

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 17-18**

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

WHEREAS, the Personnel Manual administers compensation and salaries for employees; and

WHEREAS, employees receive an annual anniversary increase based on evaluations; and

WHEREAS, the annual anniversary increase stops after an employee has reached a specific salary range and becomes a bi-annual increase; and

WHEREAS, such practice does not encourage retaining long-term employees; and

WHEREAS, the Personnel Manual allows an employee to automatically receive a step increase; and

WHEREAS, step increases are merit increases based upon employee evaluations;

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

- I. Title 18, Compensation and Salaries**
- II. Title 19, Performance Evaluations**
- III. Severability**
- IV. Effective Date**

I. Title 18, Compensation and Salaries

F. The Mayor is authorized to grant a merit step increase in salaries based on an employee's annual evaluation, completed by the employee and the employee's supervisor, and reviewed by the Mayor. The evaluation must be completed prior to any merit increase. If an evaluation is not completed by the employee's anniversary date, the Mayor may choose to authorize the merit increase retroactively.

II. Title 19, Performance Evaluations

E. If an evaluation has not been completed by a supervisor within thirty (30) days of completion of an employee's trial period or within thirty (30) days of an employee's anniversary date, the employee may petition the employee's supervisor and Mayor for a merit step increase through the employee complaint procedure listed in Title 35.

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 the date of its adoption.

Resolved this 16th day of January 2018.

APPROVED:



William Clem, Mayor

ATTEST/AUTHENTICATED:



Lisa Stowe, Clerk/Treasurer