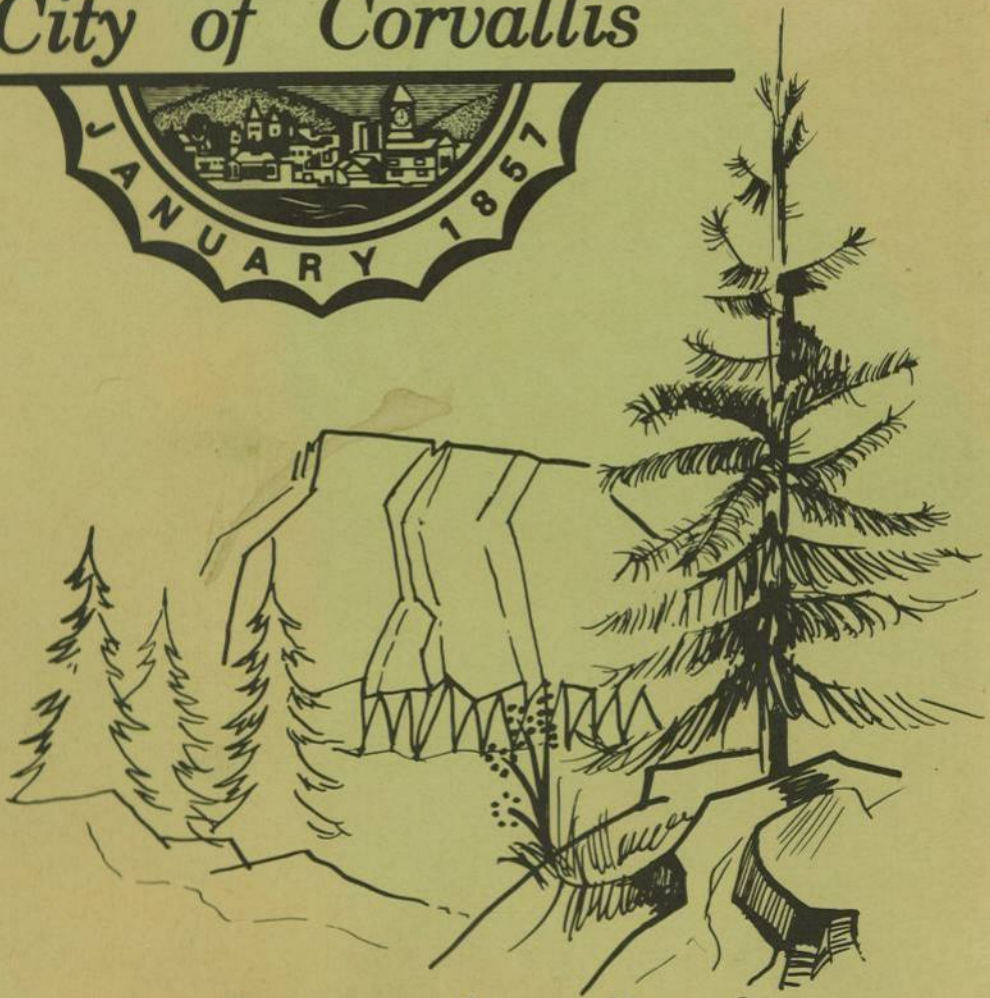
INCORPORATED

City of Corvallis

JANUARY 1857



employee's handbook

WELCOME!

As your City Manager, I would like to extend a warm personal welcome to you as a new City employee. The day you joined us you became a representative of City government in the eyes of the citizens of Corvallis. We hope you will become an enthusiastic representative. To speak for the City government confidently and enthusiastically, it will help if you are familiar with the City's history, its operations and the role you play.

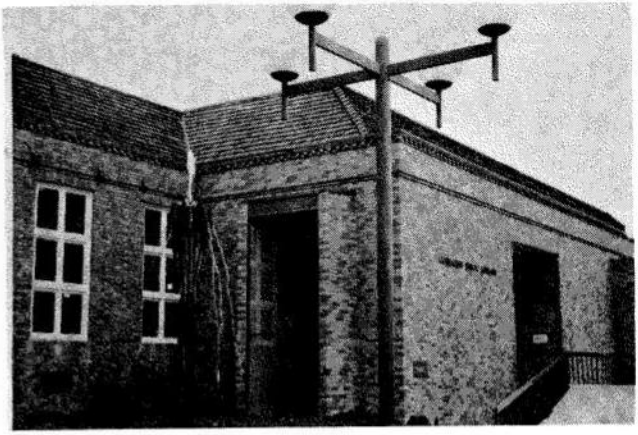
The City of Corvallis is responsible for providing municipal services to the nearly 40,000 people who make up the commercial and cultural center of a rapidly growing region. Fulfillment of our responsibility is crucial to the well-being of our citizens and is dependent upon the coordinated efforts of all City employees. The City's accomplishments can only be as effective as the people who carry out its program.

This handbook is intended as an introduction to City employment, to serve as a reference to the benefits which are yours as part of the City's governmental staff, and to help acquaint you with the rules and regulations of City employment.

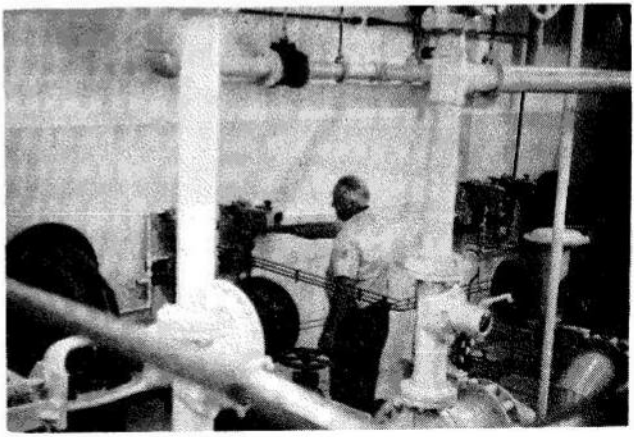
You will undoubtedly have questions which are not answered in this handbook. If so, ask your supervisor or the Personnel Office.

Welcome to the City of Corvallis and we hope your employment with us will prove to be a rewarding and enjoyable experience.

C. Dean Smith
City Manager



CORVALLIS PUBLIC LIBRARY



ROCK CREEK WATER TREATMENT PLANT

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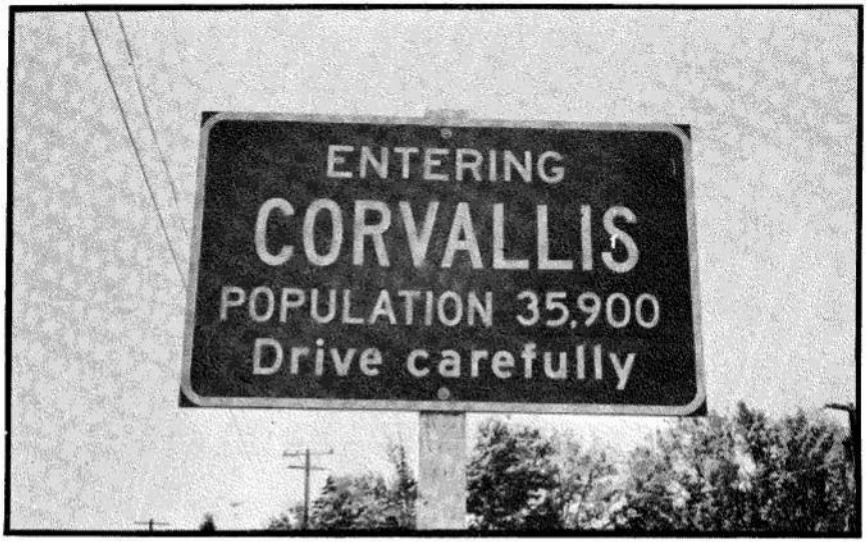


July 1, 1970
City of Corvallis

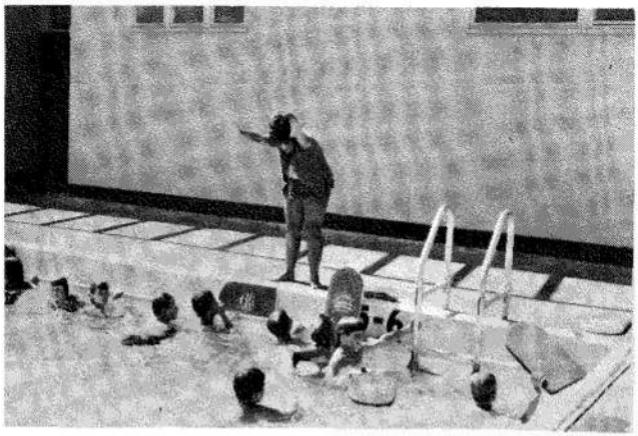
HISTORY OF CORVALLIS

The beginnings of the present City of Corvallis were land claims taken in 1845 by J. C. Avery and W. F. Dixon. By 1851, the City had two or three stores, a hotel, two blacksmith shops, a school and a ferry crossing the Willamette River. The settlement was originally called Marysville, but in 1853 this name was changed to Corvallis, a corruption of the Latin phrase meaning "Heart of the Valley".

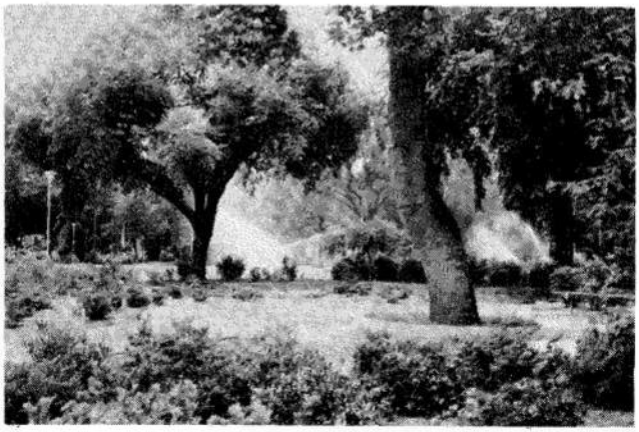
The pioneers were attracted by the rich land and the mild climate. Important also in the early growth of Corvallis was its location at the head of Willamette River navigation. During the gold rush in Southern Oregon, goods were transported by river from Oregon City to Corvallis where they were transferred to wagons or pack animals to be carried overland to Jacksonville.

Oregon State University was begun in 1856. It was originally incorporated as Corvallis College in 1858 and chartered in 1859. An act of Congress in 1862 provided land grants to colleges and in 1868, the Oregon Legislature designated Corvallis College as the recipient of the federal funds and began state supported higher education in Oregon. The name was later changed to Oregon Agricultural College and later to Oregon State University.

In 1948, a new City Charter was adopted changing the City government to its present Council-Manager form. By this time, the population of Corvallis exceeded 10,000. Since 1948, Corvallis has undergone nearly a four-fold increase in population making it the fourth largest city in Oregon.



SUMMER SWIMMING PROGRAM



CENTRAL PARK

YOUR CITY GOVERNMENT

The present Corvallis City Charter was adopted in 1948, giving the City a Council-Manager form of government with an elected Mayor, nine Councilmen and a Council-appointed City Manager. The Mayor and Councilmen are elected on a non-partisan ballot.

The Mayor

The Mayor is recognized as the policy leader of the City and as chief spokesman and head of the City for all public and ceremonial purposes. He presides at all Council meetings but has no vote except in the case of a tie. He appoints committees provided under the rules of the Council.

The City Council

The Councilmen have the responsibility for establishing policy to govern the affairs of the City, appointing and removing the City Manager, adopting a City budget for City revenues and expenses and performing other actions necessary to govern the City including the passage of ordinances and resolutions.

Three Councilmen are elected for six year terms from each of Corvallis' three wards. Their terms are staggered so that each ward elects a Councilman every two years.

The City Council meets the first and third Monday of each month at 7:00 p.m. in the City Hall. The meetings are open to the public.

Standing Committees and Advisory Boards

Various standing committees and advisory boards have been established by the City Council to give in-depth research and study to various aspects of City government and to present recommendations to the City Council. In most instances, the findings and recommendations of these committees and boards are advisory only and are not binding upon the City Council nor do they become effective until acted upon by the Council.

The City Manager

The City Manager is appointed by and directly responsible to the City Council. His duties include preparing and submitting the annual City budget, appointment and general supervision of all City employees, preparing reports and recommendations to the City Council, supervising all City purchasing, supervising the operation of City utilities and insuring the enforcement of all City ordinances.

The City Manager's office is responsible for a broad program of information activities that explain City policies, procedures and programs to Corvallis citizens, for assisting the Mayor and the City Council by answering correspondence and following up service requests and complaints. His office also provides the Council with analysis, background and research reports on various topics under consideration and coordinates efforts by all departments to best achieve Council goals.

