

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 26-03**

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

WHEREAS, the Personnel Manual sets procedure for when accruals are received and at what rate; and
WHEREAS, accruals such as sick hours, holidays, and personal holidays begin at the start of each year; and
WHEREAS, vacation accruals are treated differently and are tied to anniversary hire dates; and
WHEREAS, setting all accruals to happen at the same time decreases the chance of error; and
WHEREAS, vacation hours should be consistent with all accruals and tied to length of employment rather than merit;
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

Title 24, Leaves of Absence and Time Off

A. *Vacations.* Each regular full-time employee is entitled to 6.66 hours of vacation leave per month for the first year of employment. Employees will receive a step increase in vacation hours per month according to the table below, up to the maximum of 13.33 hours, January 1st of each year in conjunction with first of the year annual salary and accrual changes.

3. Regular part-time employees are entitled to fifty (50) percent of the vacation benefits allowed regular full-time employees. Each regular part-time employee is entitled to 3.33 hours of vacation leave per month for the first year of employment. Employees will receive a step increase in vacation hours per month according to the table below, up to the maximum of 6.66 hours, January 1st of each year in conjunction with first of the year annual salary and accrual changes.

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 3rd day of February, 2026.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer