

No: 25-  
Date: March 19, 2025

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: PERSONNEL POLICY AMENDMENT**

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

WHEREAS: At this time, the Mayor and City staff have identified and recommend needed amendments to this Policy under two sections related to disposition of Personal Time Off (PTO) hours upon retirement and approval of leave without pay;

WHEREAS: Currently, under Section XV - Employee Benefits, subsection A2b, there is a requirement for contribution of the value of retiring employees' PTO hours to a Health Reimbursement Account through the Voluntary Employees' Beneficiary Association (HRA/VEBA);

WHEREAS: With employees expressing a desire to have more flexibility as to the disposition of the value of their PTO hours remaining at the time of their retirement, an amendment to subsection A2b is recommended, which would allow the retiring employee to choose the HRA/VEBA contribution provided by subsection A2b or, instead, to choose an option under subsection A2a to receive direct compensation or contribution as an elective deferral to their Health Savings Account (HSA), 457(b) Deferred Compensation Plan, or PERSI Choice 401(k);

WHEREAS: Currently, under Section XV – Employee Benefits, subsection E2, the Policy requires City Council written approval for unpaid leave in excess of thirty (30) days;

WHEREAS: Because these types of discussions cannot occur in a public setting due to sensitive employee information and protections, as the policy stands now, these requests must be brought to Council in executive session, where, by State law, Council is legally forbidden to take final action or make any final decision on a matter before them; and

WHEREAS: Further, as this policy directive does not align with the types of decisions enacted by Council but is, instead, an operations matter for HR and the Mayor, an amendment has been recommended, instructing that a request for unpaid leave in excess of five (5) days, including an explanation of the reason for the unpaid leave and a statement from the Department Head as to coverage for the employee's position during the absence, must be submitted to the Human Resources Director and approved by the Mayor.

NOW THEREFORE BE IT RESOLVED THAT: The City of Sandpoint Personnel Policy is hereby amended as outlined herein, effective immediately.

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Jeremy Grimm, Mayor

ATTEST:

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Melissa Ward, City Clerk