

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.

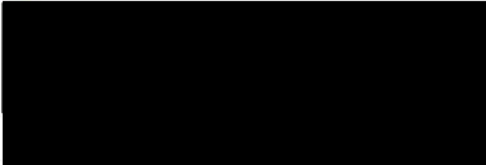
Section 4. Any previous editions of the Employee Handbook are obsolete.

PASSED and ADOPTED by the City Council of the City of Donald at their regular meeting on this 13th day of January, 2026 by the vote of 6 ayes and 0 nays.

DATE: January 13, 2026


Jan Olsen, Council President

ATTEST this 13th day of January, 2026


Eric Underwood, City Manager