

Resolution No. 451

The amending of the Personnel Policy and Procedure Manual for  
employees of the City of Forks

WHEREAS, the City has an adopted personnel policy and procedural manual that includes policies associated with vacation accrual, compensatory time accrual, and the like;

WHEREAS, issues arose during the latest round of collective bargaining that indicated a need for changes associated with said bargaining, or for clarification purposes

WHEREAS, that manual is in need of changes and the employees deserve the right to know the various policies and procedures associated with their duties at the City of Forks;

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORKS, THAT

1. Chapter 4.3 is amended as follows:

Revise the existing paragraph to read:

**4.3 COMPENSATORY TIME**

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. The City is not required to grant compensatory time off instead of overtime pay. If the compensatory time option is exercised, the employee is credited with either straight time or one and one-half times the hours worked ~~as overtime if they have exceeded forty (40) hours worked in that week.~~ Maximum accruals of compensatory time shall be limited to ~~sixteen (16)~~ forty (40) hours for regular employees. ~~Per union contract, the maximum accrual of compensatory time shall be limited to twenty (20) hours for uniformed police personnel and corrections/communications officers.~~ After maximum accrual of compensatory time, overtime compensation hours worked shall be paid in the current pay period.

And add the following new language after that:

New Policy:

Under 4.3 COMPENSATORY TIME

An employee may choose to receive payment for their accrued compensatory time in lieu of scheduling time off. Written requests may be submitted annually in April and must be approved by the Department Head and Mayor. Payment will be processed with the first payroll in May.

2. Chapter 5.3 is amended to with the underlined text below replacing that which is struck out:

Replace the following:

**5.3 PAYDAYS**

~~City employees are paid bi-monthly following regularly scheduled council meetings of each month, or in the case of the Police, Corrections, Communications officers, and others who have chosen to do so the fifteenth (15) and the last day of the month. The Department heads~~

~~for non-police employees may ask to have their employee's pay day to be the same as the Police Departments. If a regularly scheduled payday falls on Saturday, Sunday or holiday, the checks will be distributed on the previous regularly scheduled working day.~~

with:

### 5.3 PAYDAYS

The pay periods shall be defined as the 1st - 15th with a pay date of the 20th, and 16th through the last day of the month with a pay date of the 5th. If any of those pay dates are a holiday or a weekend, payday shall be on the preceding work day.

3. Chapter 8.1 is amended by adding the new policy regarding excess vacation accrual

New Policy:

#### Under 8.1 VACATION LEAVE

An employee may choose to reduce excess vacation accrual by requesting payment up to a maximum of 80 hours of vacation pay annually in April, provided they will be left with a balance of at least 80 hours. The written request must be approved by the Department Head and Mayor and will be paid with the first payroll in May.

4. Effective date. These amendments will become effective five days after adoption by the Council, and the adoption by the applicable collective bargaining units.

Passed this 11<sup>th</sup> day of April 2016 by the City Council of the City of Forks.



Bryon Monohon  
Mayor

Attested to:



Audrey Grafstrom  
Clerk/Treasurer

Approved as to Form:



William R. Fleck  
Attorney/Planner