

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 25-03**

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

WHEREAS, the City of Gold Bar updated the Personnel Manual relating to vacation hours in Resolution #25-01;
and

WHEREAS, city staff reviewed those changes after adoption rather than before; and

WHEREAS, city staff researched vacation policies in cities of similar populations; and

WHEREAS, a vacation policy was created that was more in line with other cities, created a compromise with city staff, and met the budgetary concerns relating to vacation buyout and accrual limits; and

WHEREAS, the change in vacation policy requires a further amendment and clarification in the Personnel Manual;
and

WHEREAS, the changes relating to vacation hours will take effect January 1st, 2026;

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 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. Vacations

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) 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. These additional hours must be used within a specific timeframe agreed upon by the mayor, supervisor, and employee, or forfeited.

7. If an employee has accrued more than 300 hours at the end of the year, they may cash out a maximum of forty (40) hours. If there is a remaining balance after what is carried over and what is cashed out, those hours shall be forfeit.

Section II, Severability

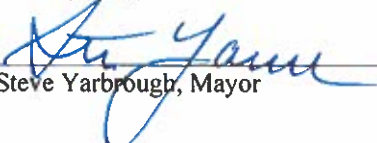
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section III, Effective Date

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

Resolved this 4th day of February, 2025.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer