

No: 26-
Date: January 21, 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, with a pilot program implemented in July 2025 for City Hall employees, not including public safety employees, to work a 4/10 work schedule;

WHEREAS: The pilot program lasted for 6 months which ended in December 2025 and challenges with office coverage has been recognized;

WHEREAS: As a response, City staff explored a 9/80 schedule, which would provide solutions to the coverage challenges under the 4/10 schedule and provide flexible schedules that have positive impacts on attraction and retention of employees and will ensure services to the public continue to be provided at a high level; and

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

1. Section XIV – Compensation Policies
 - a. Section XIV(F) – Hours of Work – adding #4 incorporating a 9/80 Flexible work schedule.

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