

City of Milwaukie

Policy and Procedure Summaries

100.1 Council Staff Communications

Purpose: To clarify the city manager's expectations with regard to staff contact with individual Council members.

100.2 Inclement Weather

Scope: All employees.

Policy: All departments and offices of the City will be open for regularly scheduled business during hazardous weather conditions unless the City Manager or City Manager designee authorizes closure. The City Manager or City Manager designee may direct employees to leave work early when weather and travel conditions deteriorate. Employees are expected to report to work unless their personal safety would be endangered due to travel conditions. Only the employee can assess the individual situation and decide whether it is safe to report to work.

100.3 Media Management

Scope: This policy applies to all employees, city officials, or other personnel of the City of Milwaukie.

Policy: The City's policy regarding reactive media contacts is generally, to encourage all employees or other representatives of the City, to be forthcoming, accurate, consistent and responsible with information about the City or its affairs. As a public agency, the City has a responsibility to share almost all City information with the public. The only exceptions to this rule include information about personnel matters, active real estate negotiations, or litigation actions. In the interest of projecting the most credible, professional stewardship of public affairs, it is the policy of this City to opt for full public disclosure when a controversial matter may be generating media curiosity. While this may appear to be "bad press" in the short term, it preserves the integrity and credibility of the City as a public agency in the long run.

100.5 Public Meeting Requirements

Scope: This policy is intended to outline state and local requirements for the City Council, all appointed advisory boards and commissions, neighborhood district associations, and city staff assisting these groups in carrying out their public business.

Policy: The public meetings law applies to all governing body meetings for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. This includes meetings held for the sole purpose of gathering information to be used for a future decision or recommendation.

100.6 Volunteer Management

Scope: All volunteers.

Policy: The City's mission is best served by the active participation of members of the public who through volunteer service allow continuation and expansion of services and support for paid City staff.

200.1 Americans with Disabilities Act

Scope: All City employees.

Policy: It is the policy of the City to comply with the Americans with Disabilities Act and applicable state and local laws that forbid discrimination in employment against qualified individuals with disabilities. To this end the City will ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and in all terms, conditions, and privileges of employment. The City will give qualified applicants and employees with disabilities reasonable accommodations, except where making an accommodation would create an undue hardship on the City.

200.2 Anniversary Date

Scope: Applies to all employees.

Policy: The initial anniversary date shall be used for determining vacation and the starting point of an employee's probationary period to the City. The anniversary date to the classification shall be used for determining consideration of merit increases and end of probation to the classification and seniority for layoff and recall. The continuous service date shall be used for determining length of service with the City and in connection with any matters involving seniority with the City.

200.3 Benefits

Scope: Except where noted, all benefits set forth in these rules apply to all regular status employees working .5 FTE or greater. For represented employees, where there is language on a topic in the respective collective bargaining agreement, that language will supersede corresponding provisions of this policy. Also language in agreements with benefit carriers or their stated policies and provisions will supersede anything outlined herein should there be a conflict in language.

Policy: All regular status employees working .5 FTE or greater are eligible to enroll and participate in the City's health insurance program.

200.4 Bereavement Leave

Scope: All regular status employees. Negotiated contract language will prevail for represented employees.

Policy: For purposes described above, employees may be granted up to five (5) days bereavement leave with pay in the event of the death of an employee's immediate family member. For other eligible family members, the employee maybe granted up to three (3) days bereavement leave with pay. Bereavement leave shall be used within thirty (30) days of the event. An exception may be made if a memorial service is scheduled for a date outside of that timeframe.

200.6 Classification System

Scope: All positions at the City.

Policy: The Human Resources (HR) Director shall maintain classification assignments for all budgeted positions. The HR Director is responsible for developing a methodology whereby every position in the City is analyzed in terms of duties and responsibilities; minimum qualifications; and knowledge, skills, and abilities. Each position is allocated to a classification comprised of one or more positions so similar that the same title, pay scale, and prerequisite qualifications can be equitably applied. Each class has written specifications which state characteristic duties and responsibilities; job specifications including knowledge, skills, and abilities; and prerequisite qualifications that distinguish one class form another. The class specifications shall not be construed to limit the assignment of other duties related to the class. They are not to be construed as prescribing the exact duties or responsibilities of any position, or as limiting or modifying the power of a department head to assign, direct, and control the work of employees under supervision.

