

**City of Kittitas
Council Meeting Minutes
March 22, 2011**

Mayor Camarata called the meeting of the Kittitas City Council to order at 7:00 p.m., March 22, 2011. Councilmembers present: Gay, Helland, Hink, Gilmour and Huber.

Staff present was Clerk/Treasurer Newcomb and Police Chief Nierman.

Mayor Camarata led those assembled in the Flag Salute.

APPROVAL OF MINUTES

Councilmember Helland moved to approve the minutes from the March 8, 2011, regular meeting. Councilmember Gay seconded the motion. The motion passed 5 yes and 0 no.

ADDITIONS TO AGENDA

Councilmember Gay – Sign

Councilmember Gay moved to approve the amended agenda and Councilmember Hink seconded the motion. The motion passed 5 yes and 0 no.

PUBLIC APPEARANCE COMMENTS

None

REPORT OF OFFICERS AND SPECIAL GUESTS

Treasurer's Report – See handout – Mayor Camarata explained we ended 2010 with more money (ending balance) than what was budgeted.

Monthly Budget Discussion – Revenue Review – Mayor Camarata explained revenues seem to be coming in as scheduled. Councilmember Gilmour asked where we will get the money for the UGA expenses and for Tri Ply Construction on the City Hall Remodel.

UNFINISHED BUSINESS

Signs – Councilmember Gay explained a sign company gave us a demonstration on an electronic sign. Because of recent complaints he has received on the current sign, he would like to pursue an electronic sign. The bid he received for a sign is \$22,000. He would like to use the capital project fund for this and have Council consider it. Councilmember Gilmour asked if we could use the existing post. Councilmember Huber would like him to look into our options and with other companies. Councilmember Helland would like to see a new sign but feels we have other expenses like the UGA as a higher priority. Councilmember Gay explained there is currently around \$55,000 in the capital project fund. He will get some more bids. Councilmember Gay prefers to not getting one with a Pepsi or Coke logo on it but he will check into this. Councilmember Helland explained he doesn't believe the proposed sign is as big as he would have thought.

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NEW BUSINESS

None

APPROVAL OF PAYMENT

Approval of March Bills – Checks #14469 to #14494 for \$19,635.03 were moved to be approved by Councilmember Gay and seconded by Councilmember Helland. The motion passed 5 yes and 0 no.

MAYORS REPORT

None

COUNCIL DISCUSSION

Open House Committee Meeting – Councilmember Huber explained the committee for the City Hall Remodel open house had their first meeting. They discussed refreshments, decorations, and the program content. The executive director of the Kittitas County Museum will do some research on the history in and around Kittitas. They are looking at having the church youth program do their program the same day. The fire department will get some fire hats and badges for the kids. They are also looking at getting some pens and pencils. Kelly Helland will help with the finger food and we will look for donations for cookies. The biggest cost will probably be advertising. Pat Cort will be helping with the invitations and will be doing a letter to the business community. They are estimating \$1,500 as a cost. Councilmember Huber would like to see a variety of people invited including the governor and Joyce Mulliken. Councilmember Helland moved to approve this budget of \$1,500 and Councilmember Huber seconded the motion. The motion passed 5 yes and 0 no.

Personnel Policy – Mayor Camarata explained the City Council will begin revising the personnel policies. If the citizens or employees have concerns they need to submit them to the Mayor. The attorney will review these policies to make sure they do not violate federal or state laws. Also the union will review these policies to make sure they are not violating the union contract.

The attached pages (attachment A) are the proposed changes.

END OF TAPE 1 SIDE 1

Councilmember Huber and Gay suggested giving each councilmember a section under section 2. Councilmember Hink will research 2.4 and 2.5, Councilmember Gay will research 2.3 and 2.8, Councilmember Helland will take section 2.6 and 2.7, and Councilmember Huber will research section 2.1 and 2.2. Mayor Camarata suggested the Council bring copies for everyone to the next meeting.

Well Pump – Councilmember Gilmour would like to get two more bids on a pump for the well. Councilmember Helland believes the biggest concern is the chlorination system and what would involve bringing it up to code. He would like to get it up and running as a standby first. Councilmember Huber asked how we aren't going to spend the same money twice if we don't get the technical advice first. Councilmember Hink believes if we at least have a pump we will have a backup. Councilmember Helland

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doesn't want to buy a pump now and have to buy another one later if it doesn't work. Councilmember Huber would like some expert advice on municipal water supply. She also believes since Gray & Osborne did our water comprehensive study they have the expert advice we need. Councilmember Gilmour and Hink believe the more you pump it the better it will get. Councilmember Gay suggested the Mayor getting bids to upgrade the chlorination system. Mayor Camarata explained we need to clean the well also. Councilmember Huber suggested the Mayor check with the Thorp and Vantage water districts to see what chlorination systems they use. Councilmember Helland wants to avoid doing this process twice. The question came up if the generator we have is big enough to run this pump.

School Board Meeting – Councilmember Gay explained he went to a school board meeting last week. If the state follows the state constitution they would need to spend \$13,000 per student instead of the current \$8,000 being spent.

ADJOURN

The meeting was adjourned at 8:21 p.m.

Attest: Mayor John Camarata

Clerk/Treasurer

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**CITY OF KITTITAS
PERSONNEL POLICIES and PROCEDURES**

ATTACHMENT A

A MANUAL OF POLICIES AND PROCEDURES FOR THE USE OF ALL PERSONS EMPLOYED BY OR OTHERWISE DIRECTLY INVOLVED IN THE OPERATION OF THE MUNICIPALITY OF KITTITAS, WASHINGTON -- ~~June 2000~~ March 2011

RESOLUTION ~~00-618~~ #

A RESOLUTION adopting personnel policies and procedures for the City of Kittitas.

WHEREAS, the City of Kittitas desires to develop general guidelines and policies on personnel matters and employee benefits in order to provide guidance to City employees, managers and elected officials and to comply with federal and state laws; and

WHEREAS, laws and policies relating to employee benefits, rights and responsibilities should be uniform, clearly stated, and communicated to all City employees; and

WHEREAS, the policies and procedures adopted by this resolution are subject to modification, deletion or addition to meet changing circumstances; and it is understood that such modifications, when adopted for inclusion, will have dates of adoption posted to make clear they are amendments to the presently adopted manual of policies; NOW, THEREFORE

THE CITY COUNCIL OF THE CITY OF KITTITAS, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The attached document entitled "City of Kittitas Personnel Policies and Procedures" is hereby adopted.

~~Mayor Mel Wilson~~

~~Approved as to form
Patricia Proebsting City Attorney~~

~~ATTEST:~~

~~Marylou Gilmour City Clerk~~

~~ADOPTED by the City
June, 2000.~~

~~Council of the City of Kittitas this 27th day of~~

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**CITY OF KITTITAS
PERSONNEL POLICIES AND PROCEDURES MANUAL
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RECEIPT OF PERSONNEL POLICIES

As an employee of the City of Kittitas, you are urged to read the following information and act according to the directions and suggestions; then sign, date and return the signed form to the Mayor. The form will be placed in your Personnel File.

At the time of issuance to you of this form, you will also have been given a copy of the City of Kittitas' Personnel Policies and Procedure Manual. It is your responsibility to read the policies, as they will acquaint you with your employee benefits, our personnel practices and rules and some organizational philosophy. It is important to understand that the content of this manual does not create or constitute an employment contract or a guarantee of employment of any specific duration between the City of Kittitas and its employees.

As this City grows and changes, personnel policies may change. The City, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when it is deemed by the City to be an appropriate action. You will be notified of any such changes.

Please also understand that no supervisor or representative of the City, other than the Mayor, has the authority to make any written or oral statements or other representations which are inconsistent with these policies.

Your signature below will attest to your consent to the City's deducting from your final paycheck any amounts advanced to you that remain unearned when your employment with the City ends including unearned vacation leave.

Unless specific rights are granted in a collective bargaining agreement, in an employment contract or elsewhere, all employees of the City of Kittitas are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.

Your signature below is confirmation that you have read this document and that you have received a Personnel Policies and Procedures Manual, and, further, that you assume responsibility for reading for understanding the contents of the Manual. If you have any questions about the City's policies or procedures, please feel free to ask your supervisor or the Mayor for clarification.

Employee Signature _____

Employee Printed Name _____

Date of Return of Signed 'Original' Copy to Mayor _____

[A copy of this form, signed or unsigned as requested, to be given to the Employee; the original signed copy to be placed in the Employee's personnel file]

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**City of Kittitas
PERSONNEL POLICIES AND PROCEDURES
~~June 28, 2000~~ March 22, 2011**

City Employees:

This compilation of policies and procedures has been prepared for the benefit of each of us – employees, managers and officials of the City of Kittitas.

We live in an age that has acquainted us well with the importance of being precise and specific when stating rules and procedures; so, the need of this manual should be apparent to all of us and to those of our community who will have occasion to look at it.

Kittitas has few employees compared with most municipalities; still, we here contend with most of the same issues as do other towns. We won't say we've spoken' to all mailers of importance in this policy manual. As a matter of fact, there will surely be additions, deletions and other changes to these in the future, as the need arises.

Please read and periodically review the manual's contents. Bargaining unit employees, be sure you refer to your collective bargaining agreement as you read through the policies manual. We've attempted to call to your attention certain of the sections and paragraphs which may relate in special ways to articles and sections of the bargaining agreement; but, the responsibility for knowing how the items relate, and do or don't pertain, is really yours.