The Manager, through the Personnel Officer, assists all City departments in personnel matters. He is responsible for the recruitment and examination of all potential City employees. All payrolls are approved by the Personnel Office. All departmental personnel actions are also reviewed by this office.



CITY COUNCIL IN SESSION

THE CITY DEPARTMENTS

Finance Department

Record keeping, accounting, purchasing and parking meter enforcement are consolidated in the Finance Department. Budget preparation is also centered around the accounting records of this department, although each department is responsible for planning its own portion.

Other facets of the Finance Department include billing and collection for the water - sewer utility, administration of the City's assessment program, collection of fines and bails and bond sales.

Fire Department

The basic objectives of the Fire Department are: to prevent fires from starting by a program of inspection and education; to prevent loss of life and minimize property damage in case a fire does start; to confine a fire to its place of origin; to perform emergency rescue and ambulance service; and to extinguish all fires once they occur.

Library

Library services are not only furnished to City residents but also to any resident in Benton County. The County assists in paying a share of the required operating costs. The main library is located at Sixth and Monroe Streets and sub-stations have been established throughout the County.

Park and Recreation Department

This department has the responsibility of maintaining and developing about 280 acres contained in the City park system and carrying out a year around program of recreational activities.

The employees in the parks maintain all the structures, picnic facilities and recreational equipment, take care of the zoo in Avery Park and do horticultural work such as pruning flowers, shrubs, plants and trees.

The activities in the recreation program span all age groups from preschool through senior citizens and include: instruction in athletics, games, music, swimming, handicraft; playground supervision and social functions.

Planning Department

The Planning Department performs both current and long range planning which includes population, economic, land use, transportation, recreation and community facilities studies. The Planning Department is responsible for preparing a comprehensive plan for Corvallis which serves as a policy guide to decisions about the physical development of the community and represents how both leaders in government and citizens want the city to develop in the future. The Department also assists in the implementation of the comprehensive plan through various tools such as zoning ordinances, subdivision regulations and capital improvement budgets and programs.

The Planning Department provides advisory and technical assistance to the City Manager concerning the present and future development of Corvallis.

Police Department

The Police Department has the duty and power to enforce the ordinances of the City and the laws of the State and Nation for the purpose of protecting persons and property and for the preservation of the peace of the community. To these ends, the department engages in patrol, apprehension of suspects, the gathering and presentation of evidence, detention of sentenced and unsentenced persons, regulation of traffic, investigation of traffic accidents, juvenile problems, custody of property and such services as are necessary to engage in these activities.

Public Works Department

The Public Works Department is responsible for planning, coordinating and directing all the operations of the utility, engineering, general maintenance, central services and building divisions.

Through its various divisions, the Public Works Department operates the City's sewage treatment plant, supplies up to 20 million gallons of water per day to Corvallis customers from the two water treatment plants, Rock Creek and the Douglas Taylor plant on the Willamette River, maintains over 100 miles of City streets and roads and over 200 miles of water and sewer lines.

The Public Works Department is also responsible for building inspection, building permits, engineering planning and design, maintenance of all City property and equipment and administering the municipal airport and industrial park.

The Merit System

The City of Corvallis operates under a merit system. This system was adopted by the City Council and can best be described as one designed to employ, retain and develop the most qualified people available. Pay increases, promotions and other forms of recognition are given when they have been earned.

Great care and attention are given to attracting well-qualified individuals. Employment procedures are designed to recruit people who meet high personal and occupational standards who can carry out their assignments competently and who have an individual capacity for growth. These characteristics are essential if City government is to meet the public's expectations for high quality governmental services.

Appointment and Probation

One may receive any one of three types of initial appointment: temporary appointment, limited to six months; part-time employment to a position requiring less than full-time work on either a daily or weekly basis; and a full-time probationary appointment leading to permanent appointment after a period of satisfactory service.

All new employees are on probationary status for a period of time after their initial employment. The length of probation varies from six months for most City employees to one year for male members of the Fire and Police Departments. The purpose of the probationary period is two-fold. First, it allows supervisors to evaluate performance on the job and second, it gives the new employee an opportunity to decide if the work is to his liking.

At the end of the probationary period, the supervisor will appraise the employee's work. If job performance meets work standards and if the the employee's attitude, willingness and conduct are acceptable, he will be given permanent status. If at any time during the probationary period, it is found that the employee is doing unsatisfactory work or is ill-fitted for the position, that employee may be dismissed. If, on the other hand, a new employee is dissatisfied with the work, he may discontinue his service without bias or prejudice to mar his record.

Classification

The City uses position classifications as a guide toward "equal pay for equal work". The classification plan defines the nature of your position on the City team.

Classification tells you what is required of you for your particular position and it also gives you an indication of promotional possibilities.

When you start to work, ask your supervisor or department head for a copy of your job description. If he doesn't have one, it may be secured through the Personnel Office.

Promotions and Transfers

All positions with the City are filled on a competitive basis to insure that the most able and best qualified candidates are selected. You may apply and be considered for any vacancy for which you are qualified.

If enough qualified candidates for a vacancy are available within the City organization, competition for the position may be limited to City employees at the discretion of the City Personnel Officer.

Transfers from one department to a comparable vacant position in another department can be made with the approval of both department heads and the City Personnel Officer. No competition for the position will be held unless more than one City employee desires the position.

Pay Plan

The pay plan is based on the general level of pay for your particular classification. Our pay plan allocates each class in the City to a particular range with a minimum (starting) salary with graduated steps based on merit until the maximum is reached.

Normally the minimum of the salary range will be the starting salary for a new employee. However, in instances where a new employee has exceptional experience or training which is above that required for a starting employee, it is possible to hire above the minimum rate. The department head in consultation with the Personnel Officer will examine the credentials of such an applicant before an exception is granted.

Once the starting rate has been determined, the employee should not expect a merit increase to the next step higher until six months of satisfactory work has been completed. The pay plan is based on an

interval of six months between steps A and B and steps B and C; and one year between C, D, E, and F until the maximum is attained. When the employee reaches the maximum for his classification, no future pay increases will be awarded unless the position is re-rated.

Keep in mind that nothing is automatic in the pay plan. In order to receive you normal salary increases, you will have to maintain a satisfactory job performance.

When you receive a copy of your job description, you should also be furnished with information regarding the pay range and steps for your particular classification.

Residence Requirements

Your are encouraged, although not required, to live within the City Limits of Corvallis. You will not, however, be allowed to live such a distance from the City as to seriously impair your accessibility in case of emergency need of your services.

Nepotism

It is the policy of the City to discourage employment of relatives in the same department. No husband or wife or other immediate family member may be employed in the same department and no relatives may be employed where one might be in a position to supervise or be supervised by the other.

Political Activities

There are no restrictions upon you as a City employee engaging in political activities with the exception that:

1. You must confine your political activities to non-working hours.

2. You must not use your position as a City employee to influence or further the cause of any political party, candidate or election.

3. Your activites must not reflect discredit upon the City government.

4. The City Charter forbids the City Manager or any other City employee from taking part in securing or contributing money towards the nomination or election of any candidate for municipal office.

Records

The personnel section of the Finance Department establishes and maintains a file on each employee. It is very important that you notify the personnel section of any changes in your personal information such as name, address, telephone number, or marital status. Equally important are changes in family status which would affect your income tax withholding, insurance and pension beneficiaries. Failure to report such changes could cause you and your family unfortunate hardship or inconvenience.

Outside Employment

Outside employment is permitted, but is not encouraged. If you contemplate outside employment, you must first obtain the approval of your department head.

Outside employment will not be allowed if:

1. It materially, physically or mentally interfers with your ability to do your City job.

2. It would reflect adversely on you or the City.

3. It conflicts with your duties with the City.

Employee Behavior

As a City employee, you will often be in the public eye and will represent the City in your actions and appearance. Because of this, you will be expected to maintain high standards of performance, conduct and behavior. Employees who do not maintain these standards are subject to removal or other disciplinary actions.

Actions which may lead to removal or disciplinary action include: inefficiency, dishonesty, incompetence, insubordination, indolence, malfeasance, drunkeness, use of narcotics, immoral conduct or other unfitness to render effective and satisfactory service.

The City Manager is the final authority in all cases of discharge or other disciplinary action.

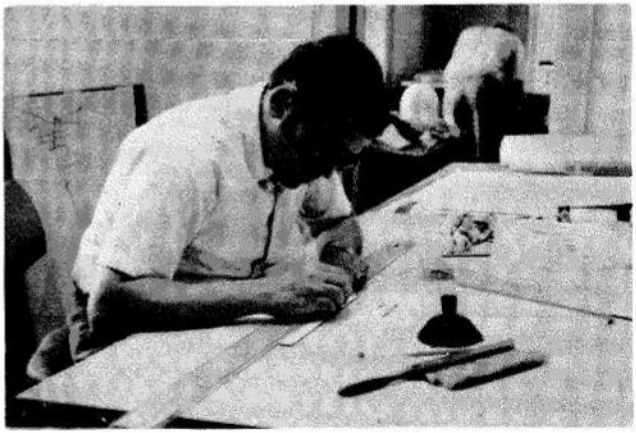
Grievance Procedure

If you feel you have a grievance concerning any aspect of your employment, you should first attempt to reach a satisfactory solution through

discussion with your immediate supervisor. If a satisfactory solution is not reached, you may appeal to your supervisor's immediate superior and then to the City Manager. You may also make a formal appeal in writing through the chain of command.

Most, if not all, employee grievances can be resolved through these informal supervisor-employee discussions. However, in those rare cases where a settlement cannot be reached, you may appeal to the Personnel Appeals Board by submitting a written statement to the Personnel Officer stating the nature of your grievance and your desire to obtain a hearing by the Personnel Appeals Board.

If you have a grievance, see your supervisor immediately. Chances are you will find him understanding and eager and able to help solve your problem.



PLANNING DEPARTMENT

WORKING HOURS AND COMPENSATION

Working Hours

Each department head will establish a work schedule for his department. The schedule will normally provide for a work week of forty hours. The schedule for Fire Department personnel assigned to shifts will usually provide for a 56 hour work week.

City offices will be open from 8:00 a.m. until 5:00 p.m., Monday through Friday except on holidays. Some departments, divisions or sections such as the Library or the Police Department have work days and hours which may vary according to individual operating schedules in order to provide the best service to the public.

Overtime

Overtime is usually required in emergencies only. Occasionally, however, situations may arise where overtime must be planned on a scheduled basis. If you are requried to work longer than a normal work week, your overtime will be compensated as follows:

For all overtime accumulated up to 32 hours, you will be granted compensatory time off at time and a half.

For all overtime accumulated over 32 hours, you will be given a cash payment at time and a half.

Arrangements for taking compensatory time off must be cleared with your supervisor in advance. You should attempt to take any accrued compensatory time off as soon as possible.

Certain supervisory and administrative personnel are not eligible for overtime credit. If you are unsure as to whether you are eligible for overtime credit, check with the Personnel Office or your department head.

Pay Day

All monthly and hourly employees will be paid once a month on the first of the month except for December. In December, pay day will be on the last working day of that month.

You may, should an emergency arise, request a "draw" on your monthly salary. This draw can be no more than 40% of your monthly salary. The request for the draw must be made through your department head and should be made only when a real necessity exists. The draw date is the 18th of each month.

Vacations

The City of Corvallis recognizes the value of vacations for all employees. Vacations enable you to escape from work-day problems and return to work in a refreshed frame of mind. Therefore, with rare exceptions, the City encourages you to take your accrued vacation annually.

Permanent employees accrue vacation time at the following annual rates:

	Shift Fire Dept. Personnel	Shift Police Personnel	All Other City Employees
Up to 10 years service	7 1/2 shifts *	19 wrkg. days*	12 wrkg. days
10-20 years service	9 1/2 shifts *	22 wrkg. days*	15 wrkg. days
Over 20 years service	11 1/2 shifts *	28 wrkg. days*	21 wrkg. days

* Includes vacation time granted in lieu of holidays.

You may accumulate up to ten days vacation time more than one year's accumulation. Firemen may accumulate up to three extra shifts.

If you have been appointed to a probationary position, you will accumulate vacation time but you will not be able to use it. Once you have successfully completed the probationary period, you are eligible to take vacation with pay. An employee who terminates his employment before completion of the probationary period receives no credit for vacation pay.

Your vacation schedule must be arranged in advance with your department head. In scheduling vacations, your department head will consider: (1) the needs of the City; (2) minimum interference with City business; and (3) seniority.

Generally, vacations will not be longer than time accrued except by special arrangement with your department head and the City Manager.

If you separate in good standing from City employment and are not a probationary employee, you will receive payment for your unused vacation pay.

Holidays

The City of Corvallis observes seven paid holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

In addition, any holiday declared by the Governor of the State or the Mayor expressly applying to City employees will also be a holiday.

Whenever a holiday falls on a Saturday, the preceding Friday will be a paid holiday. When a holiday falls on a Sunday, the following Monday will be a paid holiday.