200.7 Commute Options

Scope: All employees.

Policy: Employees are provided with options for encouraging the use of alternative transportation.

200.8 Compensation System

Scope: The salary plans for City employees are developed through the collective bargaining process for represented employees. Salary plans for supervisor, management, and unrepresented employees are established by the Council after receiving recommendations from the City Manager and/or the HR Director.

Policy: The salary plans shall include for each class a minimum and maximum rate and such intermediate rates as are considered necessary and equitable. Flat rates may be used instead of salary ranges where appropriate. The rates are the gross rate of pay. The pay range assigned to each class shall reflect the difference in duties, responsibilities and job specifications between it and other classes; and shall take into consideration wages paid for comparable work in comparable organizations, and other factors considered because of recruitment problems for a specific classification, other conditions of employment and the ability to pay the compensation recommendation developed using the above factors.

200.9 Conduct and Discipline

Scope: Provisions of conduct shall apply to all employees including career service, part-time, temporary, provisional and seasonal. All provisions of conduct shall also apply to volunteers.

Policy: The expected standard of conduct for all employees in the career and exempt services and volunteers in the service of the City shall be in the public interest as opposed to individual interests.

200.10 Conflicts of Interest

Scope: This policy applies to all elected city officials, employees, agents, and volunteer members of appointed advisory boards.

Policy: To ensure public officials are able to protect themselves from violations of the Oregon Government Standards and Practices Commission (OGSPC) laws in ORS Chapter 244 relating to conflicts of interest.

200.11 Contributions

Policy: The City will not contribute financially to non-profit, not-for-profit, or business organizations unless it can be demonstrated there is a direct connection to an official City service, program, or project. This determination must be made by the City Council, or by the city manager under guidelines established by the City Council. Such monetary requests should be submitted in writing to the city manager's office for transmittal to the Council.

200.12 Discrimination and Harassment

Scope: This procedure covers all employees of the City.

Policy: Harassment and discrimination is prohibited in the workplace or in any work related setting outside the workplace. Every individual has the right to work in a professional atmosphere that promotes employment opportunities and prohibits discriminatory and harassing practices. Workplace harassment and discrimination manifest in two primary ways:

1. In forms of harassment and discrimination that violate state and federal laws; and

2. In forms of harassment and discrimination that may not violate law, but which violate this City rule because they are not conducive to creating a work environment for employees that is consistent with the intent of this rule.

200.14 Drug and Alcohol Policy

Scope: All employees except portions where otherwise specified in this policy.

Policy: Concern for the safety and well-being of City employees and Milwaukie's citizens demands that each City employee report to work in a condition to perform the employee's duties in a safe, effective, and efficient manner. Thus, the presence or treatment of a substance abuse problem will not relieve an employee from normal performance, safety, or attendance standards, and violations of this drug and alcohol policy may result in discipline, up to and including termination.

200.16 Employment of Relatives

Scope: All employees.

Policy: No employee or official responsible for personnel decisions shall show favoritism in such decisions toward an applicant or employee because the applicant or employee is a member of the employee's or official's family.

200.17 Equal Employment Opportunity/Affirmative Action

Scope: This policy applies to all employees and applicants.

Policy: The City of Milwaukie is an Equal Opportunity Employer and assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, protected activity, or any other protected class under State and/or Federal law and with proper regard for their privacy and constitutional rights as citizens. Per State law equal employment opportunity for age applies to anyone eighteen (18) years of age or older. Equal employment opportunity for persons with disabling conditions includes making a reasonable accommodation to known disabilities of a qualified disabled applicant or employee who would be able to perform the essential duties of the job if such accommodation is made.

200.18 Ethics

Scope: This applies to all elected officials, employees and agents of the City of Milwaukie.

Purpose: To provide guidelines to Milwaukie public officials for conducting city business in an ethical manner and in compliance with State law.

200.2 Protected Leave

Scope: All full and part time employees who on an average work a minimum of twenty-five (25) hours a week and who have been employed for at least one hundred eighty (180) days.

Purpose: Protected leave as defined by the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA), is intended to ensure that individuals have the opportunity to take up to twelve (12) weeks off in a year for the purposes of caring for a family member with a serious illness or injury, for care and recovery of self, due to a serious illness or injury, or to care for a newborn child or newly adopted child.

200.21 Fitness/Wellness

Scope: All employees.

Policy: Employees are allowed to accrue eight (8) hours of fitness/wellness time for each calendar quarter during the fiscal year that accrued sick leave is not used. Any increment of sick leave taken, except for when on approved protected leave, such as Family Medical Leave (FMLA), Americans with Disability Act (ADA), Oregon Family Medical Leave Act (OFMLA) or Crime Victim's Leave, shall disqualify an employee from earning this benefit for that particular calendar quarter. Bereavement leave taken does not disqualify an employee from being eligible for fitness/wellness accruals.

200.22 Fragrances

Scope: All employees.

Policy : Wearing of strong fragrances on the job or in City facilities is not allowed.

200.24 Health Information Portability and Accountability Act

Scope: All employees.

Policy: All reasonable steps will be taken to maintain the confidentiality of an employee's health information. All medical records are kept in files separate from the employee's official personnel file. When the City needs to obtain protected health information for job related purposes, the applicant or employee will be asked to sign an authorization form.

200.25 Holidays

Scope: Non-represented employees in regular status positions working .5 FTE or greater.

Purpose: To outline the holiday benefit provided to employees.

200.26 Hours of Work

Scope: All employees.

Purpose: To establish guidelines for hours of operation.

200.27 Identity Theft Protection

Scope: All City employees are required to adhere to the ITPP policies with respect to preventing Identity Theft. The policies apply both when handling City employee and/or city resident data, and include existing accounts as well as accounts to be opened that are covered under the Red Flag Rules. The ITPP guidelines, policies, and scope encompass both the State of Oregon requirements and the Red Flag requirements under the United States Code.

Policy: City employees are responsible for protecting personal information from unauthorized access. Access to personal information shall be restricted to a "need-to-know" basis and be available only to those individuals authorized to use such information as part of their duties and with the requirement that they keep the information confidential and use it only for authorized business purposes.

200.28 Introduction

Scope: The policies and procedures contained herein shall apply to all City employees. Where the provisions of a collective bargaining agreement with the City differ from these rules, the language in the bargaining agreement shall prevail.

Purpose:

These Personnel and Administrative Policies and Procedures are designed to:

- Inform all employees of the day-to-day administrative workings of the City.
- Provide employees with an understanding of what is expected of them in their course of employment with the City.
- To provide consistent, fair and uniform treatment to all employees.
- To provide management with the information necessary to fulfill its responsibilities to its employees.
- Be interpreted consistent with State and Federal law.

200.29 Jury Duty

Scope: All employees called to jury duty or subpoenaed to be a witness before a court, legislative committee, judicial or quasi-judicial body to which the employee is not a party in the matter.

Policy: Employees shall be granted a leave of absence with pay for service as a juror or for time to appear if served with a subpoena that compels their presence as a witness, unless they are a party to the court action or an expert witness. The employee must provide a copy of the jury summons or subpoena to HR prior to the start of the jury duty. The employee must turn into payroll any pay received for jury duty or court appearances (less mileage) during work hours. Employees will only receive their normal salary for scheduled work days that the employee is required to appear in court. If an employee is released from court, by such time that it would allow the employee to return to work two (2) or more hours before the end of the work day, the employee should report back to work.

200.30 Layoffs

Scope: All non-represented employees who have attained regular status. For layoff procedures for represented employees, contract language will prevail.

Policy: The City Manager or Department Head may separate an employee without prejudice due to lack of funds or curtailment of work after giving at least ten (10) working days written notice of layoff or ten (10) days of pay if notice cannot be given.

200.31 Leaves of Absence without Pay

Scope: Full-time regular and part-time regular status employees may request unpaid personal leaves of absence.

Policy: A department director may grant a leave of absence without pay not to exceed ninety (90) calendar days beyond any already eligible paid leave. Leaves of absence without pay for periods in excess of ninety (90) calendar days must be approved by the City Manager and will not be in excess of twelve (12) months.

200.32 Longevity Pay

Scope: Applies to all employees working .5 FTE or greater. See also applicable contract language for represented employees.

