

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 17-05**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON, AMENDING THE
PERSONNEL MANUAL**

WHEREAS, the Personnel Manual for the City of Gold Bar gives employees the option to work four ten-hour days or five eight-hour days; and

WHEREAS, the City of Gold Bar employs both salaried and non-salaried staff; and

WHEREAS, total hours worked in a month differ between employees working eight-hour days and employees working ten-hour days depending on the calendar month; and

WHEREAS, holiday pay must be clarified; and

WHEREAS, the goal of the City is to follow standards set by the State of Washington Department of Labor and Industries and the Fair Labor Standards Act; and

WHEREAS, the City's Personnel Manual must be updated to accommodate staffing changes related to schedules, breaks, holiday hours, and salaried vs. non-salaried employees;

NOW THEREFORE, BE IT RESOLVED by the governing body of the City of Gold Bar that the Personnel Manual shall be amended as follows:

I. Title 7, Working Hours

II. Title 24, Leaves of Absence and Time Off

III. Severability

IV. Effective Date

I. Title 7, Working Hours

A. ~~The City's standard work week is Monday through Friday, from eight (8) a.m. to five (5) p.m. for City Hall staff and 7:00 a.m. until 3:30 p.m. for the Public Works Department (see 'D'). Public Works Department employees receive a half-hour lunch break and City Hall staff receives a one-hour lunch break and.~~ Staff schedules and work weeks must cover those hours of operation with the option to stagger staff schedules to cover hours of operation. Lunch breaks may consist of one hour or one-half hour breaks, with hours worked in a day adjusted accordingly. All staff will receive a lunch break. All staff will receive one paid fifteen (15) minute break for every four hours worked.

D. ~~The Mayor may establish shifts consisting of four (4) ten-hour days per week, or, in the case of Public Works employees, a staggered shift to cover the standard work week.~~

Employee work shifts may consist of four (4) ten-hour days per week or five (5) eight-hour days per week, not to exceed the standard forty (40) hour work week. Employees must stagger shifts to guarantee hours of operation are covered. Non-salaried employees will be paid for actual hours worked in a month not to exceed the standard forty-hour work week.

Those employees choosing specific shifts must work that shift for one year prior to requesting a change.

II. Title 24, Leaves of Absence and Time Off

G. Holidays.

Designated holidays, as listed in G(1) consist of ten recognized holidays for a total of eighty (80) hours and one personal holiday for a total of eight hours. Employees that work ten-hour shifts may utilize vacation or sick hours, or their personal holiday hours, to make up the difference.

III. Severability

This Resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

IV. Effective Date

This Resolution shall take effect from, and after, its passage and approval.

Attest:

Lisa Stowe, Clerk/Treasurer

Attest:

Lee Hodo, Mayor