

**RESOLUTION NO. 1746**

**A RESOLUTION REVISING THE CITY'S EMPLOYEE HANDBOOK OF  
PROCEDURES AND CONDITIONS OF CITY EMPLOYMENT  
OF THE CITY OF TILLAMOOK**

**WHEREAS**, the Employee Handbook was adopted by Resolution #1586 on July 5, 2011; and

**WHEREAS**, recent changes in the legislature by and through House Bill 3008 require a change to current practice and policy related to pay period, timecards, and pay dates, to be effective January 1, 2018; and

**WHEREAS**, various agencies to which the City reports wage and retirement information best utilize and/or require a pay period that coincides with a standard calendar month; and

**WHEREAS**, the currently defined workweek for City employees conflicts with departmental scheduling needs.

**NOW, THEREFORE**, the Tillamook City Council hereby resolves as follows:

**Section 1:**

The City of Tillamook's Employee Handbook is amended as follows:

- a. In compliance with HB 3008 and various reporting requirements to the City, pay period language is amended to reflect a standard calendar month to be reported on time cards, the pay date is moved to the 10<sup>th</sup> of the month following each pay period, and the salary draw date is moved to the 25<sup>th</sup>.
  1. Transition to the new pay dates will be made in accordance with wage and hour law.
  2. A one-time ETO/vacation cash-out option is available for staff to utilize during the transition period at the end of January 2018.
- b. The workweek shall be changed from a Saturday through Friday format to Monday through Sunday to better facilitate current scheduling practices.

Example language is attached to the resolution in Exhibit A, and may be amended for "structure" as noted in Section 2 below.

**Section 2:**

This revision of the handbook replaces all prior versions. Provisions of this resolution shall amend the Employee Handbook, and the City Recorder is authorized to incorporate these changes into the body of the text, correct any cross-references and any typographical errors, and the sections of the handbook may be renumbered or re-lettered, and content may be revised and updated for "structure" in keeping with the intent of any adopted content or changes.

**Section 3:**

This Resolution shall take effect upon approval by the City Council.

**PASSED** by the Common Council this 2<sup>nd</sup> day of December, 2018.

ATTEST:

\_\_\_\_\_  
Suzanne Weber, Mayor

\_\_\_\_\_  
Abigail Donowho, City Recorder

## Paydays

You will be paid monthly based on compensable time (wages including time worked, paid leave and holiday time). The "month" is defined ~~as the 23<sup>rd</sup> through 22<sup>nd</sup>~~ to be the standard calendar month (i.e. January 1<sup>st</sup>-31<sup>st</sup>), and those are the dates you should report on your timecard.

Paydays are generally the ~~last working day of each tenth of the~~ month after time cards are turned in, for both non-exempt and exempt employees. In the event that a payday falls on Saturday, Sunday or a holiday, that payday shall be the preceding business day.

Please remember that when you select your calendar year holidays and when you select vacation days, the CITY assumes that you took those holidays and vacation days unless you provide timely notification to the contrary.

## Payroll Deductions

Certain mandatory and elective deductions are made from employee pay and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by state regulations.

## Salary Advances

As a matter of policy, at the request of the employee, the CITY will provide advance payments of up to one-half of an employee's average monthly salary. This advance is called a "draw," and is distributed on the ~~15<sup>th</sup>-25<sup>th</sup>~~ of each month to employees who have elected the salary advance. In the event that the ~~15<sup>th</sup>-25<sup>th</sup>~~ falls on Saturday, Sunday or a holiday, that draw shall be the preceding business day.

## The CITY Office Hours

The CITY has established regular working hours to promote a productive work environment that will best serve our citizens. The general office hours at City Hall are 8 AM to 4 PM, Monday through Friday, that is open to the public, with an additional hour after that for closure of business, or as changed in the future by the City Council. The hours during which specific CITY departments shall be open to serve the public shall be determined by the City Manager. Typically, City Hall Staff will work from 8:00 AM to 5:00 PM, with one (1) hour for lunch.

The basic workweek shall be 12:01 a.m. ~~Saturday-Monday~~ through midnight the following ~~Friday-Sunday~~ and consist of forty (40) work hours per week in a seven (7) day period. The normal workday is eight (8) hours. Some positions may use four ten-hour days or three twelve's with a rotational four (4) hours as determined by the Department Head in coordination with the City Manager. ~~Typically, employees will work from 8:00 AM to 5:00 PM, with one (1) hour for lunch.~~