Policy: Employees will receive longevity pay in the following amounts,
10 years of service – 1% of base pay
15 years of service – 2% of base pay
20 years of service – 3% of base pay

200.33 Military Leave

Scope: All employees who have worked for a period of six (6) months or more in full time or part time positions at the City of Milwaukee.

Policy: The City will provide leaves for Military Service as required by State and Federal Law.

200.37 Outside Employment

Scope: All employees

Policy: No employee shall accept or retain paid outside employment, whether part-time, temporary or permanent if it conflicts with the City's interest. Outside employment: must be compatible with the employee's hours of City employment; cannot detract from the efficiency of the employee's City work; conflict with the interest of the City; must not be a discredit to the City; and must be compatible with all State ethics regulations. A current employee cannot be a contractor or a sub-contractor on City projects. Extra duty required by the City employment will have preference over outside employment.

200.38 Overtime Compensation

Scope: Employees will be compensated for overtime pursuant to this policy and procedure. For those employees covered under a collective bargaining agreement, contract language will take precedence over this policy.

Policy: It is the policy of the City to reduce to a minimum the necessity for overtime work. Work that results in overtime compensation, except for emergencies, shall require advance approval of the employee's immediate supervisor. All positions in the City of Milwaukee will be categorized as exempt, or non-exempt in compliance with the Fair Labor Standards Act (FLSA) and state law and for pay administration purposes.

200.39 Performance Management

Scope: All employees.

Policy: Performance review is a process for communicating performance expectations to an employee, what the employee is doing well, and how the employee can improve. Supervisors will complete a performance appraisal of their employees and forward the completed form to the Department Manager and then the Human Resources Director.

200.40 Personal Property

Scope: All employees.

Policy: Personal property of City employees is not covered by the City's insurance. Employees will be provided appropriate tools and equipment, as determined by their Supervisor, to perform the duties of their job. Employees who choose to bring personal property and equipment into the workplace do so at their own risk. Precautions should be taken with all tools and equipment to place them in a secure location.

200.41 Personnel Action Authorization

Scope: All City employees.

Policy: All changes to an employee's work status will be noted on a PAA.

200.42 Personnel Records

Scope: All employees at the City.

Policy: Human Resources (HR) will maintain the official Personnel File, Medical File, and Workers' Compensation File.

200.43 Probationary Period

Scope: All probationary employees.

Policy: The probationary period shall be an integral part of the selection process and shall be utilized by the department head as an opportunity to observe the new employee's work, to train and aid the new employee in adjustment to the new position, and to reject any employee whose work performance fails to meet required standards.

200.44 Professional Attire

Scope: All employees.

Policy: Each employee in his or her position represents the City to the public; therefore, it is the obligation of every employee to be safe, courteous, friendly, efficient and professional in the performance of their duties, to treat all those encountered in the course of work with dignity and to present a professional well groomed appearance consistent with their job assignment.

200.45 Recruitment and Selection

Scope: All positions.

Policy: All recruitment and selection processes will be conducted in a manner consistent with the City of Milwaukie being an equal opportunity employer. The City of Milwaukie will not discriminate against any employee or applicant for employment because of political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law except where there is a bona fide occupational qualification. Furthermore the City will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics during the recruitment process or any subsequent appointment with the City of Milwaukie.

200.46 Reporting of Improper Government Action

Scope: All employees.

Policy: Employees who become aware of improper governmental actions should report the matter to their own supervisor, and should specifically state the basis for the employee's belief that improper action has occurred. If the supervisor does not resolve the matter, or it is believed that the supervisor is involved in the issue, the employee should send a detailed, confidential memo to the Department Head, Human Resources Director, or the City Manager.

200.47 Resignations

Scope: All employees.

Policy: Any employee may resign from service by presenting a resignation in writing to his/her supervisor. To resign in good standing, an employee must give at least two (2) weeks written notice, unless, because of extenuating circumstances, the department head agrees to permit a shorter period of time. "At will" employees must give the City Manager at least four (4) weeks of notice as outlined in their employment contract to resign in good standing, unless, because of extenuating circumstances, the City Manager agrees to permit a shorter period of time.

200.48 Retirement Honorarium – Police

Purpose: To provide guidelines for when a Police handgun may be used as a retirement honorarium.

200.5 Return to Work Program

Policy: The City's temporary light/modified duty program is designed to provide employees, who are unable to perform their regular job duties, with temporary work during the period of medical recovery. Employees who are eligible to participate in this program are those injured worker's with an open Oregon workers' compensation claim. Human Resources will facilitate the injured worker's participation in the temporary light/modified duty program with assistance from the injured worker, their supervisor, attending physician and the workers' compensation carrier.

200.51 Sick Leave

Policy: Employees may use their allowance of sick leave only for actual illness, disability or medical appointments of the employee or an immediate family member as defined above.

200.52 Sick Leave Donation

Policy: It is the policy of the City of Milwaukie to permit donation of sick leave to employees to prevent a loss in income because of a serious personal or family medical issue. The sick leave transfer program is a voluntary program that allows employees to donate excess sick leave to any employee who experiences a serious health condition that would cause that employee to have a loss in income. The intent of the sick leave donation program is to aid employees with a serious personal or family medical condition, where they otherwise would not have sufficient leave balances to cover that period of absence from work.

200.54 Tobacco Usage

Scope: All employees

Policy: This policy relates to all work areas at all times, including before and after normal working hours. Smoking is limited to normal break periods, i.e. morning, afternoon and lunch break.

200.55 Training and Development

Purpose: Training includes all activities designed to develop and maintain job-related knowledge and skills of City employees. The HR Director shall assist department directors and supervisors in identifying and meeting the training needs of their staff.

200.57 Use of City Resources

Scope: This applies to all City employees and elected officials.

Policy:

City resources are to be used for purposes directly related to:

- The activities which the employee was hired to perform, or authorized training for the employee, and
- Of benefit to the citizens of the City as a whole, not limited to an individual(s), and
- Authorized by the appropriate authority, Department Director, City Manager, or City Council and not in conflict with City Charter, Code, City Policies and Administrative Procedures, any specific department policies, and State or Federal law.

200.58 Vacation Leave

Scope: All employees. Negotiated contract language will prevail for represented employees.

Policy: Employees who begin employment between the first (1st) and fifteenth (15th) day of the month shall have time towards vacation accrual begin on the first of the month of appointment to the position.

Employees who begin employment between the sixteenth (16th) and last day of the month shall have time towards vacation accrual begin on the first of the month following appointment to the position.

200.59 Vehicle Use

Scope: This procedure will apply to all employees and all elected officials of the City. Also included are person(s) on a grant program funded by the Federal Government, which requires Worker's Compensation coverage as a prerequisite of the grant. Currently volunteers are not covered to drive City vehicles, with the exception of individuals participating in the Cadet and Reserve Program with the City Police Department.

Policy: Driving is a potentially hazardous task performed by employees and volunteers. Therefore, it is the policy of the City that employees and volunteers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as cell phones and radios while the vehicle is moving, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow Oregon laws and regulations, and defensive driving principles, as outlined in courses offered at the City, to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

200.60 Violence in the Workplace

Scope: This policy applies to all employees and volunteers.

Policy: Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers, volunteers or other individuals by anyone on City property will not be tolerated. Violations of this policy will lead to corrective action up to, and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution.

200.61 Workplace Breastfeed Support

Scope: All employees. Negotiated contract language will prevail for represented employees.

Policy: The City will provide reasonable rest periods to accommodate an employee who needs to express milk for their child(ren) 18 months of age or younger. A “reasonable rest period” is no less than 30 minutes during each 4-hour period or major part of a 4-hour period to express milk.

300.1 Blood Borne Pathogens

Policy: The City of Milwaukie shall follow State and Federal regulations concerning health and safety issues as they relate to blood borne pathogens.

300.3 Amateur Ham Radio

Purpose: The City desires to have a list of employees available to operate Ham radio equipment in the event of an emergency.

400.1 Credit Card and Purchase Card Use

Scope: This policy applies to all employees.

Policy: The City of Milwaukie utilizes WellsOne Commercial Cards. The cards are made available to employees through the Finance Department. The cards must be used in accordance with the Cardholder User Agreement and WellsOne Commercial Card Program Policy and Procedures Manual. The credit cards may only be used for conducting City of Milwaukie business. Card purchases are subject to all other City and department purchasing approval procedures.

400.2 Mileage Reimbursement

Scope: This policy applies to all employees except as otherwise provided by an employment contract for the City Manager.

