

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 25-07**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING THE
PERSONNEL MANUAL RELATING TO EMPLOYEE COMPENSATION**

WHEREAS, the Personnel Manual sets regulations for employee compensation, including benefits; and

WHEREAS, benefits may be cashed out when an employee leaves employment; and

WHEREAS, the Personnel Manual wording regarding benefits need clarification and updating; and

WHEREAS, there is no specific state legislation regulating how benefits are handled, allowing local jurisdictions to set their policies;

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

Section I	Title 18, Compensation and Salaries
Section II	Title 24, Leaves of Absence and Time Off
Section III	Severability
Section IV	Effective Date

Section I, Title 18, Compensation and Salaries

C. When an employee's employment with the City is terminated for any reason, the employee will receive the following compensation:

1. For salaried employees, wages for the final full month no matter the number of hours worked in the month of termination.
2. For hourly employees, regular hourly wages for those specific hours worked in the month of termination.
3. Any overtime due.
4. A lump sum payment of accrued vacation, compensatory time, and administrative leave.
5. A lump sum payment of accrued sick time, converted to vacation hours at a ratio of 2:1.

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

A. *Vacations.*

7. If an employee has accrued more than three hundred (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. *(See Title 18, Compensation and Salaries, for information regarding benefits at termination of employment.)*

B. Sick Leave.

11. Employees may convert sick leave hours to vacation hours, at a ratio of 2:1, once an accumulation of thirty (30) days sick leave has occurred. The thirty (30) day accumulation of sick leave must be maintained in order for any conversion to be requested. *(See Title 18, Compensation and Salaries, for information regarding benefits at termination of employment.)*

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 2nd day of September, 2025.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer