

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 25-01**

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

WHEREAS, the City of Gold Bar utilizes a Personnel Manual for guidance, regulation, policies, and procedures related to staffing; and

WHEREAS, the Personnel Manual includes outdated wording; and

WHEREAS, the Personnel Manual includes regulations, policies, and procedures that require amending and updating to match best practice policies; and

WHEREAS, the Association of Washington Cities recommends revisions, clarifications, and additions;

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

Section I	Gender
Section II	Title 8, Overtime and Compensatory Time
Section III	Title 10, Call-Back
Section IV	Title 12, Recruiting
Section V	Title 15, Trial Period
Section VI	Title 18, Compensation and Salaries
Section VII	Title 20 Retirement Benefits
Section VIII	Title 24, Leaves of Absence and Time Off
Section IX	Title 28, No Smoking Policy
Section X	Title 30, Bulletin Boards
Section XI	Title 36, Discipline
Section XII	Title 37, Termination
Section XIII	Title 38, Cell Phone and Telephone Use Policy
Section XIV	Title 39, Credit/Debit Card Use Policy
Section XV	Title 40, Training and Travel Policies and Procedures
Section XVI	Title 42, Whistleblower Policy
Section XVII	Title 47, Memorandum of Understanding
Section XVIII	Title 48, Employee Time, Miscellaneous
Section XIX	Title 49, Gifts and Gratuities
Section XX	Title 50, Confidentiality of Information
Section XXI	Memorandum of Understanding Form
Section XXII	Severability
Section XXIII	Effective Date

Section I, Gender

Each use of the phrase ‘his’, ‘her’, or ‘his/her’ shall be replaced with ‘their’.

Section II, Title 8, Overtime and Compensatory Time

B. Exempt employees, ~~and/or~~ Supervisors, and/or specific employees that regularly have frequent job duties that require work outside of normal work hours, and that do not otherwise receive overtime or call-back time, shall receive either administrative leave or compensatory time. Approval for administrative time must come from the mayor. (see Title 24 (E)(2), Administrative Leave)

F. Overtime. If a non-exempt employee is compensated for forty (40) hours in a week, additional work that week will only be authorized at the discretion of the employee's direct supervisor or Mayor.

2. Any work done on a holiday is considered holiday overtime at two and one-half (2.5) times the regular rate of pay and must be approved by the employee's supervisor or Mayor, excluding emergencies. This is the maximum rate of compensation for work done on a holiday. Employees are not entitled to receive regular pay in addition to holiday overtime compensation.

Section III, Title 10, Call-Back

A. 'Call back' or 'on call' is defined as an employee requested to return to work due to an emergency after ~~he/she~~ they has have left a normal ~~work day~~ work-day shift.

Section IV, Title 12, Recruiting

~~G. After an offer of employment has been made and prior to commencement of employment, the City will require persons selected for employment to successfully pass a medical examination, which will include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his or her physical condition will not endanger the health, safety, or wellbeing of other employees or the public. The offer of employment may be conditioned on the results of the examination.~~

~~H. G.~~ A candidate will be disqualified from consideration if found to be physically unable to perform the duties of the position and the individual's condition cannot be reasonably accommodated in the workplace or if the physical condition might endanger the health, safety, or wellbeing of other employees or the public. ~~or the candidate refuses to submit to a medical examination or complete medical history forms.~~

Section V, Title 15, Trial Period

I. During the trial period the employee shall be paid an hourly wage. At the end of the six-month trial period the employee ~~shall~~ may become a salaried employee with supervisor and mayor approval.

Section VI, Title 18, Compensation and Salaries

A. City employees are paid monthly ~~on the last workday of each month at the end of the month based on the Treasurer's payroll process and factoring in weekends and holidays. Payroll must be distributed no later than the last day of the month. If a regularly scheduled payday falls on Saturday, paychecks will be distributed on the preceding Friday; if a regularly scheduled payday falls on Sunday or a holiday, paychecks will be distributed the preceding working day.~~

Section VII, Title 20 Retirement Benefits

C. To provide retirement income and other deferred benefits to all regular, full-time employees, the City established a 457 Deferred Compensation Plan through ICMA Benefits Trust. All employees are required to enroll in the Department of Retirement Systems Public Employees Retirement Services (PERS) retirement process.

~~D. Employee participation in the Plan is optional.~~

- ~~1. If an employee elects to participate, the minimum monthly contribution shall be \$25.~~
- ~~2. The City may elect to make PERS benefits available to employees.~~
- ~~3. Additional City contributions may be established each year in the City's annual budget.~~
- ~~4. Maximum contributions to the Plan are governed by Internal Revenue Service regulations.~~

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

A. *Vacations*

1. No more than one hundred consecutive ~~working~~ vacation hours may be taken at one time unless approved by the Mayor.

6. Unused annual vacation days earned may be carried over from year to year. The maximum number of vacation hours that may be carried over from December 31st of one year to January 1st of the next year is ~~three hundred (300)~~ four hundred (400) hours. In cases where City operations have made it impractical for an employee to use vacation time, the supervisor, with approval of the Mayor, may authorize additional accruals.

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 cash out the difference between their accrued balance total and the maximum accumulation of~~ three hundred (300) four hundred (400) vacation hours.

B. Sick Leave.

9. Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their supervisor's and the Mayor's prior approval, take leave without pay, or use vacation or compensatory time as detailed in Title 24(B)(11).

E. Administrative Leave.

2. Supervisors Specific employees are granted eight (8) hours of administrative leave per month of continuous service (see Title 8(B)). Administrative leave may be accrued if the administrator is unable to use it during the month. Unused administrative leave shall be paid upon termination of employment.

G. Holidays.

3. Non-exempt regular full-time employees will be paid for the holiday plus ~~one and one-half times their regular rate of pay~~ overtime or call-back rates for any time worked on the holiday. Such time must be pre-authorized by the supervisor or Mayor.

Section IX, Title 28, No Smoking Policy

B. Designated smoking areas will be established ~~in each City facility~~ in specific areas outside of City facilities.

C. Smoking is prohibited in all outside areas frequented by the general public ~~and all meeting rooms used by City staff or the public and all work areas where non-smokers and/or sensitive equipment may be subject to the effects of smoke.~~ (inside is already prohibited in 'A')

Section X, Title 30, Bulletin Boards

Information of special interest to all employees is posted ~~regularly~~ as needed on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the employee's supervisor and/or the Mayor.

Section XI, Title 36, Discipline

C. The Mayor has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case. With the prior approval of the Mayor, ~~superintendents~~ supervisors shall also have the authority to impose disciplinary action.

D. The following are examples of the types of behavior that may result in discipline:

8. conviction of any misdemeanor committed on or off the job after review of the circumstances by the mayor and/or direct supervisor;

E. ~~This list~~ Actions delineated in section 'D' above ~~is~~ are not all-inclusive, but only serves as a general guide. The Mayor may discipline or terminate employees for other reasons not stated above.

F. In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation.

2. Written warning. A written warning is a written request for correction of an unacceptable on-the-job practice. A written warning should be utilized when warranted by the seriousness of the offense or when an oral warning has been ineffective. Written warnings shall include a description of the problem and the corrective action the employee must take, as well as the date by which the action must be taken, and what the consequences of not correcting the situation will be. A copy of the written warning shall be retained in the employee's personnel folder.

Section XII, Title 37, Termination

A. An employee may be terminated from City employment for any of the reasons listed below.

4. ~~When the City Council has made a determination that a lack of work or funding exists with respect to the employee's position. The City Council has sole discretion to make determinations of lack of work or lack of funding.~~ (see 'D' below)

D. The Mayor may lay off employees for lack of work, budgetary restrictions, or other changes that have taken place after notifying the Council.

G. Upon termination of employment, the employee shall meet with ~~his or her~~ their supervisor, the Mayor, ~~or the City clerk and any applicable staff,~~ to complete a checklist indicating the return of keys, credit cards, and/or other City equipment issued to the employee during the course of employment. This shall be done prior to the issuance of a final paycheck.

Section XIII, Title 38, Cell Phone and Telephone Use Policy

F. Personal long distance telephone calls made on cellular and/or office telephones, except those necessitated by unanticipated overtime as noted above, shall be billed directly to the ~~employee's home phone~~ employee.

H. Text messaging on City cell phones is allowed with the following restrictions.

1. Due to the difficulty in retaining and archiving records created by text messaging, for purposes of compliance with the Public Records Act, employees shall not use cell phones to send any text messaging relating to City business with the exception of transitory, day-to-day business related texts with no retention requirements. ~~unless the employee has been previously authorized to do so in writing by the employee's supervisor or the Mayor.~~

I. Those city cell phones that have settings that allow the cell phone to be located must have that option activated at all times in case of emergency.

Section XIV, Title 39, Credit/Debit Card Use Policy

A. The purpose of this title is to establish a policy and procedure related to the distribution, authorization, control, and use of City credit ~~and/or debit cards. The City currently utilizes a debit card based on the ability to track transactions immediately rather than waiting for monthly statements.~~

B. The purpose of this title shall also be to establish credit limits and payments of bills related to City credit/~~debit~~ cards.

C. The City of Gold Bar finds that the use of credit/~~debit~~ cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency.

D. Setting up of Accounts: The City Treasurer, or appropriate staff working with the City Treasurer and with final City Treasurer approval, will be responsible for setting up the City's credit/~~debit~~ card account(s) with an appropriate banking facility.

E. Credit/~~debit~~ cards will ~~be limited to credit limits up to \$5000~~ have a credit limit as set by the Mayor and City Treasurer. ~~The Mayor may authorize a higher credit limit if deemed appropriate.~~

F. Distribution of credit/~~debit~~ cards: the number of cards issued per account will be determined by the City Treasurer or Mayor, keeping in mind the regularity of anticipated use and frequency of travel by City staff or officials.

G. Authorization and Control: each supervisor will be responsible for the distribution and tracking of each credit/~~debit~~ card issued to ~~his or her~~ their department.

H. Payment of Bills: billing statements will be sent to the City Treasurer who will reconcile statements and reimburse the ~~debit~~ credit card account monthly. Payment of any disallowed charges will be processed as stated in subsection 'K' below.

I. The process for charging a purchase to the ~~debit~~ credit card shall be as follows.

4. The Clerk/Treasurer will file approvals and receipts with the ~~debit~~ credit card statement.

J. Personal charges: personal charges to City credit/~~debit~~ cards are not allowed.

K. Disallowed charges: credit/~~debit~~ cards may only be used for City business. Any employee using a City-issued credit/~~debit~~ card for non-City business shall be billed for all charges on the credit card, and the City Treasurer or ~~his or her~~ their designee is directed and authorized to make payroll deductions to recover any unauthorized charges if the employee does not pay the charges prior to the time they are due. The amount due by the employee will include any accrued credit/~~debit~~ card interest and any penalties resulting from the charge.

L. The Mayor, or supervisor, as appropriate, may bar any employee with a demonstrated history of charge card defaults, from using any City credit/~~debit~~ cards.

M. Cash advances: cash advances on all City credit/~~debit~~ cards are prohibited.

Section XV, Title 40, Training and Travel Policies and Procedures

C. The following are intended to provide procedures for all employees and officials for travel and reimbursement while on official business.

2. Requests Procedure

a. The employee shall submit a request to his or her supervisor for review and approval. ~~The form shall require the person's signature affirming compliance with City policy and authorization for payroll deductions or repayment for inappropriate charges. By signing in agreement with the policies of this Personnel Manual, all employees acknowledge that the City may authorize payroll deductions or repayment for inappropriate expenses.~~

b. ~~Travel and training requests shall be submitted by the supervisor to the Mayor for final approval.~~

c. ~~The approved request shall be submitted to the City Treasurer for further processing. The person submitting the request shall be responsible for making his or her overnight accommodations and~~

~~other travel arrangements if needed.~~ Pre-payment for accommodations and transportation shall be coordinated with the Office Manager and/or the City Treasurer.

D. Transportation

2. A City vehicle will be the preferred mode of transportation. A City ~~gas~~ credit card is available for use while operating City vehicles.
4. Use of a personal vehicle for City business shall be allowed if the employee has current certification through driving courses provided by the Association of Washington Cities and if the employee has a clear driving record. ~~a City vehicle is not available for use or if circumstances are presented to the Mayor for approval on a case-by-case basis.~~
7. All air travel will be by the most economic rates. Airline tickets will be purchased by the City through the Office Manager and/or City Treasurer with payment made directly to the vendor.

E. Meal expense

1. Each employee shall be allowed a per Diem amount set by the U.S. General Services Administration (GSA).
 - a. Prior to travel, each employee shall submit the address of the training or destination to their supervisor and/or the Clerk/Treasurer, who will give the employee the per Diem rate as assigned by the GSA.
 - b. The supervisor and/or Clerk/Treasurer shall print out documentation of the per Diem rate and maintain records as appropriate.

Section XVI, Title 42, Whistleblower Policy

B. Definitions

4. 'Emergency' means a circumstance that, if not immediately changed, may cause damage to ~~person's~~ persons or property.

G. Communication and implementation. The Office Manager and/or City Clerk is responsible for implementing the City's policies and procedures for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are:

Section XVII, Title 47, Memorandum of Understanding

2. Employees will respect the management and supervisory roles as outlined by the Mayor. The Public Works Director and the Clerk/Treasurer report directly to the Mayor. The Office Manager works directly with the Mayor but is supervised by the Public Works Director. Maintenance staff and the water manager are also supervised by the Public Works Director. The Public Records Officer position is typically incorporated into duties of the Clerk/Treasurer. If the Public Records Officer position becomes a separate position, the ~~officer~~ position is supervised by the Clerk/Treasurer.

Section XVIII, Title 48, Employee Time, Miscellaneous

B. An employee's regular schedule may be adjusted within reasonable parameters during any given work day as long as the employee's supervisor is notified and approves the change. These adjustments are to be utilized for situations such as when an employee must work through their lunch break, and their supervisor then allows them to leave early, or for incidental amounts of time of less than an hour where an employee might be late to work due to traffic, and is then allowed to make up the time.

1. Any schedule changes that involve more than two (2) hours, must be made up in blocks of time no less than two (2) hours. Exception to this may be made only with prior approval by the supervisor and Mayor.

Section XIX, Gifts and Gratuities

A. Public employees are prohibited from receiving or soliciting, directly or indirectly, a gift or gratuity that could be viewed as reasonably expected to influence, intended to influence, or which appears to influence, a vote, action, inaction, or judgment of any employee, or which could be considered a reward, in whole or part, for such action or inaction.

B. If companies provide promotional incentives with a value over fifty dollars (\$50) for purchases, the 'gifts' that are received belong to the City, not to the employee.

C. Certain gift items of a value less than fifty dollars (\$50) are not considered likely to influence behavior and may be accepted on behalf of the City for use by all City personnel.

D. In any calendar year, items that may be accepted are those specified in the Revised Code of Washington (RCW) 42.52.150 with an aggregate value of less than fifty dollars (\$50) from a single source or a single gift from multiple sources. For purposes of this section, 'family', 'gift', and 'person' as defined in RCW 42.52.010 as enacted and amended, are adopted by this reference. A 'single source' means any person acting directly or through any agent or other intermediary, and 'single gift' includes any event, item, or group of items used in conjunction with each other or any trip including transportation, lodging, and attendant costs, not excluded from the definition of 'gift'. The value of gifts given to a family member or guest will be attributed to the Employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member or guest.

E. Any gifts received should be kept at the City Hall for use by all City personnel.

F. If there is a question about whether a gift should be accepted, personnel shall receive approval from their direct supervisor prior to acceptance.

Section XX, Title 50, Confidentiality of Information

A. City of Gold Bar employees may have responsibilities that include access to personal information regarding taxpayers, ratepayers, other employees, officials, and City business. The City is obligated to keep such information confidential except as may be authorized by law, such as the Public Records Act. Confidential information includes, but is not limited to, electronic account passwords, cell phone numbers, building and equipment access codes, medical information, personal identity information such as social security numbers, personal phone numbers, and home addresses.

B. The City trusts its personnel to be good stewards in handling confidential information in a responsible manner. This responsibility continues indefinitely, including after employment with the City ends. Employees and volunteers who violate this confidentiality are subject to discipline up to and including discharge. Employees may also be subject to civil liability.

Section XXI, Memorandum of Understanding Form

2. Employees will respect the management and supervisory roles as outlined by the Mayor and/or as detailed in this Memorandum of Understanding. The Public Works Director and the Clerk/Treasurer report directly to the Mayor. The Office Manager works directly with the Mayor but is supervised by the Public Works Director. Maintenance staff and the water manager are also supervised by the Public Works Director. The Public Records officer is supervised by the Clerk/Treasurer. If the Public Records Officer is a position separate from the Clerk/Treasurer duties, that position is supervised by the Clerk/Treasurer.

Section XXII, 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 XXIII, Effective Date

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

Resolved this _____ day of _____, 2025.

APPROVED:

ATTEST/AUTHENTICATED:

Steve Yarbrough, Mayor

Lisa Stowe, Clerk/Treasurer