



Agenda
City Council Regular Meeting
September 10, 2026 | 7:00 PM

Stanwood-Camano School District, Admin. Building Board Room
26920 Pioneer Highway, Stanwood, WA 98292

Attend in-person or via Zoom ([join zoom](#))
Webinar ID: 828 1720 4486, Passcode: 396305, or call: (253) 215-8782

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Presentations**
- 5. Public Comments**
 - Verbal comments may be provided in person.
 - Written comments must be provided to the Clerk by 12:00 p.m. the day of the meeting via this link: <https://stanwoodwa.org/FormCenter/City-Clerk-5/City-Council-Meeting-Remote-Public-Comme-61>
 - Remote (online or phone-in) comments can be received by reasonable accommodation only. Any requests for reasonable accommodation for remote participation, must be sent in writing to the City Clerk at cityclerk@stanwood.wa.us by 12:00 p.m. the day of the meeting
- 6. Staff/Department Reports**
 - a. Police Compstat Report - August
- 7. Council Committee Reports**
 - a. Community Development Committee Meeting Minutes - August 6, 2026
 - b. Finance and Personnel Committee Meeting Minutes - August 27, 2026
 - c. Salary Commission Meeting Minutes - July 30, 2026
- 8. Consent Agenda**
 - a. Approve Vouchers and Payroll
 - b. Approve City Council Meeting Minutes - August 13, 2026
 - c. Approve City Council Workshop Minutes - August 13, 2026
 - d. Approve Parks and Trails Advisory Committee Appointment - Matthew Mattson
- 9. Unfinished Business**
- 10. Public Hearing**
- 11. New Business**
 - a. Adopt Resolution 2026-15 Personnel Policy and Procedure Manual Update
- 12. Public Closing Comments**
- 13. Executive/Legislative Reports**
 - a. Mayor's Report
 - b. City Administrator's Report
 - c. Councilmember's Reports/Questions
- 14. Recess to Executive Session**
- 15. Adjourn**

Upcoming Meeting Dates

Thursday, September 24, 2026, 7:00 p.m. - City Council Meeting

Thursday, October 8, 2026, 5:00 p.m. - City Council Workshop

Thursday, October 8, 2026, 7:00 p.m. - City Council Meeting



City of Stanwood City Council Staff Report

Item Number: 6.a.
Date: September 10, 2026
Subject: Police Compstat Report - August
Contact Person: Glenn DeWitt
Police Chief
Attachments: 1. CompStat_August

ISSUE

Attached is the August Police CompStat Report for Council review.

Stanwood Police Department

CompStat Report



City of Stanwood Police Chief Glenn DeWitt

Prepared by: Snohomish County Sheriff Office Crime Analysis Unit and Stanwood Police Department

AUGUST 2026

Stanwood Police Department

COMPSTAT REPORT



What is CompStat?

CompStat stands for 'Computer Statistics' dealing specifically with crime. It is found to be an effective way to accurately track crime and use the information to deploy officers to address it in timely manner. It is a performance management system that is used to reduce crime and achieve other police department goals. It emphasizes information-sharing, responsibility and accountability and improving effectiveness.

What is the benefit to the community?

CompStat allows us to track crime problems and allocate resources to the areas that are being affected. By being able to focus our efforts on areas being impacted, we are able to make apprehensions and drive down crime in Stanwood.

How is data collected?

Crime Analysts access a variety of systems to collect and analyze law enforcement data. Data collection begins at the 911 call center (SNO911) and carries over into law enforcement records management systems (LERMS). Much of the information presented in this report is also reported to state and federal agencies annually.

What data will you see in this report?

What occurred within the city limits of Stanwood and calls responded to by the Stanwood Police outside the city.

This is a true representation of all police activity occurring in the City of Stanwood, you will see these calls listed as "In the STW Beat". On occasion, Stanwood Police officers will be called outside the city to assist other agencies. We also have deputies who live outside of the city so on occasion they will make a traffic stop or respond to a nearby call while commuting to work. You will see these call listed as "Answered by STW ORI"

Incident data:

This represents what police were called to and includes self-initiated activity. Multiple 911 calls for the same incident are presented as a single incident.

