



Evelyn Minor-Lawrence  
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING  
2051 Kaen Road | Oregon City, OR 97045

June 26, 2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Second Public Hearing for the removal of County Code Section 2.05.160.4, regarding Extended Sick Leave, and Section 2.05.070.17, regarding Veteran's Preference, for replacement with Employee Policies and Procedures. No fiscal impact. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	May 5, 2025-Policy Session, the Board of County Commissioners approved the plan in the aforementioned Policy Session. June 12, 2025 - 1st Public Hearing		
<b>Performance Clackamas</b>	<p>1. How does this item align with your Department's Strategic Business Plan goals? This item aligns with Human Resources' goal to create and maintain efficiencies through continued process improvement and to ensure timely updates in accordance with changing laws.</p> <p>2. How does this item align with the County's Performance Clackamas goals? This item aligns with the County's strategic priority to build public trust through good government</p>		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Evelyn Minor-Lawrence	<b>Contact Phone</b>	503-655-8812

**EXECUTIVE SUMMARY:**

**Why are Personnel Policies in the County Code?**

- 1961: Clackamas County voters approved the adoption of a civil service system.
- 1990: The BCC established an employee advisory committee to develop a personnel ordinance, replacing the statutory civil service system.
- 1992: The County's Civil Service Act was repealed, and the Personnel Ordinance was adopted.
- 2000: County ordinances were codified into the Clackamas County Code.

**Why Remove Personnel Policies from County Code?**

Although the County no longer operates under a civil service system, many policies and processes within the code are reminiscent of a civil service structure, creating barriers in hiring and workforce management. Additionally, changes in federal and state laws require greater flexibility to maintain compliance.

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Recent examples include the Oregon Equal Pay Act and the Oregon Paid Family Medical Leave Act. Additional reasons for removal include:

- **Outdated policies:** Code language does not align with modern employment best practices.
- **Rigid hiring processes:** Limits flexibility in recruitment and selection.
- **Lack of clarity:** Broad or unclear language can lead to misinterpretation.
- **Redundant regulations:** New state laws have rendered some county leave provisions unnecessary.

#### **Benefits of Removing Personnel Policies from County Code**

- **Faster compliance updates:** Ensures timely policy revisions in response to legal and operational changes.
- **Improved accessibility:** Consolidates all employment policies in one location for easier reference.
- **Enhanced bargaining flexibility:** Streamlines negotiations by resolving duplicative or conflicting CBA language.
- **Consistent oversight:** Maintains the County Administrator's authority over operational and administrative policies.
- **Stronger legal defense:** Reduces litigation risks by ensuring policies are aligned with current law and best practices.

This proactive approach ensures County policies align with current best practices and provides flexibility to adapt to changes in employment law in a timely manner. The recommended phased approach is expected to conclude by December 2027 and ensures transparency and thorough review.

As outlined in the attached crosswalk, the immediate removal of County Code section 2.05.160.4, regarding Extended Sick Leave, is necessary to align with current County policies and practices. Significant changes in state and federal leave laws, including the implementation of Oregon Paid Family and Medical Leave, have rendered this provision of County Code and EPP 11 (Leaves of Absence) outdated and redundant. EPP 11 was archived in June 2024 and removing this language from Code closes this loop.

Similarly, updates to Veterans' Preference (EPP 43) eliminate the need for retaining County Code section 2.05.070.17 as the updated policy now fully addresses the relevant provisions and procedures.

**RECOMMENDATION:** Staff recommends the Board of County Commissioners Approve section 2.05.160.4, regarding Extended Sick Leave and section 2.05.070.17 regarding Veteran's Preference be removed from the County Code, replaced by as Employee Policies and Procedures.

Respectfully submitted,



Evelyn Minor-Lawrence  
Human Resources Director

Attachment A: Redline Version of Changes to Code  
Attachment B: Personnel Ordinance Crosswalk

objections shall be made to the Director of Employee Services. Items may be deleted on the basis of item analysis, administrative or clerical errors, and incorrect keying and valid objections of applicants prior to computing scores. Any such deletions shall be recorded together with the reasons for such deletion. The Director of Employee Services may remove such questions or make such alterations in the answer key. Any alterations made to the answer key shall be applied to the scoring of all applicable tests.

[Codified by Ord. 05-2000, 7/13/00]

#### **2.05.70.13 Review Of Selection Results**

Applicants may review their results within fourteen (14) calendar days from the date on which the notice of results was mailed. The selection materials of applicants are not open to inspection by the public or by other applicants except as provided by law.

[Codified by Ord. 05-2000, 7/13/00]

#### **2.05.70.14 Requests For Review Of Selection Procedures**

Requests for review may be made by any applicant to the Director of Employee Services on any part or process of the selection procedure as identified in 2.05.070.13 above. An applicant has fourteen (14) calendar days from the date selection results were mailed to file a Request for Review. The Director of Employee Services shall investigate the circumstances surrounding the request and take appropriate administrative action to resolve any complaints within the time frames set forth in 2.05.220.5.

