

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: PERSONNEL POLICY AMENDMENTS

WHEREAS: City Council adopted the current Personnel Policy on April 17, 2019;

WHEREAS: The entire policy is currently being evaluated, with plans to bring an overall updated and revised Personnel Policy to Council for adoption upon completion of that broader review;

WHEREAS: At this time, the Mayor and City staff recommend updates to two sections of the policy and an addition, as follows:

1. Section XIV – Compensation Policies

Section XIV(F) – Hours of Work

The amendment will reflect operational changes that allow for more flexible schedules, including a 4/10 work schedule at City Hall.

City Hall hours remain Monday through Friday 8:00 am – 5:00 pm. Changes to this section ensure coverage while providing for flexible work schedules.

Section XIV(G) – Rest and Meal Periods

Amendment to update “division” head to “department” head;

Clarifying language will be added to provide flexibility which allows employees who remain at their worksite during the meal period, to not be required to add 30 minutes, up to a maximum of 1 hour, to their scheduled shift.

2. Section XV – Employee Benefits

a. Section XV – Holidays

This section will be updated with the addition of a 4/10 or other approved flexible schedule, where the current policy states that, when a holiday falls on an employee’s regularly scheduled day off, the employee shall take equivalent time off on the nearest working day. This is changed to now reflect that if a holiday lands on an employee’s regularly scheduled day off, the employee’s typically scheduled work hours are placed in a Holiday Bank. For example, if an employee typically works 10 hours, those hours are placed in a Holiday Bank for the holiday which fell on the employee’s regularly-scheduled day off. Furthermore, the policy places a maximum of 50 hours that can be accrued in the Holiday Bank, and banked holiday hours must be used before use of PTO.

Additional changes were made providing clarifications to Holiday pay as it relates to seasonal and temporary employees and adding Juneteenth to the list of official recognized City of Sandpoint holidays.

Addition of new Employee Training, Licensing, and Certification Approval and Reimbursement Policy: This policy provides a formal approval process for employee training, licensing, and certification and adds conditions where, if the job related certification or license costs \$2,500 or more, paid by the City, the amount paid will be subject to a reimbursement schedule in the event the employee voluntarily separates from employment within the specified period after completion of the training or fails to obtain the required certification or training. This ensures the City receives value from these costs. If the employee voluntarily separates employment in Year 1, the reimbursement amount is 100% of the amount paid for by the City; in Year 2, it is 50% of the amount paid; after Year 2 – no reimbursement required. There is an exception for extenuating personal circumstances that require a voluntary separation as approved by the Mayor – who may waive or reduce reimbursement in such a case.

NOW, THEREFORE, BE IT RESOLVED THAT: The City of Sandpoint Personnel Policy, updated to reflect the amendments specified herein, is hereby approved, effective immediately.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk