

No: 25-  
Date: October 15, 2025

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 and March 2025 and amendments requested at this time due to the recently-completed Compensation and Classification Study and for some minor housekeeping updates to job titles and more significant changes in relation to specialty pay;

WHEREAS: Portions of the Policy that are no longer applicable as a result of the Compensation and Classification Study have been removed;

WHEREAS: The title of Mayor and Finance Director are added throughout, where applicable, and reference to HR Director is changed to Director over Human Resources;

WHEREAS: Specialty pay changes include clarification that specialty pay is not applicable for expired licenses or certifications, that the City will no longer pay for redundant certifications, and that specialty pay has been removed from the Policy with certain exceptions for Backflow Assembly Tester and Pre-Treatment Operator;

WHEREAS: For Police Community Resource Officers, the new specialty pay provisions also combine Animal Abuse Investigator and Animal Control Officer;

WHEREAS: The one-time lump sum payment of \$100 for job-related professional development certification with a minimum earning of two or more Continuing Education Credits (CEU) has also been removed, where this type of training and certification is likely funded by the City and is already a part of job duties and responsibilities; 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, and a new comprehensive Employee Handbook and Personnel Policy will 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.

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Jeremy Grimm, Mayor

ATTEST:

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Melissa Ward, City Clerk