

1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2023- 3421

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6 **AMENDING THE RESOLUTION ESTABLISHING PERSONNEL**
7 **POLICY COMMITTEE; AMENDING RESOLUTION NO. R2009-**
8 **1994; REPEALING RESOLUTION R2013-2320**
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11 WHEREAS, in December 2009, the City Council adopted Resolution No. R2009-
12 1994 establishing the Personnel Policy Committee;

13 WHEREAS, on January 22, 2013, the City Council adopted Resolution R2013-
14 2320 amending the Personnel Policy Committee;

15 WHEREAS, the City Council wishes to amend the membership to allow
16 appointment of a Youth liaison;

17 NOW, THEREFORE,

18 BE IT RESOLVED by the City Council of the City of Keizer that Resolution No.
19 R2009-1994 is hereby amended by replacement of Appendix "A" with the attached
20 Appendix "A", and by this reference made a part hereof.

21 BE IT FURTHER RESOLVED that Resolution R2013-2320 is hereby repealed in
22 its entirety.

1 BE IT FURTHER RESOLVED that this Resolution shall take effect immediately
2 upon its date of passage.

3 PASSED this 6th day of November, 2023.

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5 SIGNED this 6th day of November, 2023.

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Cathy Clark
Mayor

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Melissa Bisset
City Recorder

Appendix "A"

City Council Committee

Name: Personnel Policy Committee

Purpose: The Personnel Policy Committee shall make recommendations to the Keizer City Council regarding personnel policies, including, but not limited to, recommendations regarding salary/compensation surveys. The Personnel Policy Committee shall also review general personnel information, including, but not limited to, worker's compensation statistics, retirement issues, and employee updates; but shall not review individual employee matters. The Personnel Policy Committee shall not review placement of individual employees in a salary classification system, collective bargaining agreement issues, employee disciplinary matters, or other individual employee matters or matters that are under the purview of the City Manager pursuant to the Keizer City Charter.

Membership: The Personnel Policy Committee shall consist of three City Council members to be appointed by the Mayor and announced at a regularly scheduled Council meeting. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Personnel Policy Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each member of the Committee shall serve a two-year term to coincide with the Mayor's term of office.

Chair and Vice-Chair: The Personnel Policy Committee will elect the Chair and Vice-Chair at the first meeting of each odd numbered year, or when necessary due to a vacancy.

Meetings: The Personnel Policy Committee shall meet as determined by a majority of the members and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.