



NAPAVINE CITY COUNCIL AMENDED MINUTES
SPECIAL MEETING (WORKSHOP)
May 23, 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, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Shawn O'Neill Councilor #4, Jim Haslett Councilor #5.

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

ITEMS:

PERSONNEL POLICY and PROCEDURES:

- **Whistle Blowers / Harassment Policies**

Council and Staff discussed the recommended Whistle Blowers and Harassment Policy from the Cities Risk Management Insurance; Council directed the recommended policies replace the current suggested policies in Chapter 1 of the draft personnel policies and procedures.

- **Chapter 2 Recruitment and Separation**

- Directed changes page 1

- Second paragraph, third sentence change designee to Department Head.
- Under Recruitment process, end of first sentence change Mayor to Council.
- Under Job posting 1 and 2, change hiring authority to Recruitment Agency. Change designee to Department Head. Change sequence to, Mayor or Department Head and/or Recruitment Agency.
- Under 2 Second sentence change designee to Department Head.

- Directed changes page 2

- Under Application review, 1. second and third sentence change must to should.
- Under 2 change designee to Department Head. Second sentence strike The hiring authority and change will to may.
- Under Testing and Interviews 3, change designee to Department Head. Second sentence change must to may.
- Under 4, change designee to Department Head.
- Under 5, first sentence strike designee, from a customer department. Second sentence change external customers to a citizen. Fourth sentences strike or designee
- Under Out of Area Candidate: 7, Change the hiring authority to Department Head

- Directed changes page 3

- Under Job Offer first sentence strike or designee. Second and third sentence change will to should.

- Directed changes page 4

- Under Recruitment expenses strike all moving expenses.
- Under Family Member, first sentence add elected before official. Change RCW to 42.17A.005(27) from 42.17A.005(24)

- Under Employment Separation second paragraph second sentence strike or designee, change will to should.
- Directed changes page 5
 - Under Payout of vacation and personal holiday accruals at employment separation, second and third sentence change 40 hours to 240 hours.
 - Strike, employees may elect to use up to a maximum of three weeks of accrued vacation time as their final weeks of service following the last day worked, with the remainder of vacation accrual being paid out as a cash payment.
 - Add upon the death of an employee, all compensation shall be paid to the surviving spouse, the estate of the employee or the designated beneficiary.
- Directed changes to page 6
 - Under Refences on former employees, change designee to Department Head
 - Add regarding former Police Department personnel we refer to the Napavine Police Department Policy Manual.

ADJOURNED :

Mayor John Sayers adjourned meeting at 7:41 pm

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

Respectfully submitted,

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor