

Chapter 2.24PERSONNEL POLICYSections:

- 2.24.010 Purpose.
- 2.24.020 Definitions.
- 2.24.030 Personnel Policy Handbook.
- 2.24.040 Recordkeeping.
- 2.24.050 Violation/Penalty.

2.24.010 Purpose. The purpose of this ordinance is to establish a personnel policy for all employees of the city of Kettle Falls.

2.24.020 Definitions. The following definitions shall apply:

A. "Permanent Employee" means a person employed full time by the city for a period of six consecutive months and certified by the Mayor as being a regular employee.

B. "Month" means a calendar month within which an employee has been employed a minimum of 28 days and has worked a minimum of 20 days.

2.24.030 Personnel Policy Handbook. The City Council by Resolution will establish a sick leave and vacation credits and regulations concerning same. This Resolution will be included in the Personnel Policy Handbook as part of Rule 7, and will be maintained and reviewed periodically by the City Council. (Ord. 1560, 1998).

2.24.040 Recordkeeping. The City Clerk/Treasurer shall keep a record of the vacation and sick leave earned by the permanent city employees and update monthly their account.

2.24.050 Violation--Penalty. Any person violating any part of the provisions of this ordinance shall be deemed guilty of a separate offense for each and every day a portion thereof during which any violation of any provisions of this ordinance is committed, or permitted, and upon conviction of such violation such person shall be guilty of a petty misdemeanor. (Ord. 1421, 1985)