

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 06-47A-1**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON
AMENDING THE ADOPTED PERSONNEL POLICY FOR ALL
EMPLOYEES OF THE CITY OF LIBERTY LAKE.**

WHEREAS, the Liberty Lake City Council adopted a personnel policy manual on June 2, 2002, and amended said manual on June 7, 2005 as required. The manual establishes policy and procedures to which relates to the City of Liberty Lake employees and other such matters properly related thereto; and

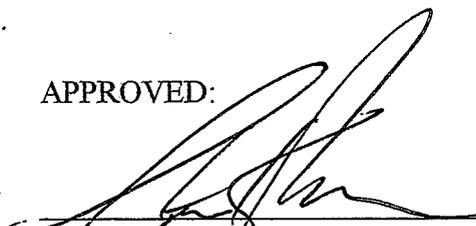
WHEREAS, the Finance Committee, has reviewed the attached Amended Personnel Manual, Chapter 5, Sub-section 5.4 and 5.5 and finds it to be acceptable and appropriate.

NOW, THEREFORE, be it Resolved by the City Council of the City of Liberty Lake, Washington as follows:

1. City of Liberty Lake Personnel Manual as Amended The policy for personnel matters set forth in the document entitled "City of Liberty Lake Personnel Manual, Chapter 5" which is attached hereto as Exhibit "A" and incorporated herein by this reference is hereby adopted as the official policy for all employees employed by the City of Liberty Lake.
2. Amendments as Needed. The City of Liberty Lake through the City Council by Resolution, may amend, change, supplement or update any and all sections, terms or portions of the Personnel Manual as presently exist or as necessary.
3. Authority. The Mayor and his/her designee shall carry out the duties of enforcing the Personnel Policy and Procedures as prescribed in the Manual.
4. Effective Date. The Resolution shall become effective immediately upon passage by the Liberty Lake City Council.

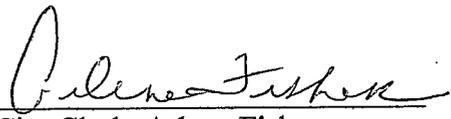
Adopted this 7 day of March 2006.

APPROVED:



Mayor, Steve Peterson

ATTEST:


City Clerk, Arlene Fisher

APPROVED AS TO FORM


City Attorney Stanley M. Schwartz

Effective Date: 3/7/06

Chapter 5

COMPENSATION

5.1 SALARY CLASSIFICATION

Salary Plan: The Salary Plan is proposed by the Mayor and approved by the City Council. The Plan shall include salaries for non-bargaining personnel as well as salary grades negotiated by employee representatives.

New employees normally start their employment at the lowest step of the range. However, the Mayor may place a new employee at a higher rate when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the lower range.

The Mayor may propose and the City Council may grant an across-the-board pay adjustment (cost-of-living adjustment) from time to time, raising the salaries of all positions by a specified amount. Such adjustments, if any, will not change an employee's pay-anniversary date. The Mayor, on an individual basis, may grant a one-time pay adjustment of a step increase over a two-year period. Steps over and above a one-step increase must have Council approval.

5.2 PAYDAYS

City employees are paid monthly on the last working day of each month. Mid-month payroll draws are prohibited under IRS Regulations.

5.3 DEDUCTIONS

Some regular deductions from the employee's earning are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee or by statute.

5.4 TRAVEL AWAY FROM THE CITY

All travel away from the City must be approved in advance by the Mayor, City Administrator or Department Head. If private automobiles are used, employees will be reimbursed mileage at the prevailing federal rate. When applicable, travel to and from meetings and conferences should be scheduled during work hours.

When employees are required to travel out-of-town for a meeting, they need not be paid for time spent traveling from home to a local airport, bus depot or train station. All other time is treated as compensable if during regular working hours. In contrast, employees who travel outside their regular work hours on city business are not paid unless they are actually driving. Travel time as a passenger on an airplane, train, boat, bus or automobile outside regular working hours is not considered work time. 29 C.F.R. § 785.39. The normal working hours test applies to travel even on their non-working days, such as Saturday, Sunday and holidays.

5.5 TRAVEL EXPENSE REIMBURSEMENT

City employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the city, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips not to exceed 15% for meals, taxis or baggage handling are reimbursable.

Tips are paid over and above the meal allowance. Receipts are required for reimbursement of actual expenses not to exceed \$10.00 for breakfast, \$10.00 for lunch and ~~\$20.00~~ \$30.00 for dinner or a maximum daily meal allowance of \$50.00. Requests for reimbursements including all receipts shall be submitted to the Treasurer on a travel expense form signed by the employee. When meals are included in registration for meetings and conferences, the above limits do not apply. If travel expenses exceed amounts authorized, the voucher must be reviewed and approved by the Mayor.

City vehicles shall only be used by City employees as authorized by their Department Head. All City vehicles that are used for out-of-town travel shall be signed out at City Hall and approved by the Mayor or his/her designee.

City charge cards may be issued to employees who will travel outside the City on City business. Employees using a City issued credit card for travel expenses shall not purchase food, gas or other sundries for other persons, employees, or officials, except that if a meal is purchased by a user of a City credit card on behalf of other persons, the person purchasing the meal shall note on the receipt the persons in attendance. Employees who use their personal automobile while on official travel, shall not use a City credit card for gasoline. When renting an automobile while on official city travel, the city credit may be used for rental and gasoline/oil expenses. The cards are kept at City Hall or with the Department Head and must be signed out prior to departure and signed back in upon return.

5.6 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

1. Regular wages for all hours worked up to the time of termination which has not already been paid.
2. Any overtime pay that is due.
3. A lump sum payment of any accrued but unused vacation and any unused compensatory time within the maximum allowed accrual.
4. Any accrued sick leave will not be paid out by the City.
5. If an employee has an outstanding 401(A) loan, it becomes due and payable upon separation from service.