

**CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 02-47C**

**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, as required. The manual establishes policy and procedures which relate to the City of Liberty Lake employees and other such matters properly related thereto; and

WHEREAS, City Staff and Liberty Lake City Council have reviewed the attached Amended Personnel Manual and find 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" 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 City Administrator 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 4<sup>th</sup> day of March, 2014.

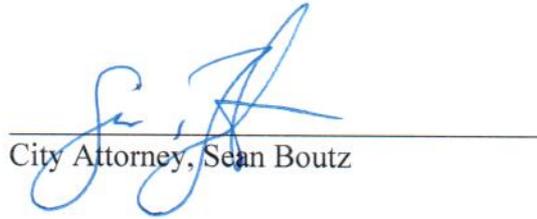
APPROVED:

  
\_\_\_\_\_  
Mayor Steve Peterson

ATTEST:

  
\_\_\_\_\_  
City Clerk, Ann Swenson

APPROVED AS TO FORM

  
\_\_\_\_\_  
City Attorney, Sean Boutz

# **Exhibit A**

## **CITY OF LIBERTY LAKE**

### **PERSONNEL MANUAL**

*Adopted by Resolution No. 02-47  
June 18, 2002*

*Amended by Resolution No. 02-47A  
June 7, 2005*

*Amended by Resolution No. 06-47A-1  
Chapter 5, March 7, 2006*

*Amended by Resolution No. 02-47C  
March 4, 2014*

## Chapter 4

### HOURS AND ATTENDANCE

#### 4.1 ~~WORKING HOURS~~

~~The City's standard work week for City Hall is Monday through Friday from 8 a.m. to 5 p.m. with a 1 hour unpaid lunch period. Due to the nature of the City's operation, different hours are necessary in some departments.~~

~~A normal working schedule for regular, full-time employees consists of 40 hours each work week. Work hours and/or schedules differ for police employees to cover their schedule.~~

~~Part-time regular, temporary employees and contract workers will work the hours directed by their Department Heads.~~

#### STANDARD WORK DAY AND NORMAL OPERATING HOURS

A standard work day and normal operating hours are from 8:00 a.m. to 5:00 Monday through Friday, except those days designated as official holidays. Due to the nature of work, some departments may have differing schedules from normal operating hours. In that instance, schedules will be determined by the Manager or Supervisor and approved by the Mayor or his/her designee.

Working hours for the Police Department are defined in the Labor Agreement between the City of Liberty Lake and the Teamsters Local Union No. 690. .

#### ALTERNATIVE WORK SCHEDULES – City Hall employees

**ELIGIBILITY:** All regular, full-time employees of the City are eligible to request the available alternative work schedules as described in this policy. Final decisions on participation will be made by the Manager or Supervisor and will be based upon an objective review of the individual circumstances, the demands of the position, the needs of the department and the needs of the City. The Manager or Supervisor may rescind an employee's alternative work schedule in their sole discretion. At least two (2) week's notice will be given to the employee that their schedule will be adjusted. Managers or Supervisors can adjust employees schedule for a short term duration when scheduling issues arise within the department.

An employee with a documented performance problem or an employee in a trial performance status may be denied their request for an alternative work schedule, depending on the nature of the performance problem or the discretion of the Manager or Supervisor in a trial performance period.

**DEFINITIONS:** For the purpose of the alternative work schedule policy in Section 4.1, the following terms are defined:

- 1) Compressed Work Week/Modified Compressed Work Week: Employees work a standard number of hours within fewer days during the same week, or each work day is an extra 30-60 minutes long. For employees eligible for overtime pay under the Fair Labor Standards Act (FLSA), the following compressed work week options will be considered under this policy.
- 2) 4/40: Four (4) 10-hour days each week.
- 3) 9/80: The 80 hours in a two (2) week period are scheduled over nine (9) working days. The normal worked day is extended by one-hour four (4) days one week and four (4) days the next week, with one regular eight (8) hour day. This produces one extra day off every other week. To comply with the FLSA and prevent an overtime obligation, the seven (7) day work week must be formally designated and the schedule must be approved by the Administrative Services Department for compliance with the FLSA.

