

RESOLUTION 22-__

A Resolution Revising Personnel Policy

WHEREAS, certain revisions and additions need to be made to the Personnel Policy concerning exempt employees, and

WHEREAS, the City Administrator position is exempt from overtime laws, and the person filling that position is required to be present at various City functions outside normal working hours on a frequent basis, and

WHEREAS, the position is responsible, under the direction of a part time Mayor, for the efficient operation of all daily city operations, and

WHEREAS, the person serving in this position is subject to increased stress, and the City desires to provide opportunity for increased time away from work for this person;

WHEREAS, the City is responsible to remain competitive not only in attracting talent for future City Administrators but also for the retention of existing staff

NOW, THEREFORE, THE COUNCIL OF THE CITY OF CHEWELAH, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

SECTION 1: A new class of vacation is added under “types of leave”: **Executive Leave**

SECTION 2: **Section 1 Vacation** under **Chapter 7: Leaves of Absence and Time Off** of the City of Chewelah Personnel Policy is amended to include under **1a.** ..’each regular **non-exempt** full-time employee..’.

SECTION 3: Subsection **f.** under **Section 1: VACATION** is added as follows:

f. An exempt employee shall receive 96 hours vacation on a calendar basis for years 1 through 4 of employment, including partial years. In year 5 and beyond, the employee shall accrue vacation per the schedule in said Section 1, on a calendar year basis beginning January 01 of each year. The employee shall not accrue more than 240 hours of vacation time. Upon separation from employment, the exempt employee shall receive compensation for up to and including 240 hours.

ADOPTED this __ day of _____, 2022.