Policy: Employees will be reimbursed for authorized use of personal vehicles in the performance of City business. The City does not reimburse for normal commutes to and from work.

400.3 Payroll Reporting

Scope: All employees.

Policy: Reporting time for payroll is the responsibility of each employee. Supervisors will verify time reported and approve prior to it being submitted to the Payroll Accounting Technician.

400.4 Taxable Fringe Benefits

Scope: Applies to all taxable fringe benefits of employees and independent contractors.

Policy: It is the policy of the City to comply with Internal Revenue Service regulations with regards to the taxation of fringe benefits. The final determination on whether something qualifies as a taxable fringe benefit lies with the IRS. If they find something is a taxable fringe benefit, the employee may be liable for taxes on the benefit.

400.5 Business Travel

Scope: This policy applies to all City employees except as otherwise provided by an employment contract for the City Manager.

Policy: The general policy regarding employee conferences, training and travel expenditures is that meetings lasting more than one day or requiring overnight stay must be planned in advance by providing funds in the budget, be reviewed and approved by a Department Director or designee prior to the trip and must be supported by documentation justifying the expenditure of City funds. This policy clarifies the guidelines in this area and provides the procedures for the reimbursement of reasonable travel, meals, lodging and miscellaneous expenses for approved business events.

500.1 Information Technology Resources

Scope: All users

Purpose: To ensure the appropriate, cost effective, and efficient use and operation of the City's computing environment through local and wide area networks and Internet connectivity.

500.2 Internet Usage

Scope: All Users

Purpose: To outline appropriate use of the Internet by City employees. It is the City of Milwaukie's policy to encourage effective and efficient use of all City equipment for completion of City business. This includes use of the Internet for City employees: to provide information to City residents, businesses and other governmental agencies; to search for information and for information exchange.

500.3 Cellular Telephone Use

Scope: All City employees who use City provided cellular phones or smartphones for City business.

Purpose:

- To provide standards and clarification for cell phone, smartphone and mobile device use
- To ensure safe work practices when considering the need to use a cell phone while driving or performing other duties
- For employees using cell phones to make cost effective decisions regarding which of the options below will fulfill job needs for the least cost to the City.

500.4 Electronic Mail

Scope: All employees

Purpose: To ensure the appropriate, cost effective and efficient use and operation of City e-mail systems.

600.2 Public Records

Scope: This procedure applies to the City Council, advisory boards and commissions, officers or agents, departments, and contractors who are the "functional equivalent" of a public body.

Purpose: Establish a procedure that recognizes and respects the public's right to public documents and the importance of maintaining orderly files to facilitate public access in an efficient and cost-effective manner.

600.4 Notary Services

Scope: All employees that hold a notary seal as part of their employment with the City.

Policy: When the City requires an employee to become a notary, the City will pay the costs related to being a notary. This includes, but is not limited to, the application fee and the notary seal. Employees who become City notaries will only use their notary authority for city-related business during City business hours. As allowed by Oregon law, the City of Milwaukie provides notary services for those documents that pertain to City business.

600.5 Political Activities

Scope: This policy applies to all City employees during their working hours.

Purpose: To make employees aware of what political activities are and are not allowed during work hours and how to respond when asked for help with a political campaign.

600.6 Social Media (Web 2.0)

Purpose: Web 2.0 tools occupy the intersection of technology, social networking and collaboration. In order to reach a broader audience, further the goals of the City, and provide valuable information to the public, City of Milwaukie departments may consider using Web 2.0 tools.

600.7 Vital Records

Scope: This policy applies to all employees who create, receive, and maintain City of Milwaukie records.

Policy: The policy of the City of Milwaukie is to ensure that its vital records are identified and protected from natural and man-made disasters; and that procedures are in place and tested that will afford the most efficient and cost effective damage prevention and recovery of all valuable City public records damaged in a disaster.

800.1 Building Access/Key Control

Scope: This procedure will apply to all employees, elected officials, contractors, and volunteers of the City.

Policy: Although the Facilities division has primary responsibility for each building, it is every employee's responsibility to maintain control of all keys and access cards issued to them and to secure the facility if he or she is the last one to leave the facility. In addition, if any employee sees something questionable they have a responsibility to contact the facilities emergency cell phone line or the Police Department as appropriate.