## 4.2 HOURS OF WORK AND OVERTIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act regulations.

For most City employees, the established work period is 40 hours within a 7-day work week. All personnel are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than 40 hours per week. All overtime must be authorized in advance by the employee's ~~supervisor~~ **Manager or Supervisor**. Overtime pay is calculated at one and one-half times the employee's regular rate of pay. When computing overtime, time paid for but not worked (e.g. holidays, sick leave and vacation time) is not counted as hours worked.

Exempt employees do not receive either overtime pay or compensatory time.

Police employees' hours of pay and overtime is defined in the Labor Agreement between the City of Liberty Lake and the Teamsters Local Union No. 690. .

#### 4.3 COMPENSATORY TIME

Non-exempt employees entitled to overtime pay may request compensatory time off instead of cash payment. This time off is approved on an individual basis by the employee's ~~supervisor~~ **Manager or Supervisor**. Compensatory time is credited to the employee with one and one-half times the hours worked in overtime. Maximum accruals of compensatory time shall be limited to 80 hours for regular employees. After maximum accrual, overtime compensation will be paid.

Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and his/her ~~supervisor~~ **Manager or Supervisor**. **If compensatory time is not used by the year end, the hours will be cashed out in the last payroll of that year.**

#### 4.4 ATTENDANCE

Punctual and consistent attendance is an essential function of every position and is expected for continued employment. Each ~~Manager or Supervisor~~ **Head** is responsible for maintaining an accurate attendance record of his/her employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within 30 minutes of the employee's usual starting time. Employees are responsible for reporting in each day. If the ~~supervisor~~ **Manager or Supervisor** is unavailable, the employee may leave a message with the Mayor or his/her designee, stating the reason for being late or unable to report to work.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. Employees who are absent **three (3)** or more consecutive work days may be required to provide a doctor's note.

#### 4.5 UNUSUAL WEATHER CONDITIONS

During times of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety.

An employee who is unable to get to work or leaves work early because of unusual weather conditions may charge the time missed to vacation; **or** compensatory time ~~or leave without pay~~. The employee shall advise the ~~supervisor~~ **Manager or Supervisor** by phone, as in any other case of late arrival or absence.

#### 4.6 BREAKS AND MEAL PERIODS

Employees may take one 15-minute break for every four (4) hours worked. All breaks will be arranged so that they do not interfere with City business or service to the public. Meal periods will be scheduled by the employee's Manager or Supervisor ~~Head~~. The scheduling of meal periods may vary depending on department workload. Meal periods for employees are unpaid, ~~and are an hour in length.~~

Police employees' breaks and meal periods are defined in the Labor Agreement between the City of Liberty Lake and the Teamsters Local Union No. 690. .

#### 4.7 CALL BACK

Employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back may be grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked and the overtime rate for hours worked over the applicable overtime threshold.

All police employees are subject to call back in emergencies as defined in the Labor Agreement between the City of Liberty Lake and the Teamsters Local Union No. 690. .

#### 4.8 PAYROLL RECORDS

The official payroll records are kept by the City ~~Treasurer Clerk~~. Manager or Supervisors ~~Heads~~ shall turn in the signed work record for each employee within their department, noting hours worked, leave taken and overtime worked. The Manager or Supervisor ~~Head~~ shall sign and certify work records for employees in his/her department. In the absence of the Manager or Supervisor, the work record shall be signed by the Mayor or his/her designee. Work records of Manager or Supervisors ~~Heads~~ shall be signed by the ~~Mayor or his/her designee~~. ~~City Administrator and the Administrator's work records shall be signed by the Mayor. The City Administrator may review all payroll work records.~~

## Chapter 5

### COMPENSATION

#### 5.1 SALARY CLASSIFICATION

**Salary Plan Schedule:** The Salary Plan ~~Schedule~~ is proposed by the Mayor and approved by the City Council. The ~~Salary Plan~~ **Schedule** 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~~ **Salary Schedule**. However, the Mayor may place a new employee at a higher ~~rate~~ **step** when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the lower ~~st range~~ **step**.

