

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 22-15**

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

WHEREAS, the Personnel Manual sets requirements for usage of vacation hours and vacation buyouts; and

WHEREAS, requirements do not allow employees to roll over more than three hundred (300) hours of vacation benefits at the end of a calendar year; and

WHEREAS, the Personnel Manual allows for cashing out up to twenty-five percent (25%) of benefits at the end of the year when an employee has accumulated more than three hundred hours of vacation; and

WHEREAS, cashing out up to twenty-five percent does not guarantee lowering the accumulated benefits below the three-hundred-hour threshold; and

WHEREAS, the policy as currently written could result in an employee still having benefits above three hundred hours after cashing out the allowed twenty-five percent; and

WHEREAS, employees should not lose benefits;

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

Section I	Title 24, Leaves of Absence and Time Off
Section II	Severability
Section III	Effective Date

Section I, Title 24, Leaves of Absence and Time Off

A.

7. When an employee reaches the maximum allowed accumulation of vacation hours, they may request to be paid for a minimum of five percent (5%), or up to a maximum of twenty-five percent (25%) of the accrued days or the difference between their accrued balance total and the maximum accumulation of three hundred (300) vacation hours.

Section II, Severability

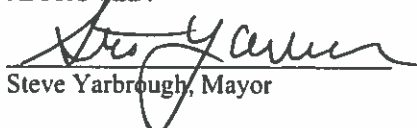
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section III, Effective Date

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

Resolved this 7th day of February, 2023.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer