



# City of Stevenson

Leana Kinley, City Administrator

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To: City Council  
From: Leana Kinley, City Administrator  
RE: Personnel Policy Updates  
Meeting Date: June 16, 2022

## **Executive Summary:**

Every year the city goes through an audit with the Washington Cities Insurance Authority (WCIA). This year the city underwent a review of our personnel policies and procedures. Updates have been made to our application and hiring process. A summary the changes to the personnel policy is listed below.

## **Overview of Items:**

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *2.6 Discrimination Complaint Procedure:* Updated to clarify reporting process after WCIA review.
- *3.4 Trial Period:* Updated to include review periods after WCIA review.
- *4.3 Compensatory Time:* The change to the policy allows new employees to accumulate time to use for vacation or sick leave before they have any balances accrued. The total cost to the city remains the same since the time is paid out at the end of each year. All requests to accrue and use comp time need to be approved by the supervisor and the total of comp time and vacation cannot exceed the current vacation maximum balance of 240 hours.
- *8.10 Holidays:* Adds Juneteenth as a recognized City holiday, in support of the proclamation approved by council in 2020 and 2021. Clarifies the accrual of personal days for new employees.
- *9.11 Drivers License Requirements:* Language change recommended by WCIA.
- *9.15 Drug & Alcohol Testing Policy & Procedures:* Procedure language change recommended by WCIA.
- *Appendix A-2 Supervisor Guides:* Language change recommended by WCIA.
- *Job Descriptions:* The requirement of a CDL for the Public Works Director and for all Wastewater Treatment Plant Operator positions has been removed. Requirements have changed which require two to four weeks of training at a cost of around \$5k. The skill is not required for these positions and will remain for all Utilities/Maintenance Workers.

## **Action Needed:**

Approve resolution 2022-395 revising the policy as presented or with changes.