or the City Administrator approves the settlement on or after January 1, 2025.

(2) The Director authorizes the settlement in writing and gives written notice to the payroll division or to the benefits program manager involved to draw and issue a check not exceeding \$5,000 per claim for the settlement expense, charged to the appropriate center code, account number, or fund.

(3) The Director determines settlement is in the best interest of the City and the City Attorney approves, notwithstanding any applicable Code or policy provision that requires payroll checks to be drawn only for services rendered. This Section will be narrowly applied.

(4) The City Attorney determines that the settlement agreement will not conflict with State or Federal laws, applicable ordinances, or collective bargaining agreements pertaining to conditions of employment.

c. Where a settlement agreement provides for payment of claims for back wages or other monetary benefit in an amount exceeding \$5,000, the settlement will not be authorized or enforceable unless approved by the Council by ordinance.

d. The Director is authorized to investigate complaints and reports of employment discrimination in accordance with other Code provisions, where applicable. During the investigation of complaints and reports, the Director will be an agent of the City Attorney for purposes of representing the City.

e. The Director will file a report to the Mayor and City Administrator two weeks after the end of each month with respect to settlements entered into pursuant to this Section.

f. The monetary thresholds for claims and settlements identified in this Section will be increased to \$50,000 on January 1, 2025.

D. The Director will establish objectives for the bureau and develop a plan for accomplishing these objectives and carrying out the mission of the bureau.

E. The Director will design, manage, and administer a comprehensive and competitive Classification Plan and Compensation Plan. The Director, by express delegation by ordinance from the Council, will fix the salary range, compensation plan, and benefits plan of all officers, agents, and employees of the City. No other bureau director or subordinate employee has the authority to change the salary range, compensation plan, or benefits plan of any City officer, agent, or employee.

F. The Director and a Benefits Manager will design, manage, and administer a comprehensive, competitive, and compliant benefits package, including the Deferred Compensation Program, as approved by the Council, including provisions for:

1. Medical, dental, and vision coverage;
2. A Dependent Care Assistance Plan;
3. A Medical Expense Reimbursement Plan;
4. Life insurance;
5. Long-term disability;
6. An Employee Assistance Program; and
7. A Deferred Compensation Program.

These provisions will include employee participation eligibility and enrollment, claims management, procedures for record-keeping, and responsibility for all applicable reporting and disclosure requirements.

G. The director's chief assistant or deputy will serve as the acting director and will perform the responsibilities of the director until a permanent successor is designated and takes office, when:

1. A director of any bureau or office is absent because of illness, disability, vacation, or leave of absence or when a director resigns, retires, or is discharged; and
2. No ordinance or written delegation of authority applies.

The City Administrator or Director is authorized to validate the positional status of any person serving as the acting director pursuant to this Section.