Case data:

An incident becomes a case when the deputy determines reporting protocol is met. A case is often generated based on a specific crime, traffic collisions, arrest or the need to document specific actions or information.

AUGUST 2026

Stanwood Police Department

POLICE STAFFING



The City of Stanwood contracts for law enforcement services through the Snohomish County Sheriff's Office. The contract is identified as a "stand alone" contract, which allows the City of Stanwood to maintain its own police identity to include policies and procedures that meet unique small city needs. All uniforms and vehicles are identified as Stanwood Police and we provide services to the city population of approximately 8,405.

DIVISIONS:

CHIEF OF POLICE: Has the rank of Lieutenant with the Sheriff's Office. Oversees all aspects of the Police Department daily operations. The Chief works with city staff to ensure community needs are met.

ADMINISTRATIVE SERGEANT: Administers the day-to-day administrative functions of the Police Department and oversees the day shift deputies, School Resource Officer and Detective. Steps in as the Chief of Police when the chief is absent.

NIGHT SERGEANT: Oversees the swing shift and night shift deputies.

PATROL DIVISION: Responds to crimes in progress, traffic collisions, missing persons, and other emergency and non-emergency calls for service.

SCHOOL RESOURCE OFFICER: Utilizes the concept of educator, informal counselor, and law enforcer; working to bridge the gap and build relationships between law enforcement and youth.

DETECTIVE: Works in conjunction with patrol and the resources of the Snohomish County Sheriff's Office to investigate a broad range of felony- and misdemeanor-level crimes that occurred in the City of Stanwood.

	ASSIGNED	VACANCIES	PERCENTAGE
Chief	1	0	100%
Sergeant	2	0	100%
Deputy	5	1	83.5%
School Resource Officer No longer a PD employee - SCSO contract	1	0	100%
Detective	1	0	100%

AUGUST 2026

Stanwood Police Department

RECORDS UNIT



Records Summary: Job duties include, but are not limited to, the following;

- Provide administrative support for all members of the Stanwood Police Department.
- Assist the Chief of Police with police budget tracking and review.
- Verify and code all incoming invoices for the Police Department.
- Ordering of supplies for the department, and special events.
- Subject matter expert for the Law Enforcement Records Management System (LERMS) used by Stanwood Police Department.
- Manage all Stanwood Police Department documents and records.
- Review all electronic case file entries and information for accuracy.
- Scan paper records into electronic case files.
- Forward criminal arrest referrals to the Prosecuting Attorney's Office.
- Enter trespass notices, gun alerts, and other safety alerts into the agency's electronic records management system.
- Route Child Protective Services & Adult Protective Service referrals.
- Maintain department case file and document archives per Washington State records retention/destruction schedules.
- Responsible for federal reporting of crime statistics to the National Incident Based Reporting System (NIBRS).
- Run monthly case audits and records validations.
- Enter court orders, missing persons, vehicle impounds, lost or stolen property, stolen vehicles, etc. into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Provide second checks for all entries made into Washington Crime Information Center and National Crime Information Center (WACIC/NCIC).
- Conduct background checks for concealed pistol license and pistol transfers applications.
- Provide fingerprint services for concealed pistol license applicants and citizen fingerprints.
- Review and fulfill public records requests within the guidelines of the Public Records Act.
- Create/update/maintain all process, procedure, and training manuals for the position.
- Serve as Stanwood Police Department's Terminal Agency Coordinator for the Washington State Patrol ACCESS program.
- Assists with walk-in and telephone customers, averaging 8,000 yearly contacts.
- Route calls to 911 and non-emergency dispatch.
- Respond to requests for service and answer general questions.
- Manage key & key fob assignments for City of Stanwood employees.

