

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 19-01**

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

WHEREAS, certain positions of employment with the City of Gold Bar require specific certifications; and

WHEREAS, other positions of employment with the City of Gold Bar are encouraged to obtain optional certifications; and

WHEREAS, the City of Gold Bar has historically paid for those certifications obtained by employees; and

WHEREAS, the City of Gold Bar Personnel Manual does not address employee certifications and associated costs to the City;

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

Section I	Title 41
Section II	Renumbering
Section III	Severability
Section IV	Effective Date

Section I, Title 41, Employee Certifications

Certain employee positions require specific certifications. Other employee positions may include optional certifications that, while not a requirement of employment, are recognized as improving employee operations.

A. Optional Certifications

1. Employees are encouraged to obtain certifications related to their specific job duties.
2. The City may choose to pay for optional certifications.
3. Prior to gaining optional certifications, employees must obtain approval from their Supervisor, the City Treasurer, and/or the Mayor, for City funding of the optional certification fees. Because these certifications are not required as a term of employment, the City reserves the right to not pay the associated fees.
4. If an employee does not obtain prior approval for funding optional certifications, the City is not required to pay for the optional certification.

5. If an employee leaves employment with the City within six (6) months of obtaining an optional certification that the City has paid for, the employee must reimburse the City in full.

B. Required Certifications

1. The City will inform employees of the required certifications, the process to obtain those certifications, and the penalties for leaving employment, as part of the hiring process.
2. The City will pay for required certifications.
3. After obtaining the required certification, the employee will work for the City for one year after obtaining the required certification.
4. If an employee leaves employment with the City for any reason, prior to the fulfillment of the required term, that employee will be required to reimburse the City in full for the cost of the certification.

Section II, Renumbering

Successive Titles in the Personnel Manual shall be renumbered accordingly.

Section 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.

Section IV, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 15th day of January, 2019.

APPROVED:



Bill Clem, Mayor


ATTEST/AUTHENTICATED:



Lisa Stowe, Clerk/Treasurer