



NAPAVINE CITY COUNCIL MINUTES
SPECIAL MEETING (WORKSHOP)

May 2, 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, Don Webster Councilor #1, Larry Stafford Councilor #2, LaVerne Haslett Councilor #3, Shawn O'Neill Councilor #4, 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:

- **Chapter 1 Purpose**

Council and Staff discussed the draft personnel policies and procedures regarding Chapter 1 Purpose

- Suggested changes page 1
 - Third paragraph, second sentence change supervisor to Department Head.
 - Under Scope fourth sentence strike Written Contract of Employment.
- Suggested changes page 2
 - Under changes to personnel policy manual first sentence Change Mayor to Council, strike without the need for City Council approval. Change RCW 13A.12 to 13A.11. Strike however, the City Council. Add and.
 - Second Paragraph first sentence change designee to Pro Tempore. Third sentence add and between Department Head, supervisor. Strike and manager.
- Suggested changes page 3
 - Under Domestic Partner definition change designee to Pro Tempore.
 - Under Probation add /or twelve (12) months for Police Department employees after six (6) months.
 - Under Regular Full-Time add /or twelve (12) months for Police Department employees after six (6) months.
- Suggested changes page 4
 - Under Regular Part-Time add /or twelve (12) months for Police Department employees after six (6) month.
 - Under Temporary; change designee to Pro Tempore.
 - Under Exempt change designee to Pro Tempore.
- Suggested changes page 5
 - Under Employee Ethics; strike Being a good steward of the City's resources, grounds, facilities and equipment.
- Suggested changes to page 6
 - Under Conflict of Interest; Strike Immediate supervisor or supervisor; add Department Head. In the first paragraph second sentence strike the City Attorney or. Add in third sentence, or if conflict exists regarding the Mayor and after consultation with the City Attorney. First paragraph last sentence strike supervisor; add Department Head.

- Suggested changes to page 7
 - Under Workplace Relationships second paragraph fourth sentence change designee to Pro Tempore.
 - Under Outside Employment second paragraph after employees add; must fill out an outside employment request form.
 - Add third paragraph We refer to the Napavine Police Department Policy Manual for commissioned police officers, or Police Department personnel reference Outside Employment.
- Suggested changes to page 8
 - Under Public records request strike Law Enforcement and add Napavine Municipal Courts and Napavine Police Department.
- Suggested changes to page 9
 - Under Harassment reporting #2 strike the City Attorney or.
 - Under second paragraph after Mayor add; and/or Department Head.
- Suggested changes to page 10
 - Rewrite the Whistleblowers Policy.
- Suggested changes to page 12
 - Strike Public facilities may not be used for private purposes.
 - Under third paragraph change designee to Pro Temper.

ADJOURNED :

Mayor John Sayers adjourned meeting at 7:23 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