

# RESOLUTION No. 608-26

## A RESOLUTION APPROVING A REVISED EMPLOYEE HANDBOOK. Repeals Resolution No. 539-21.

**WHEREAS**, the City Council of the City of Donald is the policy making board for the City Donald and establishes the policy parameters for employment; and

**WHEREAS**, the existing Employee Handbook was adopted by the Council to maintain consistency with local, state and federal laws; and

**WHEREAS**, the City Manager has determined that it is desirable and in the public interest to adopt a revised employee handbook to address employment and personnel matters that apply to City employees and to maintain consistency with insurance policies, and state and federal laws; and

**WHEREAS**, City used guidance provided by the City-County Insurance Services Pre-Loss Team to incorporate the revisions; and

**WHEREAS**, the Mayor and City Council were notified about the Employee Handbook updates on December 9, 2025 and the City Manager's proposal to incorporate the updates in a revised version of the document;

### **NOW, THEREFORE, THE CITY OF DONALD RESOLVES AS FOLLOWS:**

**Section 1.** The revised Employee Handbook is hereby approved and adopted effective immediately, as the general information, policy highlights, and guidelines documents for all employee of the City of Donald, Oregon, a copy of which is attached hereto and by this reference incorporated herein.

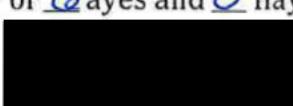
**Section 2.** The 2026 Employee Handbook shall be distributed to all active, current employees.

**Section 3:** The 2026 Employee Handbook shall be distributed to the Mayor and Councilors.

**Section 4.** Any previous editions of the Employee Handbook are obsolete.

**PASSED and ADOPTED** by the City Council of the City of Donald at their regular meeting on this 13<sup>th</sup> day of January, 2026 by the vote of 16 ayes and 0 nays.

**DATE:** January 13, 2026

  
Jan Olsen, Council President

**ATTEST** this 13<sup>th</sup> day of January, 2026

  
Eric Underwood, City Manager