



September 22, 2020

Welcome to the City of Troutdale!

It is a pleasure to Welcome you to the City of Troutdale – we're glad to have you on our team of employees dedicated to serving the citizens of this great community. At the City, we believe that our employees are our most valuable asset.

We feel that you will be a great complement to our team, and hope that during your employment with the City you will become a productive and successful member of the City's team. In fact, we attribute our success as a city in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We have worked hard to create a work environment, along with a compensation and benefits program, that we believe fosters positive work relationships.

We expect that you will do your part by contributing your best efforts to uphold our public service obligation by performing your job to the best of your abilities. This includes responsibly carrying out assigned duties, working in full cooperation with your fellow employees, complying with ordinances and established policies, maintaining ethical conduct, and above all, promoting courteous and friendly public services. We at the City are proud of the rich tradition of providing well managed, cost-effective and accessible municipal services to our residents and your job as an employee is to continue this tradition of excellence in making the City a great place to live and work.

We believe that you can contribute significantly to our success and want you to share in the growth of our future, but we feel you can only do that if you understand our organization and your role. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices that guide your employment.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the City and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the City, with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please see Human Resources.

This handbook does not create a contract of employment between the City and its employees. All employment at the City is “at will.” That means that either you or the City may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City, other than the City Manager or the City Personnel Officer, has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Personnel Officer or myself (or that is included in a collective bargaining agreement).

Again, welcome to our team. We wish you success in your new position and truly value you and the contributions you will make during your employment with us.

Ray Young
City Manager