

Resolution No. 536

Amending the policy and procedure manual for
employees of the City of Forks

WHEREAS, the City has an adopted policy and procedure manual that includes polices associated with a working schedule and the like; and

WHEREAS, the City requires an established basic workweek allowing alternate works schedules requiring changes to the policy and procedure manual;

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

Section 1. The City of Forks Policy and Procedure Manual Chapter 4 is hereby amended as follows:

4.1 Working Hours

The City's default FLSA workweek is Sunday 12:01 a.m. through Saturday 12:00 a.m. The City's standard workweek is Monday through Friday from 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch period. **Alternate work schedules may be established by the City.** Due to the nature of the City's operations, longer hours and alternate shifts may be necessary in some instances. This standard workweek may be modified by department or by other agreements and statutes.

A normal working schedule for regular, full-time employees consists of forty (40) hours each workweek. ~~Different~~ **Alternate** work schedules such as in the case of police **officers** may be established by the City to meet job assignments and provide necessary City services. **See Section 4.10 Alternate Work Schedules.** Each employee's department head will advise the employee regarding his/her specific working hours. Work hours may be different for those employees that are FLSA exempt as discussed below.

Part-time and temporary employees will work hours as specified by their department heads.

4.2.2 Exempt Employees

~~Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. Work hours for exempt employees may be different from non-exempt employees. Exempt employees when required to work and are absent for an entire day must have approval of the Mayor, use of vacation, or use of sick leave.~~

Exempt employees are not covered by the FLSA or Washington Minimum Wage Act overtime provisions and receive neither overtime pay nor compensatory time in lieu of overtime pay. Work hours for exempt employees may be different from non-exempt employees.

Exempt employees are paid on a salary basis. Exempt employees are expected to work the hours necessary to fulfill their job responsibilities, which may exceed forty (40) hours in a workweek. Absences of one or more full days for personal reasons, sickness, or disability, shall be charged to accrued vacation, personal leave, or sick leave as appropriate. Partial-day absences of greater than 1/2 the expected workday for personal reasons, sickness, or disability will be charged to accrued leave in accordance with applicable law. No partial day absence will result in a salary deduction.

4.10 Alternate Work Schedules

The City recognizes that there may be advantages to both City operations and to employees in utilizing a work schedule that differs from the standard regular work week schedule. Use of an alternate work schedule is at the discretion of the City and may be denied, revised or discontinued at any time based on the operational needs of the City.

The FLSA workweek definition and overtime provisions set forth in this Section apply to all City employees. The leave, approval, and recordkeeping provisions of this Section apply only to non-represented employees; as to represented employees, the applicable collective bargaining agreement shall control to the extent it addresses the subject matter, and this Section shall apply only to fill any gaps not addressed in the agreement.

There is a specific definition of "alternate work schedule" that varies from the standard regular work schedule, which ~~that~~ must be followed in order to utilize an alternate work schedule without violating provisions of state and federal wage and hour laws. This definition allows 40 hours of work within one hundred sixty-eight (168) consecutive hours, or seven consecutive twenty-four (24) hour periods. The work week may begin and end on any day. However, no more than 40 hours may be worked without overtime obligations in any 168-hour work week period. Caution must be used in developing the schedule to ensure overtime obligations are not incurred. Where the City implements a 9/80 alternate work schedule, the workweek for affected employees shall be designated to begin and end at the midpoint of the eight-hour workday in the schedule, so that no more than forty (40) hours fall within any single workweek for the employee schedule. The implementation of this policy is subject to the following guidelines.

Work hours over 40 hours in any alternate work schedule will be paid at the regular overtime rate of one and one-half times the regular hourly rate.

Employees will be charged vacation leave and sick leave at the rate of total hours scheduled to work in the alternative workday, not to exceed 40 hours per work week. Non-represented, non-exempt, employees assigned to an alternate work schedule will be paid eight hours for each paid holiday and must charge the remaining hours in the alternate workday to vacation, compensatory time or leave without pay to ensure that there has been a total reporting of 40 hours for that work week. Exempt employees on an alternate work schedule shall receive their full salary for any workweek containing a paid holiday and shall not be subject to leave-without-pay or leave deductions for any holiday differential.

Paid holidays falling on an employee's regularly scheduled day off will be taken on the preceding or following workday as determined by the supervisor.

Approved alternate work schedules, and any subsequent adjustments, will be documented and signed by the employee and supervisor, and approved by the Mayor. Alternate work schedules must begin at the start of a workweek on a predetermined date set by the supervisor and the payroll department. Human Resources will be responsible for reviewing all approved alternate work schedules and may require revisions to ensure compliance with federal and state wage and hour laws. A copy will be filed in the employee's payroll files. Departments will be individually responsible to accurately maintain appropriate records and document alternate work schedules, as well as ensure no unpaid overtime liability occurs as a result of alternate work schedules. The availability of individually assigned alternate work schedule is subject to change and the policy may be modified by the Mayor, at his or her discretion.

Section 2. The City of Forks Policy and Procedure Manual Chapter 8.10 is hereby amended as follows:

8.10 HOLIDAYS

The following are recognized as paid holidays for all regular full-time and part-time employees:

New Year's Day	January 1
Martin Luther King's Birthday <u>King, Jr. Day</u>	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
One <u>Two</u> personal holidays	

Holiday leave pay will be paid at 8 hours for non-represented employees. Non-represented employees who work an alternate work schedule should reference Section 4.10 Alternate Work Schedules.

Personal holidays are available to employees after they have completed six months of employment.

Any holiday falling on Saturday will be celebrated on the ~~proceeding~~ preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. (Union employees are paid for the holiday schedule per their contract).

Non-exempt regular full-time, temporary or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the actual holiday. Such time must be pre-authorized by the supervisor.

Holidays, including personal holidays, are not subject to payout upon termination of employment.

1. Effective date. These amendments will become effective on May 12, 2026.

Passed this 11 day of May 2026 by the City Council of the City of Forks.




Tim Fletcher
Mayor

Attested to:



Caryn DePew
Clerk/Treasurer

Approved as to Form:



Charlotte A. Archer
Attorney



ALTERNATIVE WORK SCHEDULE REQUEST FORM

Employee name: _____

Department: _____ Exempt Non-exempt

Please fill out the table below for the schedule you wish to work and submit this request to your supervisor for review and approval. FLSA non-exempt employees must work a total of 40 hours per week.

Day	Start	Lunch	End	Total hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Justification/ comments				

ACKNOWLEDGEMENT

I agree to maintain the requested above. I understand that once an alternative work schedule is approved, it cannot be changed without the prior written permission of the Department Head. I further understand I am required to follow all City policies, including but not limited to, time and attendance at work. In addition, I understand I must maintain satisfactory work to continue the alternative work schedule privilege, and failure to do so may end the alternative work schedule.

Requested start date: _____

Employee signature: _____ Date: _____

FOR MANAGEMENT USE

Approved Denied Approved start date (if applicable): _____

Department head signature: _____ Date: _____

Mayor approval: _____ Initials: _____ Date: _____