



NAPAVINE CITY COUNCIL MINUTES
SPECIAL MEETING (WORKSHOP)
April 11, 2019 6:00 P.M.

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Mayor John Sayers called workshop to order 6:00 pm.

COUNCIL MEMBERS PRESENT:

Mayor John Sayers, LaVerne Haslett Councilor #3, Jim Haslett Councilor #5.

CITY STAFF MEMBERS PRESENT: Clerk-Treasurer Mary Wood, Public Works/Community Development Director Bryan Morris, Chief of Police Chris Salyers.

ITEMS:

PERSONNEL POLICY and PROCEDURES:

- **Sick leave / Washington Family Leave Act (FLA) / Federal Family Medical Leave Act (FMLA)**

Council and Staff discussed new legislation and state requirements regarding voluntary paid family medical leave plan.

- At the conclusion of the Council workshop on September 18, 2018 Council directed staff to look into the voluntary paid family medical leave plan. Staff presented the information they compiled along with a draft policy of sick leave, state FLA and federal FMLA that is required to be in place when applying for the plan.
- Council members felt opting into a voluntary plan would not be beneficial to the city. It was suggested the City not apply for the voluntary family leave and medical plan, which resembles a self-insured plan.
- It was suggested the City pay the premiums required by the State in the state plan, which resembles an unemployment fee. The premiums are 0.4% of the employee's gross wages paid. The city will withhold 63% of the premium from the employees' wages. Due to the City employing less than 50 employees, the City is not required to pay the employer portion premiums. Premiums are to be remitted to the state on a quarterly basis. The first quarter reporting has been extended to the second quarter due date, which will include both first and second quarter remittances. The City currently has one employee who is required to participate in the state program for 2019. Other employees will be required to participate at the conclusion of the current Collective Bargaining Agreement which ends on December 31, 2019.

Council and Staff discussed the draft personnel policies and procedures regarding Sick Leave, Washington FLA and Federal FMLA.

- It was suggested the City limit policies and procedures to minimum requirements, so as not to restrict the City and its employees.
- A question was raised to why change policies now and not wait until after the Collective Bargaining negotiations that will start later this year to include what is in the new CBA.
 - The current city policy was last updated in 2013. If the City does not wish to apply for the voluntary paid family medical leave plan which requires the city to have in place the required states FLA policy, then the City may take time to implement and update its

policies whenever they would like. The policies presented are a rough draft that may be changed to best suit the needs of the City. The City may also choose to not update or change their current policies. It is up to the Council and what they wish to do.

- A question was raised, why place a cap on sick leave?
 - During the September 18, 2018 workshop the Council suggested that we raise the cap on sick accrual from 240 hours (6 weeks) city policy, 480 hours (12 weeks) CBA to 1,040 hours (6 months) new policy allowing employees to have more sick leave in their bank if they should become injured or sick. The question was not addressed, but however it did bring up discussion to how long an employee may be gone on sick leave, how long the City would be required to hold the employee's position and pay the employees benefits.

ADJOURNED :

Mayor John Sayers adjourned meeting at 7:35 pm

These minutes are not verbatim. If so desired, a recording of this meeting is available online at <http://media.ovcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor