

No: 26-
Date: January 7, 2026

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: SALARY ADMINISTRATION POLICY AMENDMENTS

WHEREAS: The City's current Salary Administration Policy was approved in December 2018, with revisions in 2023, March 2025, and October 2025 with amendments requested at this time adhering to State of Idaho Administrative Procedures Code as it relates to requirements of having a "Substitute Responsible In Charge" at both the Wastewater and Water Treatment Plants, where the employee will receive additional compensation of \$10.00 per hour when assuming this role;

WHEREAS: The current policy allows for a minimum salary increase of 2½% but not greater than 5%, of the employee's current rate on the City's General Salary Schedule and shall not be based on a step-to-step adjustment;

WHEREAS: The City's current hiring practice allows for a general hiring range from Step 1-6, dependent on experience and qualifications, but only for external candidates, where, when an internal candidate is promoted into a position, the current Salary Administration Policy does not allow for that same flexibility;

WHEREAS: The amended policy would allow for that same flexibility for promotion of an internal candidate;

WHEREAS: The amended policy would require approvals of the Director over Human Resources and Mayor and/or City Administrator for any salary above a Step 6 for internal candidate promotions; and

WHEREAS: Although these specific amendments are requested in order to make necessary updates at this time, work is currently underway to streamline the City's various personnel-related policies, with plans for a new comprehensive Employee Handbook and Personnel Policy to be presented for Council consideration in the near future.

NOW, THEREFORE, BE IT RESOLVED THAT: The amendments to the City of Sandpoint Salary Administration Policy herein described and as reflected in the attached document are hereby approved, effective immediately.

Jeremy Grimm, Mayor

ATTEST:

Hayley Keys, Deputy City Clerk