

No: 26-  
Date: March 18, 2026

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: PERSONNEL POLICY AMENDMENTS**

WHEREAS: The City's current Personnel Policy was adopted in April 2019, and the most recent update was in January 2026;

WHEREAS: This proposed change applies only to City Hall administrative offices and does not affect access to Police and Fire and does not impact Parks, Building & Grounds, or Public Works field crews, many of whom work 4/10 schedules;

WHEREAS: City Hall administrative offices would operate extended hours Monday through Thursday from 7:30 AM to 5:30 PM, increasing accessibility outside of traditional 8:00 AM to 5:00 PM business hours;

WHEREAS: While the City Hall administrative offices will be closed to walk-in traffic on Fridays, City staff will continue working full hours each week (40 hours for full-time employees) and remain available by appointment;

WHEREAS: While this proposal does not reduce employee hours or services provided, it simply restructures administrative office hours to provide extended daily availability while maintaining operational coverage;

WHEREAS: This will provide three work schedules for City Hall Administrative employees – 5/8, 9/80, or 4/10 and this will provide a better work life balance to our current employees, thereby improving retention and will be attractive to hiring and bringing in talent to the organization; and

WHEREAS: At this time, the Mayor and City staff recommend updates to the following section of the policy as follows:

1. Section XIV – Compensation Policies

a. Section XIV(F) – Hours of Work - to be changed to reflect operational changes that allow for a 4/10 work schedule at City Hall with City Hall Administrative Offices closed on Fridays. City Hall hours would change from Monday thru Thursday 7:30 AM – 5:30 PM.

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

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Jeremy Grimm, Mayor

ATTEST:

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Hayley Keys, Deputy City Clerk