

City of St. Helens  
**RESOLUTION NO. 1922**

A RESOLUTION TO AMEND THE CITY OF ST. HELENS PERSONNEL  
POLICIES AND PROCEDURES HANDBOOK AND THE TECHNOLOGY  
AND TELEWORK POLICIES AND PROCEDURES HANDBOOK

**WHEREAS**, the City Council adopted Resolution No. 1913, the Personnel Policies and Procedures Handbook, on April 7, 2021; and

**WHEREAS**, the City Council adopted Resolution No. 1901, the Technology and Telework Policies and Procedures Handbook, on October 21, 2020; and

**WHEREAS**, from time to time the City finds it necessary to update policies and procedures handbooks.

**NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS:**

- 1.** The City of St. Helens Personnel Policies and Procedures Handbook is updated with Exhibit A in regard to flextime scheduling and flextime hours.
- 2.** The City of St. Helens Technology and Telework Policies and Procedures Handbook is updated with Exhibit B to reflect new policies on streaming during working hours.

**Approved and adopted** by the City Council on June 2, 2021, by the following vote:

Ayes: Morten, Topaz, Birkle, Chilton, Scholl

Nays: None



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Rick Scholl, Mayor

ATTEST:

  
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Kathy Payne, City Recorder

## **Exhibit A**

### *Update to Personnel Policies and Procedures Handbook*

## **002 EMPLOYMENT STATUS AND TERMS AND CONDITIONS OF EMPLOYMENT**

### **N. Flextime Policy**

#### Flex Schedules vs Flex Hours

The City recognizes that there are often different interpretations of “flexing time” in accordance with normal working hours of creating a flex schedule vs. flexing individual hours at a time for a specific purpose.

#### Flex Schedules

Flexed work schedules is an arrangement that allows full-time employees to alter the starting and/or end time of their work day around a normal office schedule of 8:00 a.m. to 5:00 p.m. Employees still work the same number of scheduled hours as they would under a traditional schedule. Flextime does not reduce the total number of hours worked in a given week. The focus of any approved flex schedule should be on improvements to job performance and meeting business demands. A written agreement clarifying both parties’ expectations is required. No employee is entitled to flextime.

St. Helens Police are exempt from this policy because they operate 24 hours a day, 7 days a week.

The employee initiates the request for flexed schedule by submitting a written proposal to their supervisor. Supervisors can approve a flex schedule on a case-by-case basis and not every position may be eligible for a flex schedule. Your supervisor will approve or deny the flex schedule request based on staffing needs, job duties, work record, and ability to temporarily or permanently return to a standard work schedule if needed. Employees using a flex schedule must be in good standing. Flex schedule arrangements shall be initiated on a trial basis and may be discontinued at any time at the request of either the employee or supervisor.

#### Example: Appropriate use of Flex Schedules

George would like to work a schedule of 7:00 a.m. to 4:00 p.m. instead of the normal schedule of 8:00 a.m. to 5:00 p.m. He puts in a written request for a flex schedule change to his supervisor and has a discussion. A decision is made to change his schedule based on the discussion that shows staffing needs and duties may be better performed during this flex schedule as opposed to the standard schedule.

#### Flex Hours

Flex hours cannot be used in place of vacation, administrative leave, unrepresented leave, sick leave, or any other type of leave. No more than two (2) hours of flex time can be used in a forty (40) hour week. If a special circumstance arises and more than two hours are required to

flex, approval will be required by the Department Director and City Administrator.

The employee must initiate the request for flex hour usage by submitting a written proposal to their supervisor. Supervisors can approve use of flex hours on a case-by-case basis and not every position may be eligible for flex hours. Your supervisor will approve or deny the use request based on staffing needs, job duties, and work record. Employees using flex hours must be in good standing.

Example: Appropriate Use of Flex Hours

George needs to attend an evening meeting that is scheduled from 5:00 p.m. to 7:00 p.m. Instead of working a normal 8:00 a.m. to 5:00 p.m. day, George requests approval from his supervisor to work from 10:00 a.m. to 7:00 p.m. on this day. The time is approved by his supervisor before the day arrives.

Example: Inappropriate Use of Flex Hours

George does work on the weekend that takes five (5) hours to do. He flexes his schedule and leaves five (5) hours early on Friday. *This is inappropriate because it uses more than two (2) hours in a week and no approval before this work was done was approved.*

George has a dentist appointment at 4:00 p.m. George flexes his schedule to leave early for the appointment and will come in one (1) hour early tomorrow to make up the difference. *This is inappropriate because George should use Sick Leave for doctor appointments.*

George normally has a one (1) hour lunch. He wants to leave early, so he decides to take a thirty (30) minute lunch instead. George drove the company truck to the deli where he waited in line for thirty (30) minutes. He gets his sandwich and heads back to the breakroom for his (thirty) 30-minute lunch. *This is inappropriate because George should not be driving the company truck for personal errands. George's time in the deli line is company time as well since he is not technically on lunch yet, which is a time theft violation. No personal errands should be done on company time. George did not really take a thirty (30) minute lunch when you include the wait time. His schedule should reflect a full hour of lunch and he should work his appropriate daily schedule.*

## **Exhibit B**

### *Update to Technology and Telework Policies and Procedures Handbook*

#### **6.0 RULES FOR TECHNOLOGY EQUIPMENT USE**

9. Streaming can also adversely affect network speed and internet bandwidth which is considered a city resource and be a distraction and interfere with completing work for not only the employee streaming but also surrounding co-workers' consent. Downloading, viewing, or streaming video on City-owned equipment for personal use is prohibited without supervisor approval in writing along with verbal consent from your surrounding coworkers who may overhear you. This includes, without limitation, YouTube videos, movies, TV shows, Sports, and music streaming.

Streaming services on City-owned equipment during breaks, lunches, or non-working time are not a permissible use of City-owned equipment and should be avoided. Employees are allowed to stream services during breaks/lunches/or non-working time on their personal devices that can be connected to public-provided WiFi.

The City recognizes that it may hold public meetings during regular working hours (i.e., City Council Work Sessions, Boards and Commissions, Special Meetings, etc.) and that some employees may be required to watch streamed meetings. If an employee is not asked by their supervisor to attend the meeting for discussion or listening purposes, then the employee should not be streaming the meeting during work hours.

If downloading, viewing, or streaming is required for your work; please notify your supervisor so they are aware and acknowledge that use of a streaming service will be allowed during work hours. Please also inform your surrounding co-workers so they are aware that you are streaming for work purposes.