We truly hope this manual will be of good help to us as we work together to serve our community's citizens. Please be willing to bring to our attention mailers that you think we should consider, either additionally or differently, toward the end that we might improve this booklet. Its purpose is to highlight City policies, practices and benefits, and therefore cannot be construed as a contract or a legal document, and certainly it is not a compilation that will not be improved.

~~Mel Wilson~~, John Camarata Mayor

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**City of Kittitas Personnel Policies and Procedures ~~June 27, 2000~~
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Section 1: PURPOSE AND SCOPE

1.1 INTRODUCTION:

It is the hope of the City Council and administrative staff that these personnel policies will help all City employees ~~and persons having immediate involvement in the affairs of the City~~ better understand how the city operates and what is expected of the City's personnel. These and the collective bargaining agreement also tell what the City provides employees in terms of compensation, benefits and other support.

This City places its highest value on our employees and their well-being. We believe there is a direct correlation between the productiveness of your contribution to the City organization and the satisfaction you feel with your work; and, that you receive the support necessary to achieve the objectives of your position ~~is of high importance.~~

In order to maximize job satisfaction in the City, we consider it essential that these policies be known and communicated to all. We require ~~encourage~~ you to read and make every reasonable effort to understand these policies ~~each of them~~. If you have questions, ask them of your supervisor or Mayor. If you have suggestions, put them in writing and give them to your supervisor or to the Mayor ~~City Clerk~~.

1.2 INTENT OF POLICIES:

These personnel policies do not, in themselves, form a contract or any promise on which employees may rely. They do not offer a guarantee of employment for any specific duration. While all of us might hope for long-term employment relationships, we also know that circumstances don't always permit them, and that either of us may decide to terminate an employment relationship earlier than once might have been expected.

Unless specific rights are granted in employment contracts, civil service rules, or elsewhere, all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.

Please understand that no supervisor, manager or representative of the City other than the Mayor has the authority to enter into any agreement with you for employment for any specified period, or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES;

These personnel policies apply to all City employees. In cases where these policies conflict with any City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement or state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply. in some instances, information which is very clearly stated in the collective bargaining agreement will not be found in this manual. Policies, however, are intended to be.

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1.4 CHANGING THE POLICIES:

~~As the need arises, the Mayor may modify these policies unless they are subject to or directly affect a collective bargaining agreement, and except as the City Council shall, by ordinance, enact changes. The Mayor may deviate from these policies in individual situations, particularly in any emergency, in order to achieve the primary mission of serving the City's citizens. As the need arises, the Mayor may bring changes to these policies to the City Council for their consideration unless the suggested changes directly affect the collective bargaining agreement, state or federal law. An employee desiring to request a specific change may do so by submitting the suggested change in writing to the Mayor such suggestion to his/her department director.~~

1.5 ACKNOWLEDGING CHANGES OF POLICIES:

Changes made to this policy manual will be entered into the manual maintained in the Clerk/Treasurer's office. Written notification of the change will be provided to all employees for their reading and understanding. Each employee is required to initial the notification of a policy change and will be given an up-dated statement of the policy as soon as is reasonable.

1.6 DEFINITIONS:

- Exempt, and Non-exempt Employees: Non-exempt employees are those who are members of the General Teamsters Union, and who are represented by an agent of Local No. 524 of that union for the purpose of collectively bargaining in matters of wages, hours and working conditions. Throughout this manual will be notations calling to the attention of non-exempt employees provisions of the collective bargaining agreement; however, it is the employee's responsibility to know how the agreement pertains in policy matters, whether or not a reminder is noted. It follows, of course, that exempt employees are employees who are not represented by the union, and for whom all the policies and procedures in this manual do apply.

See, also, Section 4.2 ("Hours of Work and Overtime")

- Immediate Family: Includes the employee's parents, spouse, child, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, and/or other relative who lives in the employee's home.- see page 26
- Mayor's Office: Where, in the content of this manual, reference is made to the Mayor's office, it is to be understood that such reference is to any place in the City Hall which is under the direct supervision of the Mayor, or to any employee who may be designated by the Mayor to act in his/her behalf.
- Regular Full-Time Employee: An employee who has successfully completed a trial (also referred to as "probationary") period as defined in these policies and who regularly works at least thirty-two(32) hours per week.

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* Regular Part-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works less than thirty-two (32) hours per week.

* Temporary Employee: An employee who holds a job of limited duration due to special projects, abnormal work loads, or emergencies. Temporary employees are not eligible for City benefits. (see Section 3.3)

* Trial Employee: An employee who:

(1) has not yet completed the "Trial Period" for new hires and so has not yet been certified to "regular" (full or part-time) employment status; or,

(2) has attained "regular" employment status, is newly appointed to a position of higher pay classification and must satisfactorily complete another trial period.

A Trial Employee may be discharged or demoted for any reason and shall have no recourse to any policy or to any appeal.