

**CITY OF WEST RICHLAND
RESOLUTION NO. 10-20**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,
AMENDING THE CITY PERSONNEL POLICIES**

WHEREAS, changes in compensation or benefit levels in the City's Personnel Policies may only be modified by a City Council passed resolution; and

WHEREAS, City Council wishes to amend the City's Personnel Policies;

NOW, THEREFORE, The City Council of the City of West Richland, Washington, does hereby resolve as follows:


Section 1. The West Richland Personnel Policies are hereby amended as attached.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON**, this 18th day of February, 2020.



Brent Gerry, Mayor

ATTEST:



Julie Richardson, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney

4.10 Stand-by Pay

... Employee(s) placed on standby duty shall be paid \$35 per day for standby pay on Monday through Friday. Employee(s) placed on standby duty shall be paid \$45 per day for standby pay on Saturday, Sunday, or City recognized holidays. In addition to standby pay, when an employee is assigned to standby duty responds to an emergency or other problem for which he or she has been called will also be paid the applicable overtime rate commencing when the callback was received in accordance to the callback policy. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM); DATING

For the purposes of this section, "family members" include spouse, children (biological, step-, adopted or foster), brothers, sisters, half-brothers and sisters, step-brothers and -sisters, parents, step-parents, aunts, uncles, nephews, nieces, first cousins, grandparents, grandchildren, and the spouses of the above. A family member of a current City employee, City Council member, Commission or Board member, or the Mayor or his/her designee will not be hired, transferred, promoted, demoted, or work in any position or capacity with the City where:

- One family member would have the authority or practical power to supervise, appoint, oversee, remove, or discipline another family member;
- One family member would be responsible for auditing or monitoring the work of another family member; or,
- Other circumstances exist which would place one family member in a situation of actual or possible conflict between the City's interest and either family member.
- The Mayor has the authority to waive the above listed requirements for a temporary seasonal maintenance position of a term less than four (4) months in duration; provided that the temporary seasonal employee will not be subject to direct supervision, oversight or review by a family member.

If employees marry or form a registered domestic partnership and the change in relationship creates a violation of the above paragraph, the City will make reasonable efforts to transfer either employee to a position where no conflict exists. If no suitable position is available or a transfer is not possible, one of the two employees with the conflict may be terminated. The decision as to which employee may be terminated may be left to the employees involved but the City reserves the right to make the termination decision when deemed necessary.

To avoid actual or potential conflicts of interest and related concerns, a supervisor is prohibited from attempting to initiate or engaging in a dating or romantic relationship with an employee that the supervisor supervises (whether directly or indirectly). If two employees not in a supervisor-subordinate relationship begin dating and their relationship creates the potential for a conflict of interest, the City may take steps to eliminate the potential conflict.

The City intends that this Section constitutes a documented conflict of interest policy pursuant to WAC 162-16-250.

7.8 RECOGNITION AWARDS

Departments have the authority to recognize and/or reward employees, commission members and/or city volunteers either individually or as a group, for accomplishments including outstanding achievements, volunteerism and safety performance. Outstanding achievement may include performance by an employee or employee group exceeds the expectations of the supervisor, manager, department director, and/or co-workers. Awards may not exceed \$200 in value per award. Such awards may include, but are not limited to, cash, gift certificates, additional leave days or such items as pen and desk sets, plaques, pins, framed certificates, clocks, calculators and clothing. Awards, including gift cards, must have prior approval from the department director, Mayor or designee before being purchased. Certain awards, including cash and gift cards, may be subject to fringe benefit tax associated with the value of the award, therefore, the Finance Director must be notified of the award and its value. All gift cards must be turned over to the Finance Department for tracking purposes.

5.18 USE OF CITY BANK/CREDIT CARD

For those employees authorized to use a City bank/credit card, the use of the City bank/credit card is strictly limited to official City business, which includes but is not limited to, conference or program registration; travel, lodging, and meals; purchase of materials and supplies, and related expenses. Employees are prohibited from using a City bank/credit card to obtain cash advances, purchase alcoholic beverages, or make any other unauthorized or personal purchase. Prohibited use of a City bank/credit card may result in disciplinary action, up to and including termination, and/or criminal action.

Within five days of a City bank/credit card or within five days after returning from travel, an employee must submit to the Finance Director or his/her designee a City expense form documenting purchases and expenses and including proper approval and appropriate budget coding. The expense form also must include detailed receipts, invoices, and/or packing slips, documenting purchases and expenses. Employees who have lost receipts or invoices or otherwise cannot comply with these requirements must submit an affidavit to the Director of Finance or his/her designee stating the date of purchase, vendor, and item(s) purchased or expenses incurred by bank or credit card.

Employees who use a City bank/credit card for an unauthorized purchase under a mistaken belief that the use was authorized must immediately reimburse the City for the amount of the purchase. If an employee does not immediately reimburse the City, the employee's use of the City bank/credit card shall be deemed reasonable grounds for authorizing the City to deduct the amount of the unauthorized purchase from the employee's next paycheck.

If a City credit bank/credit card is used to purchase a gift card, or any award referenced in section 7.8, the purchase must have prior approval from a department director, Mayor or designee. Certain awards, including cash and gift cards, may be subject to fringe benefit tax associated with the value of the award, therefore, the Finance Director must be notified of the award and its value. All gift cards must be turned over to the Finance Department for tracking purposes.