



NAPAVINE CITY COUNCIL AMENDED MINUTES
SPECIAL MEETING (WORKSHOP)
August 1, 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, LaVerne Haslett Councilor #3, Shawn O'Neill Councilor #4, Jim Haslett Councilor #5.

CITY STAFF MEMBERS PRESENT: Deputy Clerk Sharri Salyers, 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 5
 - Compensatory Time; Council liked the new section and requested no changes.
- Directed changes to page 11 Annual conversion of vacation
 - In the first paragraph after convert up to, add language “the limited cash out based on length of service (per chart below.)”
 - Add to the chart two columns Vacation Accruals cap and Vacation Cash Out Limitations and the hours from the spreadsheet provided by Chief Salyers.
- Directed changes to page 15 Administrative Leave
 - In the second paragraph add and Department head after the Mayor.
- Directed changes to page 15 under Administrative time off
 - Strike full section.
- Directed changes to page 16 Jury Duty
 - Add at the end of the last paragraph language “With exception of Napavine Police Department personnel.”
- **Chapter 4 Employee Performance & Standards of Conduct**
- Directed changes to page 1 Probation period
 - Second paragraph add; twelve (12) months (excluding time spent in the Washington State Basic Law Enforcement Training Academy) and strike; we refer to the collective bargaining agreement(s).
- Directed changes to page 3 training
 - End of second paragraph add; Police Department Personnel refer to the Napavine Police Department Personnel Policy and Procedures.
- Directed changed to page 4 Educational Leave
 - Strike full section.

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.avcaptureall.com/index.html#/?search=agency:%20City%20of%20Napavine,%20WA> and can be heard.

Respectfully submitted,

Mary Wood, Clerk-Treasurer

John Sayers, Mayor

Councilor