



NAPAVINE CITY COUNCIL AMENDED MINUTES  
SPECIAL MEETING (WORKSHOP)  
July 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, Don Webster Councilor #1, Larry Stafford Councilor #2, 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.

Councilor Don Wester requested a time limit be placed of one hour to conduct the meeting.

**ITEMS:**

**PERSONNEL POLICY and PROCEDURES:**

- **Chapter 3 Attendance, Compensation, Benefits, & Leave**
- Review of changes to page 4
  - New section of Call Out; Council liked the new section and requested no changes.
- Directed changes page 5
  - Compensatory Time strike the full second paragraph allowing employees to accumulate a maximum 40 hours. Add new wording allowing employees to use compensatory time in the two weeks' pay period only, any accrued compensatory time will be paid at the employees one and one-half hours pay rate in the current payroll.
- Directed changes to page 7 under Holidays
  - Strike 12 ½ days and revert to original 12 days.
- Directed changes to page 8 under Holidays
  - Strike half day for day before Christmas December 24<sup>th</sup>
- Directed changes to page 10
  - Second paragraph move to new paragraph the last sentence and strike one (1) floating holiday
  - Third paragraph strike one (1) floating holiday
- An in-depth discussion regarding The Annual conversion of vacation; questions were raised on the minimum hours required to be used for vacation time, the current requirement is 80 hours. Staff asked if the Council would consider lowering the required hours to be used. A maximum of 240 hours can be converted into monetary compensation for department heads in the current policy. Union employees are only able to convert up to 40 hours. A discussion of allowing all employees convert the maximum amount of what the employee accrues a year be the maximum amount allowed to be converted. The Council asked Chief Salyers to come up with a policy that could be reviewed regarding the minimum vacation hours required to be used and the maximum hours of vacation allowed to be cashed out.

**ADJOURNED :**

Mayor John Sayers adjourned meeting at 7:00 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