

# RESOLUTION 2019-01

## A RESOLUTION OF THE CITY OF TENINO, WASHINGTON ADOPTING THE CITY OF TENINO "CITY OFFICIAL HANDBOOK"

**WHEREAS**, The City of Tenino Personnel Policy Manual was last revised in December of 2008; and

**WHEREAS**, both federal and state law has changed considerably over the course of the last 11 years; and

**WHEREAS**, the Washington Paid Sick Leave law, the Washington Family Leave Act, and other major revisions to state law have never been addressed within the City's personnel policies; and

**WHEREAS**, City employees have asked for a shared leave policy and for a less ambiguous policy document.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON**, that all previous versions of the City of Tenino Personnel Policy Manual and all Resolutions updating that manual are repealed effective March 31, 2019, and are replaced by the City of Tenino "City Official Handbook" dated March 12, 2019, attached hereto as "Exhibit A", made part hereof, and incorporated herein by reference, effective April 1, 2019, as follows:

**Section 1.** The City of Tenino "City Official Handbook" shall be reproduced in sufficient quantities to afford each current City Official a personal copy of the Handbook. Further, the Handbook and any future updates will be posted to the City's webpage and the Clerk/Treasurer shall maintain at least one printed copy at City Hall for inspection by public.

**Section 2.** The Administration will schedule one or more workshops where each employee will have the Handbook explained to them and will be afforded the opportunity to ask questions about anything contained therein.

**Section 3.**

- a. City Employees are required to acknowledge receipt of the Handbook during the workshop described in the preceding paragraph.
- b. All other City Officials are encouraged to acknowledge receipt at their earliest convenience.

c. The act of acknowledging receipt does not indicate agreement or disagreement with anything contained therein; it is simply intended to be a written record of an individual's receipt of the document and acknowledgment that certain provisions have been brought to their attention.

d. If an employee refuses to sign an acknowledge receipt, the Department Head or the Clerk/Treasurer will provide a statement that details when the Employee received a copy of the Handbook, the circumstances surrounding the refusal to acknowledge such receipt, and that statement will be filed in the Employee's Official Personnel File.

**Section 4.**

a. This Handbook will apply to new employees on its effective date.

b. Current employees who continue their employment with the City will be considered to agree to all terms and conditions contained in this Handbook if such employment continues beyond 30 days after the effective date.

**PASSED** at a regular meeting of the Tenino City Council this 12th day of March, 2019.

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Wayne Fournier, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

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John C. Millard, City Clerk-Treasurer

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Richard L. Hughes, City Attorney