If your duties require that you work on a holiday, you will be given compensatory time off.

Shift Fire and Police personnel required to work holidays receive additional vacation time in lieu of holidays.

Sick Leave

For your benefit, the City has developed a plan to cover your salary when you are unable to work because of sickness or injury. It is a real protection for you and as such, it is to your benefit to accumulate sick leave for the times you really need it.

You will accrue sick leave at the rate of one day for each month of City employment up to a total of 90 days. Temporary employees are not eligible for sick leave.

If you are unable to work due to sickness or injury, you must notify your supervisor as soon as possible.

Valid reasons for taking sick leave are:

1. Personal illness or injury.
2. Enforced quarantine in accordance with community health regulations.
3. Medical and dental appointments, including examinations and preventative treatment.

Sick leave will not be allowed for illness or incapacity caused by drug addiction or intoxication or illness or incapacity due to pregnancy. Also, sick leave will not be allowed if the employee stays home due to the illness of someone else in the family.

If you are unable to work due to an accident incurred on the job covered by Workman's Compensation Insurance, you may use your sick leave to compensate for any difference between Workman's Compensation and full pay. In this case, your time away from work will be charged against sick leave on a pro-rated basis.

You may not borrow sick leave or take more sick leave than you have accrued. If you use up all of your sick leave and are still unable to return to work, you may use any unused exchange time or vacation time you may have accrued.

The City, of course, has the right to ask your physician to provide certification of your illness or injury.

No payment will be made for unused sick leave.

Emergency Leave

In the event of a death in your immediate family, an emergency leave with pay of up to three days may be granted. This leave will be charged against your sick leave time.

In the event of serious illness in your family, you may be granted an emergency leave without pay. However, if you wish and if you have sufficient time accrued, you may charge emergency leave against vacation time and receive full pay.

Military Leave

If you have served with the City for six months or more, you are entitled to a military leave of absence for a period of not more than fifteen days in any one year. This leave will be granted without loss of pay, time, other leave or any other rights or benefits to which you are entitled.

If you are a permanent employee, you will be entitled to military leave of absence without pay for extended service with the Armed Forces of the United States. Upon honorable separation from the Armed Forces, you may return to a position in the same class you previously held without loss of seniority or employment rights.

Religious Services

Work permitting, you may be granted a leave of absence with pay for the purpose of observing or attending religious services on major religious holidays.

Other Leaves

You also may be granted leave, with or without pay depending upon the circumstances, for jury duty or appearance in court as a witness. See your supervisor for specific details.



STREET REPAIR CREW

FRINGE BENEFITS

As a new City employee, you should be aware that the City provides an attractive fringe benefit program for you. The cost to the City for these fringe benefits amounts to over 25% of your gross pay. At present, the City pays out, in cash, nearly $100 per month per employee. This figure does not include those fringe benefits such as vacations, holidays, sick leave, emergency leave, or coffee breaks which do not require a cash outlay but which, none the less, represent a real cost to the City.

When you receive your monthly pay check, you should remember that in addition to your take home pay, the following benefits are provided for you:

Workman's Compensation Insurance (Industrial Accident)

Hospital, Surgical and Medical Insurance

Life Insurance

Accidental Death and Dismemberment Insurance

Public Employee's Retirement System

Social Security

Tuition Payments

Holidays

Vacations

Sick Leave

Military and Emergency Leave

Clothing Allowance for Police and Fire Personnel

Hospital, Medical and Surgical Plan

You will become eligible for Blue Cross Insurance the first day of the month following the first 30 days you are employed by the City. The City will pay for your monthly insurance cost; however, you must fill out and sign a Blue Cross enrollment card at the City Payroll Office or with the clerk at the City shops for your insurance to become effective.

Similar medical insurance is available for your dependents. This insurance must be paid for by pay roll deduction. If you wish this insurance

for your family, you must enroll in this program during the first 30 days of your employment with the City. If you do not enroll during the first 30 days, you will not have an opportunity to enroll until the annual February reopening date.

Blue Cross hospital, medical and surgical insurance provides liberal benefits for hospitalization, surgery, x-rays, examinations, tests, doctors' fees and ambulance service. Full details of this plan can be obtained from the personnel section of the Finance Department.

Life Insurance

You are covered by a $1,000 life insurance policy in the event of your death from any cause at any time or place while you are employed by the City. Payment will be made in either a lump sum or in installments to the beneficiary named by you. You may change the beneficiary at any time.

You are also covered by an additional $1,000 accidental death and dismemberment insurance provided by the City. This insurance covers loss of life, limb or sight caused by an accident.

You may convert your group life insurance to an individual policy without a physical examination within the first 31 days after you leave City employment.

Further details on this protection may be obtained at the personnel section of the Finance Department.

Public Employees' Retirement System

As a permanent employee of the City of Corvallis, you are required to become a member of the Public Employees' Retirement System after completing six months service with the City.

The object of the retirement system is to provide a monthly retirement income at regular retirement age which, together with social security income, will be approximately one-half of your average earnings of your last five years of employment.

Compulsory deductions are made from your pay in amounts depending on your salary. The City of Corvallis matches your contribution to the retirement system. You may withdraw the contributions you have made to the retirement system if you leave City employment for any reason before you reach retirement age. You may also transfer your contributions to another City or political subdivision of the State of Oregon which is a member of the retirement system if you should be employed by them.

If you choose, you may have up to one-half of your contributions placed in a variable annuity account which will invest this money in stocks. Once you have chosen this option, however, you may not reduce or change your decision. If you wish to take advantage of the variable annuity account, you must sign and fill out a form in the personnel section of the Finance Department.

Further details on the Public Employees' Retirement System are available in the personnel section of the Finance Department.

Social Security

For your benefit, the City participates in Social Security. The City matches your contribution in this plan. At present, Social Security is paid on the first $7,800 of each employee's annual salary.

You may retire and receive insurance payments at the age of 65. When retiring at this age, there are limits on the amount of other earnings you can receive. The amount you will receive at retirement will vary considerably with the amount earned while working for the City.

For further details on Social Security benefits, contact the local Social Security office or the personnel section of the Finance Department.

Tuition and Training Payments

You may be reimbursed for 50% of the cost of tuition and books for training which is related to your job if this training is approved by the Personnel Officer.

All applications for educational reimbursement must be approved by the Personnel Officer prior to your enrolling in the course.

Other Benefits

Approximately $[illegible]00 per year for uniforms is provided to uniformed members of the Police and Fire Departments.

LEAVING THE CITY

Notice of Resignation

It is hoped that you will have a long and rewarding career with the City of Corvallis. After even a short period of employment with the City, you will have begun to accumulate benefits which may be entirely lost if you leave. However, should you decide to leave, you must give your department head at least two weeks notice of your intention to leave in order to resign in good standing. This will give your department time to find a replacement and will facilitate issuance of your final pay check.

Before you leave, you should also contact the personnel section of the Finance Department to complete the necessary papers regarding the disposition of your retirement contributions, conversion of your insurance plan and other related matters.

Retirement

Compulsory retirement age for all City employees is 65 years of age except for Police and Fire Department personnel for whom retirement age is 60. Any City employee may, at his or her own option, retire up to five years before compulsory retirement age. However, early retirement will result in reduced monthly retirement benefits.

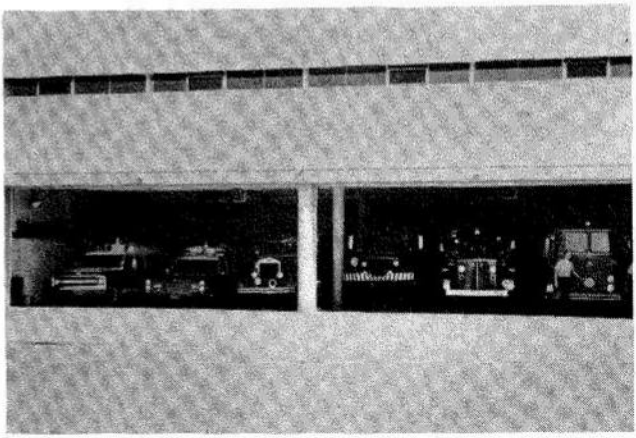
Upon reaching retirement age, an employee may request to be retained for an additional period of time. This request must be approved by the department head, the City Manager and the State Retirement Board.

These requests will be carefully reviewed and will be approved only in special circumstances. Request for retirement extensions must be submitted prior to your retirement date.

When planning retirement, contact the personnel office for further information and individual counseling.



ANNUAL CITY EMPLOYEE'S PICNIC
AT AVERY PARK



MAIN FIRE STATION

PREPARED - DECEMBER 1970
BY: PERSONNEL OFFICE