

**PORT OF NEWPORT  
RESOLUTION NO. 2024-01**

**A RESOLUTION ADOPTING REPLACEMENT OF THE EMPLOYEE HANDBOOK**

**WHEREAS**, the Port of Newport By-laws for the Port of Newport requires the Commission to create personnel rules by resolution; and

**WHEREAS**, the Port Commission adopted an Employee Handbook on June 23<sup>rd</sup>, 2020 and has amended the personnel policies periodically; and

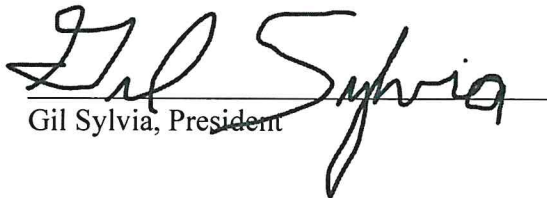
**WHEREAS**, Oregon Statute related to employment practices have dramatically changed since the adoption of the previous handbook; and

**WHEREAS**, the Employee Handbook sets forth the policies, practices and procedures that are to be followed by the Port of Newport in the administration of its personnel program, and is authorized by the By-laws for the Port of Newport Board of Commissioners, Ordinance No. 100, adopted May 22, 2014;

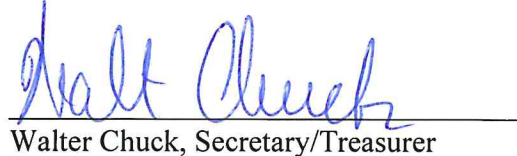
**NOW THEREFORE THE PORT OF NEWPORT BOARD OF COMMISSIONERS  
RESOLVES AS FOLLOWS:**

- Section 1.** Adopt the Port of Newport Employee Handbook (Exhibit A).
- Section 2.** Staff is directed to codify this policy according to past administrative practices.
- Section 3.** Prior versions of the Personnel Manual are hereby repealed.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 30<sup>th</sup> day of January 2024.

  
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Gil Sylvania, President

ATTEST:

  
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Walter Chuck, Secretary/Treasurer