

JUL - 7 1975

D. M. PENFOLD, Director of the Dept. of Records and Elections of Lane County

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

Paul Bishop
DEPUTY

ORDINANCE NO. 10-75)
) IN THE MATTER OF AMENDING CHAPTER 2
) OF LANE CODE TO REVISE PROCEDURES FOR
) APPROVING BOARD ORDERS EFFECTIVE MAY 1,
) 1975, REVISE CODE AMENDMENT ORDINANCE
) FORMAT, AND CLARIFY PROBATIONARY
) PERIOD

The Board of County Commissioners of Lane County ordains as follows:

Chapter 2 of Lane Code is hereby amended by removing and substituting the following pages:

REMOVE THESE PAGES

INSERT THESE PAGES

2.005 - 2.020 to
2.025 - 2.030 (three pages)

2.005 - 2.020(3) to
2.025 - 2.030 (three pages)

2.270 - 2.285

2.270 - 2.285

Said pages are attached hereto and incorporated herein by reference. The purpose of these substitutions is to revise procedures for approving Board orders effective May 1, 1975, revise Code amendment ordinance format, and clarify probationary period.

Enacted this 2nd day of July, 1975

APPROVED AS TO FORM
 DATE 6/12/75
Tom Shaw
 OFFICE OF LEGAL COUNSEL

Paul Bishop
 Chairman, Lane County Board of Commissioners

Lucie Guyre
 Recording Secretary for this Meeting of the Board

In the Matter of Amending Chapter 2 of Lane Code to Revise Procedures for Approving Board Orders Effective May 1, 1975, Revise Code Amendment Ordinance Format, and Clarify Probationary Period

2.005

Lane Code

2.020(3)

Chapter 2

A D M I N I S T R A T I O NGenerally2.005 Board Action.

(1) All formal action by the Board shall be in the form of ordinance or order, except where otherwise required by law.

(2) Ordinances enacted by the Board shall be in the form provided in subsections 18(1) and (3) of the Charter.

(3) Orders enacted by the Board shall be signed by the Chairman or Acting Chairman of the Board and shall become effective as of the date of signing unless otherwise provided.

2.010 Creation of Boards, Commissions, Etc. Provision for assignment of powers and duties, limitations, directions, allocation of functions, manner of appointment, compensation, title and creation, change and abolition of each department, agency, board, commission, committee, office, position, officer, agent and employee, shall be by order of the Board except where otherwise established by the Charter and shall become effective as of the date of signing unless otherwise provided.

2.020 Maintenance of the Code. The Code shall be maintained by the following procedures:

(1) The Board shall classify each new ordinance adopted as general or special.

(2) All ordinances, whether general or special, shall be numbered as the Board shall order. The original copy of each ordinance shall be filed in numerical order in the Board's office after being properly signed.

(3) Amendments to the Code shall be made by ordinance. The District Attorney or County Counsel, as appropriate, will assist in assigning the proper Code Chapter and section numbers. The Department of General Administration shall distribute copies of amendments to the Code to holders and subscribers of the Code as soon as practicable after such amendments are made. It shall further be the duty of the

22-72; 11.3.72

11-73; 9.28.73

2.020(3)

Lane Code

2.025(2)

Department of General Administration annually by March 1 to review the Code, issue and distribute a list of effective pages, and prepare and distribute a revised index. The Department of General Administration shall be assisted by the District Attorney or County Counsel, as appropriate, in this task.

(4) At the lower left of each page, amended and new Code pages shall contain the number and effective date of each amending ordinance, with the latest number in the lowest position.

2.025 Ordinances Amending Code Provisions.

(1) The Code shall be amended by a general ordinance in the format shown below substituting new pages for existing pages in the Code, adding new pages to the Code, or removing existing pages from the Code.

(2) The general format of an ordinance transmitting a Code change shall be as follows:

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDINANCE No.)
) IN THE MATTER OF AMENDING CHAPTER 2
) OF LANE CODE, TO AMEND LC SECTIONS
) 2.025 AND 2.035, ADD NEW LC SECTIONS
) 2.036, 2.040, 2.045 AND 2.050, AND
) CLARIFY AND CORRECT PROVISIONS FOR
) REVISING THE LANE CODE

The Board of County Commissioners of Lane County ordains as follows:

Chapter 2 of Lane Code is hereby amended by removing, substituting and adding new pages as follows:

REMOVE THESE PAGES

2.020 - 2.030 to
2.035 - 2.040 (three pages)

INSERT THESE PAGES

2.020 - 2.035 to
2.036 - 2.040 (three pages)

2.050 - 2.060 (new page)

Said pages are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to amend LC sections 2.025 and 2.035, add new LC sections 2.036, 2.040, 2.045 and 2.050, and clarify and correct provisions for revising the Lane Code.

2.025

Lane Code

2.030

[Use following paragraph only when applicable]

An emergency is hereby declared to exist and this ordinance, being enacted by the Board in the exercise of its police power for the purpose of meeting such emergency and for the immediate preservation of the public peace, health, and safety, shall take effect immediately.

Enacted this day of , 19 .

Chairman, Lane County Board of
Commissioners

Recording Secretary for this Meeting of
the Board

2.030 Failure to Comply. Sections 2.020 to 2.025 are directory rather than mandatory and failure to comply with them shall not invalidate an ordinance.

22-72; 11.3.72

2.270

Law Code

2.285

promote such persons as may be needed without regard to subsection (1) of this section for a period not to exceed 30 calendar days.

2.275 Probationary Period. Unless otherwise agreed in collective bargaining agreements, probationary periods shall be as set forth in this section.

(1) Appointment Probationary Period. The first year following an appointment in the classified service shall be a probationary period, during which time an employee may be dismissed at any time without right of appeal. Employees shall be given permanent appointment upon successful completion of the probationary period.

(2) Promotional Probationary Period. The first year following a promotion in the classified service shall be a probationary period, during which time an employee may be demoted to his former classification at the discretion of the appointing authority. Employees shall be given permanent appointment to the new classification upon successful completion of the probationary period.

2.280 Tenure. The tenure of every employee shall be conditional on satisfactory behavior and performance of duties:

(1) Any employee may be dismissed or demoted on the basis of merit and fitness. If an employee holds permanent appointment to his position, the authority making the dismissal or demotion shall, after receiving a written request by the said employee, submit within five working days, a written statement to the employee and to the Personnel Review Board explaining the reason for the action.

(2) Whenever there is a lack of work or lack of funds requiring reduction in the number of employees in a Department or Division of County government, the required reduction shall be made in such classifications as the appointing authority may designate. Employees within the Department or Division holding positions in classes being reduced shall be laid off on the basis of relative merit and fitness, with due consideration to length of service.

2.285 Suspension. An employee may be suspended without pay by the appointing authority for disciplinary reasons but such suspension shall not exceed a total of 30 working days in any calendar year. Such action of the appointing authority is subject to the appeal procedures set forth in section 2.290.

18-72; 10.6.72

7-74; 7.5.74