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 City 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 earnings 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 or his/her designee, ~~City Administrator~~ or Manager or Supervisor ~~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. Refer to the City's Financial Policy for more details on travel.

#### 5.5 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. If an employee has an outstanding 401(A) loan, it becomes due and payable upon separation from service.

Any accrued sick leave shall not be paid to an employee upon termination.

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March 4, 2014*

## Chapter 7

### BENEFITS

#### 7.1 EMPLOYEE PAID BENEFITS

City paid employee benefits include medical insurance, dental insurance, vision insurance, employee group basic life insurance, dependant life insurance, an employee assistance plan (EAP), and long-term disability. All regular, full-time employees will participate in these programs.

The City will contribute medical benefits for each regular, full-time employee. Employees are required to contribute 10% of the premium cost for the employee's health insurance. Participation in the medical plan is mandatory for the employee but coverage for dependants is optional and in some cases may require additional contribution to fund medical premium costs.

~~**Medical Deductible Compensation:** The City will contribute up to \$600 per employee annually, subject to Council approval, for medical related expenses for all full-time employees and family members. This benefit is not part of the employee's salary, but an additional benefit to defray medical expenses not covered under the medical plan. Any unused benefit at year end will be forfeited and not carried over to the next fiscal year.~~

#### **Health Reimbursement Arrangement (HRA)**

The City of Liberty Lake will contribute to an HRA VEBA Medical Reimbursement Plan on behalf of all regular, full-time employees. Contributions on behalf of each regular, full-time employee shall be based on the City's finances each year and ability to contribute to the HRA.

~~Termination, Retirement, Layoff Leave of Absence:~~ For eligible employees who terminate, retire or are laid off on approved leave of absence, benefits discontinue the last day of the month of termination, retirement, or layoff.

#### 7.2 RETIREMENT BENEFITS

The City of Liberty Lake determines employees who are eligible for retirement per the guidelines described in the Washington State Department of Retirement Systems Handbook that is applicable to the employee's job classification. Regular uniformed employees in the police and fire departments are covered by the Law Enforcement Officers and Firefighter's Retirement System (LEOFF). Regular full-time and eligible part-time non-uniformed employees are covered under the Public Employees Retirement System (PERS). The State of Washington determines eligibility, benefit levels, and contribution rates.

~~The City's contribution for retirement, social security replacement, and paid employee medical benefits for regular, full-time employees will be made in the following order:~~

~~in addition to those contributions made by the employee through FICA payroll deductions.~~

~~The City will contribute 7.5% of gross wages toward retirement programs. Employees may contribute to retirement programs up to the legal maximums. At their option, employees may designate up to 2.5% of retirement benefits be used for medical benefits purposes provided that mandatory retirement contributions will be made first.~~

**Social Security Replacement:** In lieu of contributions to the Federal Social Security Program, the City of Liberty Lake has authorized a 401(a) ~~pension~~ **retirement** plan administered by the ICMA Retirement Corporation. Guidelines are described in ICMA Retirement Agreement. ~~The City will contribute 5.25% of gross wages for regular, full-time employees. Employees may contribute to the plan to the legal maximums.~~

~~All regular full-time and eligible part-time non-uniformed employees are covered under the ICMA 401 (a) pension plan.~~

Employees intending to retire should notify their Manager or Supervisor of their intent to retire at least six (6) months prior to the date of retirement.

### **7.3 OPTIONAL EMPLOYEE BENEFITS**

457 Deferred Compensation Plan: All regular full-time, part-time and uniformed employees can voluntarily contribute to a 457 Deferred Compensation Plan administered by ICMA Corporation. Notwithstanding any potential contributions to the LEOFF, the City of Liberty Lake does not match any contributions to this plan.

401 Money Purchase Plan: All regular full-time employees and uniformed employees who qualify can participate in the 401 Loan Plan. ~~for: 1) un-reimbursed medical expenses resulting from life-threatening disease, catastrophic illness or organ transplants of participant or participant's immediate family; or 2) purchase of a primary residence for participant.~~

Employees must contact ~~the Finance Director~~ **ICMA** for detailed information and guidelines regarding this program.

