

**POULSBO DISTRIBUTION SCHEDULE**

**RESOLUTION NO. 2020-01**

**SUBJECT: Personnel Handbook Update**

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**CONFORM AS TO DATES & SIGNATURES**

- Filed with the City Clerk: 01/03/2020
- Passed by the City Council: 01/08/2020
- Signature of Mayor
- Signature of City Clerk
- Publication: \_\_\_\_\_
- Effective: 01/08/2020

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Rhiannon Fernandez  
City Clerk

01/09/2020  
Date

**RESOLUTION NO. 2020-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, ADOPTING PERSONNEL POLICIES AND BENEFITS FOR CITY OF POULSBO EMPLOYEES, AS LAST AMENDED BY RESOLUTION 2017-17.

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**WHEREAS**, the City of Poulsbo desires to develop general guidelines or policies on personnel matters and employee benefits, in order to provide guidance to City employees, managers, and elected officials, and to comply with federal and state laws, the City hereby adopts the following policies; and

The policies contained in this resolution are general guidelines for the City's current employment practices and procedures. They are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, or as a guarantee of employment of any specific duration. Because of the City's size, exceptions may need to be made to these policies as circumstances require.

Resolution No. 2020-01 repeals and voids all preceding resolutions or ordinances pertaining to personnel matters, employee conduct, office or working hours and employee benefits in the City of Poulsbo.

In addition, to the foregoing, the Mayor of Poulsbo is empowered with the authority to establish any administrative regulations necessary to implement personnel policies adopted by the Poulsbo City Council.

**RESOLVED** this 8th day of January, 2020.

APPROVED:



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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:



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CITY CLERK, RHIANNON FERNANDEZ

FILED WITH THE CITY CLERK: 01/03/2020  
PASSED BY THE CITY COUNCIL: 01/08/2020  
RESOLUTION NO. 2020-01