	2026	2025	2024	2023	Year to Date
Public Records Requests	44	43	26	31	302
Concealed Pistol License Issued	26	25	24	33	317
Fingerprinting & Approx Time	7 1.75 hrs	12 3.0 hrs	27 6.75 hrs	14 3.5hrs	150 37.5 hrs

AUGUST 2026

Stanwood Police Department

Message from the Chief



We began August with National Night Out, and once again Stanwood did not disappoint. We were proud to host the largest NNO event in the county. The event featured first responder displays—including police vehicles, a wildlife display, donuts, Kiddie Kopter, fire trucks, and more—as well as local vendors grilling hot dogs and handing out samples, PUD and their power line trailer, and other displays. Families also enjoyed bouncy houses, a giant slide, and a foam party. Everyone involved did an outstanding job, and the community showed strong support. I want to extend special thanks to Emily and Stacey for the tremendous amount of work they put into organizing and making the event a success.

FLOCK cameras continue to be a topic of discussion, particularly after another camera was vandalized. There is a growing movement in Stanwood encouraging the Council to consider removing the cameras. However, I continue to believe the cameras are valuable investigative tools, and that their benefits outweigh the negative attention and misconceptions surrounding data use. For more detail, please look for the “Letter from the Chief” in the August community newsletter, where I address some of the misunderstandings about how FLOCK camera’s function and what they are used for.

I would also like to take a moment to recognize Detective Steve Martin. On Saturday, August 8th, while off duty and shopping at the Country Store, he observed an individual he believed to be shoplifting. He continued to monitor the individual as they selected and concealed items. When the store manager approached the individual, the suspect denied needing assistance but continued their behavior. Detective Martin identified himself and initially gained compliance, but shortly thereafter the individual fled on foot. Detective Martin immediately gave chase and unfortunately suffered a significant leg injury during the pursuit.

A Stanwood resident observing the interaction stepped in to help. The citizen pursued the suspect and detained him until Detective Martin—injured but determined—was able to assist. A second citizen joined to help detain the suspect and later offered to drive Detective Martin home from the hospital. Stanwood officers responded, took custody of the suspect, and made the arrest.

Detective Martin’s actions reflect extraordinary dedication to his work and to the community he lives in. It is in his nature to take action, and he consistently demonstrates commitment both on and off duty. The citizens who stepped in to support him further highlight the strength of our community and its support for law enforcement. Detective Martin is currently recovering at home and is doing well. As Chief, I am proud of the way he represents our department every day.

Thank you,

Chief DeWitt

AUGUST 2026

Stanwood Police Department

Detective Report



Stanwood Police Case 2026-5846 Theft

On 08/20/2026 Sgt. Gilje responded to a theft in progress at the Country Store. The male suspect attempted to exit the store with a cart load of items before the store managers confronted him. He left without the merchandise, but Sgt. Gilje caught up to him and his two female associates as they were attempting to drive away.

Sgt. Gilje arrested the male and booked him into the county jail for Driving on a Suspended License and for Theft 3rd Degree. The two female passengers were identified and trespassed from the store.

It turned out that the male and at least one of the female associates were involved in numerous theft incidents at the Country Store over the last couple of months. Deputy Kargopoltsev had been working to identify the subjects and their vehicle.



After Sgt. Gilje's arrest, Deputy Kargopoltsev was able to positively ID the male's associate involved in the earlier thefts. That second subject had been arrested by Everett Police Department. Deputy Kargopoltsev then forwarded charges of Organized Retail Theft to the prosecutor's office for review.

All subjects involved were trespassed from the Country Store for a period of one year.

Chief DeWitt advised the two females to let all their friends know that if you come to Stanwood to steal, you will go to jail.

AUGUST 2026

The following pages cover incidents data. This is also known as calls for service.

If 30 people call because there's a wreck in front of Haggen's, it counts here once.