[Codified by Ord. 05-2000, 7/13/00]

#### **2.05.70.15 Appeals Of Selection Procedures In The Selection Process**

Written appeals of the Director of Employee Services' decision resulting from a claim of fraud or illegal discrimination in the selection process may be made to the Hearings Officer. Appeals to the Hearings Officer must be made in writing within thirty (30) calendar days from the date the Director of Employee Services mails the determination of the matter to the applicant. (See 2.05.210 for Appeals Procedures.)

[Codified by Ord. 05-2000, 7/13/00]

#### **2.05.70.16 Waiver Of Selection Process**

The selection process may be suspended and appointment made if transition to probationary/regular employment from a specially funded program is involved and the Director of Employee Services finds that competition is impractical. Such exception shall be requested in writing from the appointing authority stating the reasons for the suspension of the selection procedures.

[Codified by Ord. 05-2000, 7/13/00]

#### **~~2.05.70.17 — Veterans Preference~~**

~~Qualified veterans shall be granted veterans preference in conformance with Oregon Revised Statutes 408.230.~~

~~[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]~~

#### **2.05.080 Eligible Registers**

##### **2.05.080.1 Types Of Eligible Registers**

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 10-2015, 12/10/15]

#### **~~2.05.160.4 — Extended Sick Leave~~**

~~Upon application of an employee, sick leave without pay for up to ninety (90) calendar days may be granted by the appointing authority for the remaining period of a disability after earned sick leave has been exhausted. In the event such unpaid sick leave exceeds ninety (90) days, the extension must be approved by the Board of County Commissioners or designee. The appointing authority shall require the employee to furnish a certificate issued by a licensed physician or practitioner or other satisfactory evidence of illness. (See 2.05.150 G, Disability Leave.)~~

~~[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]~~

#### **2.05.170 Ethical Standards Governing Employee Conduct**

All employees and public officials shall strive to uphold the County's Code of Ethics, as adopted by the Board of County Commissioners. The Code of Ethics states that employees of Clackamas County shall strive to:

- A. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities, in order to inspire public confidence and trust in Clackamas County;
- B. Serve in such a way that does not realize undue personal or financial gain from the performance of official duties;
- C. Avoid any activity which is in conflict with the conduct of official duties;
- D. Approach the Clackamas County organization and the duties of their position with a positive attitude and constructively support open communication, teamwork, creativity, dedication, and compassion;
- E. Maintain professional excellence, accept the responsibility to keep up-to-date on emerging issues and conduct the public's business with competence, fairness, efficiency, and effectiveness;
- F. Support the values of the County organization and help make these values the norms of the organization. Support and strive to achieve the goals and visions for Clackamas County;
- G. Be knowledgeable and support the code of conduct, quality, ethical, and performance standards of their respective professions;
- H. Refrain from engaging in political activities during working hours if the employee is a non-elected County employee. Elected and non-elected County employees must not solicit participation of non-elected County employees in political activities during working hours;
- I. Be objective in the selection of employees, contractors, goods and services, basing decisions on merit and value to the County;
- J. Eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds; support co-workers if they are in difficulty because of responsible efforts to correct such discrimination, fraud, mismanagement or abuse;
- K. Serve the public with respect, courtesy, concern, and responsiveness, recognizing that service to the public is beyond service to oneself or any special interest

## Personnel Ordinance/EPP Crosswalk 5.6.25

Personnel Ordinance Language	Relevant EPP	Notes
<p><b>2.05.160.4 Extended Sick Leave</b></p> <p>Upon application of an employee, sick leave without pay for up to ninety (90) calendar days may be granted by the appointing authority for the remaining period of a disability after earned sick leave has been exhausted. In the event such unpaid sick leave exceeds ninety (90) days, the extension must be approved by the Board of County Commissioners or designee. The appointing authority shall require the employee to furnish a certificate issued by a licensed physician or practitioner or other satisfactory evidence of illness. (See 2.05.150 G, Disability Leave.) [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]</p>	<p><b>EPP 11 – Leaves of Absence (Archived 6/2024)</b></p> <p>Originally implemented in 1992, this policy allowed County departments to grant leaves of absence with or without pay for up to 90 days. If after 90 days the employee was still unable to return to work, they could petition the BCC for an extension of up to an additional 90 days.</p>	<p>Due to changes in leave laws, including the recent Oregon Paid Family Medical Leave, this policy is no longer necessary. Employees now have several options for protected leaves.</p> <p>EPP 11 replaced with EPP 10 Family and Medical Leave and EPP 76 Paid Family and Medical Leave.</p>
<p><b>2.05.070.17 Veterans Preference</b></p> <p>Qualified veterans shall be granted veterans preference in conformance with Oregon Revised Statutes 408.230. [Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05].</p>	<p><b>EPP 43 – Veterans’ Preference</b></p> <p>Recent revisions reflect current state law and expands policy to include veterans’ eligibility for preference.</p>	