

# TITLE 3

## COUNTY OFFICERS AND EMPLOYEES

### CHAPTER 310

#### PERSONNEL POLICY CODE

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##### TABLE OF CONTENTS

*Section Title*

<b>310.005</b>	<b>Title</b>
<b>310.010</b>	<b>Goals</b>
<b>310.100</b>	<b>General purpose</b>
<b>310.200</b>	<b>Contents of Personnel Policy</b>
<b>310.300</b>	<b>Types of service</b>
<b>310.400</b>	<b>Authority to interpret ordinance</b>
<b>310.500</b>	<b>Amendment</b>

##### Statutory References and Other Authorities

##### Legislative History of Chapter 310 (formerly codified at Chapter 3.10)

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#### **310.005 Title**

This Chapter, LCC 310.005 to 310.500, shall be known and may be cited as the “Linn County Personnel Policy Code” or simply as the “Personnel Policy Code.”

[Adopted 98-526 §8 eff 12/16/98]

#### **310.010 Goals**

It is the goal of the Board of Commissioners of Linn County to provide the following for employees, as far as time, finances and facilities permit:

(A) Working conditions and environments suitable for the type of work program desired in the county, that are safe, healthful and pleasant.

(B) Fair employment conditions free from discrimination or harassment, with recognition for growth and experience, and opportunities for

promotion and transfer appropriate to the county’s needs.

(C) Materials and supplies appropriate to the assigned responsibilities and available at the time needed.

(D) A workload appropriate to the tasks to be performed and consistent with recognized standards and practices.

(E) Opportunities to make appropriate contributions to the implementation and improvement of the work programs of the county.

(F) Compensation in keeping with responsibilities, and with the economic level of the community and the county, and appropriate consideration for other conditions of employment.

(G) An avenue of appeal when decisions or regulations appear to inflict injustices or cause undue hardships.

(H) Personnel policies that comply with all federal and state laws and statutes governing employment practices and procedures.

[Adopted 88-687 §1 eff 1/1/89; amd 94-504 §§ 1 and 3 eff 10/12/94]

#### **310.100 General purpose**

(A) Linn County shall adopt and maintain in a current condition policies designed to provide for personnel administration governing the appointment, promotion, transfer, layoff, discipline, and removal of county employees on the basis of merit and fitness.

(B) The polices shall be referred to collectively as the “Personnel Policy” or the “Personnel Policy Manual.” The Personnel Policy shall provide a classification plan for positions in the county service, a compensation plan, and a system to facilitate the handling of other personnel matters.

[Adopted 88-687 §1 eff 1/1/89; amd 94-504 §§ 1 and 3 eff 10/12/94; amd 98-526 §8 eff 12/16/98]

### 310.200 Contents of Personnel Policy

The Personnel Policy shall contain policies on at least the following areas:

- (A) General policies including applicability of the policies;
- (B) Employment;
- (C) Attendance;
- (D) Leaves;
- (E) Compensation;
- (F) Insurance and Retirement Plans;
- (G) Expense allowances;
- (H) Employee records;
- (I) Discipline and Discharge; and
- (J) Grievances.

[Adopted 88-687 §1 eff 1/1/89; amd 94-504 §§ 1 and 3 eff 10/12/94; amd 98-526 §8 eff 12/16/98]

### 310.300 Types of service

Every position in county government shall be one of six types of service and each shall be governed by the Personnel Policy as set forth therein :

(A) **Classified Service:** Classified service shall include all positions, other than inactive, that are not specifically placed in the elected, - management/unclassified, represented, or exempt services.

(B) **Management/unclassified Service:** Management/unclassified service shall include the following:

- (1) Deputies appointed by elected officials.
- (2) Department heads appointed by the Board of Commissioners.
- (3) Employees in training programs, only during such training period.
- (4) Employees in confidential positions.
- (5) Employees in supervisory positions.
- (6) Unrepresented employees of the Sheriff's Office.

(C) **Elected Service:** Elected service shall include all elected officials compensated by county funds. These officials are:

- (1) Commissioners
- (2) Assessor
- (3) Clerk
- (4) Sheriff

- (5) Surveyor
- (6) Treasurer
- (7) Justices of the Peace
- (8) District Attorney

(D) **Exempt Service:** Exempt service shall include:

- (1) Members of commissions and boards.
- (2) Volunteers not compensated.
- (3) Persons employed by contract to render professional or technical services.

(E) **Represented Service:** Represented service shall include any person who is a member of a bargaining unit which is a party to a collective bargaining agreement with the county or with an elected official of the county, during the term of such agreement or during such time as negotiations for a successor agreement are taking place.

[Amd 5/20/92 by Order & Resolution #92-263 Eff. 6/1/92]

(F) **Inactive Service:** Inactive service shall include any person not currently employed by Linn County, but who by reason of a contract, a state statute or a federal law has a right to future employment in a Linn County position.

[Adopted 88-687 §1 eff 1/1/89; amd 94-504 §§ 1 and 3 eff 10/12/94]

### 310.400 Authority to interpret ordinance

Since all circumstances involving employees cannot be known in developing a Personnel Policy, the Board of Commissioners expressly reserves the right to interpret, change, modify, enact, or delete portions of the Personnel Policy as may be required in the Board's judgment to provide for cases requiring action to provide exceptions, flexibility, and fairness to employees in applying the provisions of the Personnel Policy.

[Adopted 88-687 eff 1/1/89; Amd 10/12/94 by #94-504]

### 310.500 Amendment

The Board of Commissioners may amend the Personnel Policy by resolution passed at a regular meeting of the Board of Commissioners. Except in an emergency situation as may be determined by the Board of Commissioners, the Board will circulate to elected officials and appointed department heads proposed changes to the Policy for their review and comment. A time period of two

(2) weeks will be allowed to receive any written comments or suggestions regarding the proposed changes prior to the decision by the Board of Commissioners.

[Adopted 88-687 §1 eff 1/1/89; amd 94-504 §§ 1 and 3 eff 10/12/94]

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**Statutory References and Other Authorities:**  
ORS 203

**Legislative History of Chapter 310 (formerly codified at Chapter 3.10):**

Adopted 88-687 12/28/88 eff 1/1/89

Amendments to 88-687:

- #1 Resolution 89-045 eff 1/25/89  
retroactive to 1/1/89
  - #2 Resolution 89-090 eff 2/15/89  
retroactive to 1/1/89
  - #3 Resolution 89-115 eff 3/8/89 retro-  
active to 1/1/89
  - #4 Resolution 89-471 eff 9/6/89
  - #5 Resolution 89-752 eff 12/20/89
  - #6 Resolution 90-277 eff 6/6/90
  - #7 Resolution 91-781 eff 11/6/91
  - #8 Resolution 92-017 eff 1/15/92
  - #9 Resolution 92-263 eff 5/20/92
  - #10 94-504 eff 10/12/94
  - #11 95-177 eff 5/10/95 (renumbering)
  - #12 98-526 eff 12/16/98
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