

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

**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 was last updated on August 18, 2015. 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, City Staff and Liberty Lake City Council has reviewed the attached Amended Personnel Manual 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" 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 17th day of December 2019.

APPROVED:



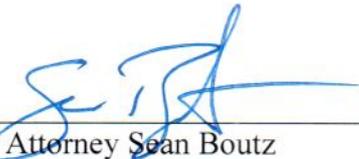
Mayor, Steve Peterson

ATTEST:



City Clerk, Ann Swenson

APPROVED AS TO FORM



City Attorney Sean Boutz

Chapter 4

HOURS AND ATTENDANCE

4.1 WORK SCHEDULES

STANDARD WORK DAY AND NORMAL OPERATING HOURS

A standard work day and normal operating hours for City Hall are from 8:00 a.m. to 5:00 p.m. Monday through Friday, except those days designated as official holidays. Due to the nature of work, some departments such as Library and Operations & Maintenance may have differing schedules from normal operating hours. In that instance, schedules will be determined by the ~~manager or supervisor~~ Director 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~~ may request ~~the an available~~ alternative work schedules as described in this policy. Final decisions on participation will be made by the ~~Director Mayor or City Administrator and will be~~ based upon adequate coverage during normal business hours, work load demands, the needs of the department and the needs of the City. ~~an objective review of the individual circumstances, the demands of the position, the needs of the department and the needs of the City.~~ The Mayor or City Administrator may rescind an employee's alternative work schedule at their sole discretion. At least two (2) week's notice will be given to the employee that their schedule will be adjusted. ~~Directors With approval from the Mayor or City Administrator, managers or supervisors~~ can adjust employees' schedules without notice for a reasonable duration when scheduling issues arise within the department.

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)a. 4/40: Four (4) 10-hour days each week.

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b. 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.

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3)2) Alternative Work Weeks differing from a 4/40 or the 9/80 schedules must be approved by the Mayor or City Administrator

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