~~125 Cafeteria Plan The plan is designed to allow regular full-time employees to receive income tax-free reimbursement for uninsured medical and dental expenses incurred during a calendar year. The employee designates a monthly deduction for anticipated expenses for the year. All claims are processed through and reimbursement received from the Plan provider (Associated Industries). If the employee does not use the amount specified within the calendar year, those funds are forfeited by the Plan provider.~~

~~Dependant Care Reimbursement Plan This Plan (125 Cafeteria Plan) is available to all regular full-time employees and is designed to reimburse employees for the cost of dependant care expenses (day care) incurred by them incidental to their employment. The Plan is intended to meet the requirements for qualification under Section 129(d)(1) of the Code and that benefits paid to Employees hereunder by excludible from their gross income by virtue of Section 129(a) of the Code.~~

~~Employees must contact the Finance Director for detailed information and guidelines regarding the 125 Cafeteria and Dependant Care Plans. The open enrollment period runs from October through November for the following year.~~

## 7.4 DISABILITY BENEFITS

All employees, other than police and fire employees in the LEOFF H 2 retirement system, are covered by the state Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses.

AWC, the City's insurance provider, offers long-term disability coverage for all **regular, full-time** employees for off-the-job injury or illness.

## 7.5 WORKER'S COMPENSATION

~~Any employee receiving time loss payments from Workers' Compensation shall have the option of using sick leave or other accrued leave to make up the difference between the Workers' Compensation payments and his/her regular salary for a maximum six months. The status of the disabled employee shall be reviewed at three months and at six months to determine the extent of his/her disability and to determine, under the Americans with Disabilities Act, if accommodation can be made to allow the employee to return to work. These reviews shall be conducted by the City Administrator, Mayor and Personnel Officer. Following the final review at six months, the Mayor may, based on the review and at his/her discretion, extend the time during which the employee can use accrued leave or donated sick leave, as described in the section on sick leave donation, if exceptional circumstances warrant such an extension.~~

~~The City will pay the employee in full for the first five days of absence from employment if the employee has enough sick or vacation time accrued. .~~

**Absence for on-the-job injury covered by Worker's Compensation may be charged to any of the injured worker's paid leave banks.**

**An employee using paid sick leave and simultaneously receiving compensation under the Worker's Compensation Law will receive for the duration of such sick leave only that portion of the employee's regular salary which, together with such compensation, equals the regular salary. Employees in this situation will have sick leave "buy back" calculated by the Administrative Services Department and a future paycheck(s) will be reduced by the corresponding value of the Worker's Compensation payments in order to restore the corresponding value of sick leave that was used.**

**Members of the LEOFF 2 retirement system are entitled to an additional supplemental benefit as provided for under RCW 41.04.500 beginning on the sixth calendar day after the date of injury for a maximum period of six (6) months. This supplemental benefit applies when a LEOFF 2 employee is using sick leave and results in less sick leave being deducted from the employee's accrual when the "buy back" is calculated.**

## 7.6 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation after termination from City employment, depending on the reason for termination and if certain qualifications are met.

## **7.7 COBRA RIGHTS**

COBRA Rights: Upon an employee's separation from City employment ~~or upon an unpaid leave of absence~~, at the employee's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under federal COBRA regulations.

## CERTIFICATION

I, the undersigned City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Resolution is a full, true and correct copy of Resolution No. 02-47C duly adopted at a regular meeting of the City Council of said City, duly and regularly held at the regular meeting placed thereof on March 4, 2014 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote: unanimous, 5-0.

AYES, and in favor thereof: Mayor Pro Tem Kaminskas and Council Members: Olander, Brickner, Dunne, and Kopelson

NAYS: None.

ABSENT: Council Members Langford and Severs.

ASTAINED: None.

CITY OF LIBERTY LAKE

  
\_\_\_\_\_  
CITY CLERK