



# *City of Stevenson*

*Leana Kinley, City Administrator*

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To: City Council  
From: Leana Kinley, City Administrator  
RE: Personnel Policy Update  
Meeting Date: July 18, 2019

## **Executive Summary:**

After the update of the personnel policy in 2018, a change to the Holiday Pay was updated only in section 4.2 Hours of Work and Overtime and was not updated in section 8.10 Holidays. City staff also requested the city look into providing a boot allowance to Public Works department employees.

## **Overview of Items:**

The boot/uniform allowance policy of neighboring communities is below.

City	Amount	Frequency	Items
White Salmon	\$180	Every 2-years	Boot reimbursement
Bingen	\$200	Annual	Boot reimbursement
Washougal	\$375	Annual	Jeans, shirt, L&I approved boots
Camas	\$750	Annual	Work boots, muck boots, rain gear (top and bottoms), winter coats, daily work wear including shirts, pants, socks, etc.
Cascade Locks	\$300	Annual	Pants, shirts, jackets, hats and boots

The recommendation is to provide an annual reimbursable boot allowance with a \$200 limit. There are 6 employees this would apply to, for an annual cost of \$1,200.

Section 8.10 has also been updated to reflect the accurate Holiday Pay rate of 2.5 per hour.

The original, updated sections are attached for reference with the clean document attached to the resolution.

## **Action Needed:**

- Approve Resolution 2019-343 revising the personnel policy.