TOTAL INCIDENTS - inside Stanwood city limits

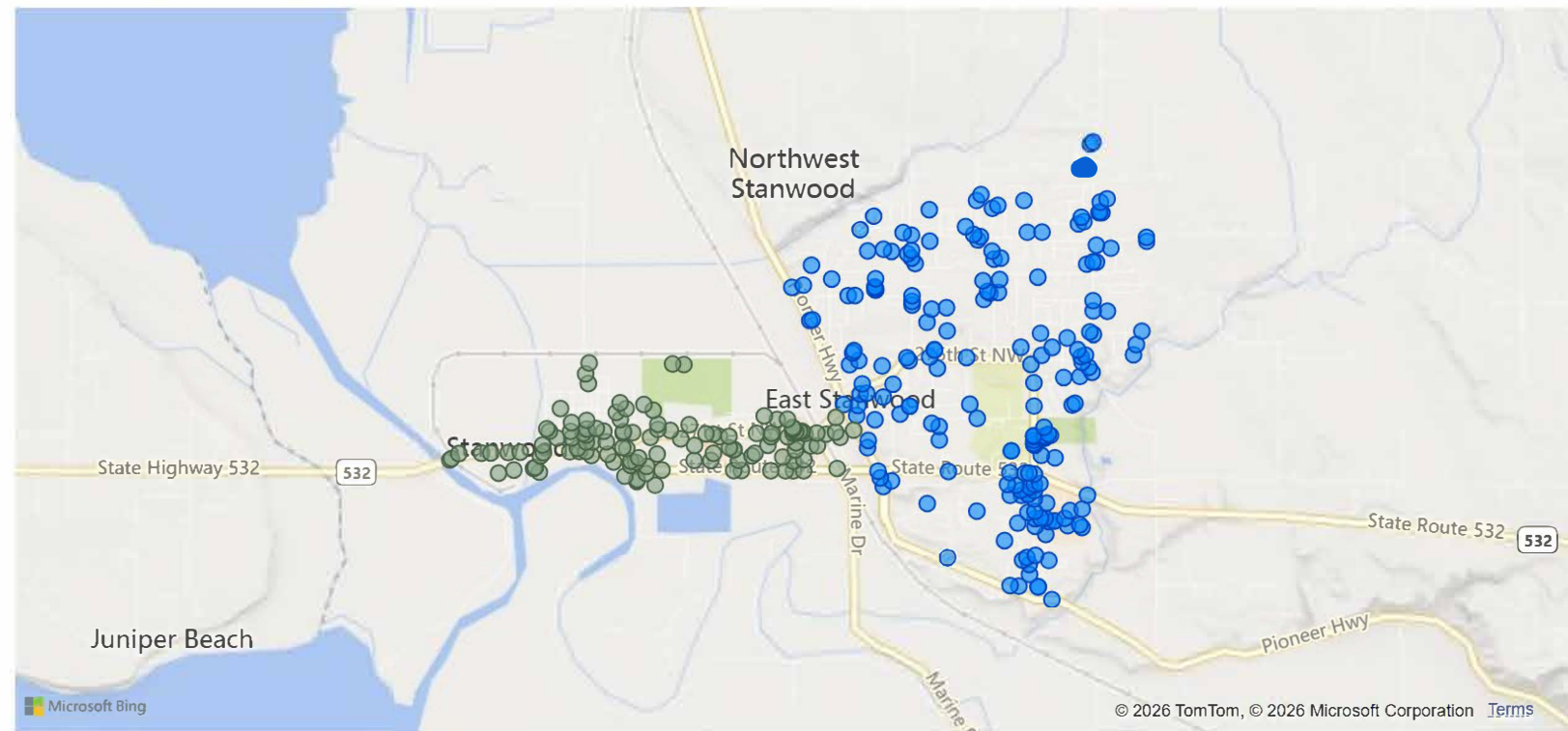
Total Incident Counts, Past 6 Full Months by Origination Type

Year	2026					
	Mar	Apr	May	Jun	Jul	Aug
Call Origination	4		1	3	3	7
911 call	322	334	409	341	467	400
ASAP	21	7	10	7	12	10
Total	740	742	788	741	746	714

Year	2026					
IncidentType	Mar	Apr	May	Jun	Jul	Aug
Abandoned Vehicle	3	1	5	1	7	2
Abuse of Person	2			2		
Alarm	31	22	19	15	21	21
Animal	10	13	7	15	15	16
BHC	13	15	16	10	24	13
Collision	21	18	15	21	15	10
CPS	5	2	6	4	3	4
Death	2	1	2	3	2	
DUI	2	6	12	6	19	5
Elude		2			2	
Nuisance	5	10	6	10	9	14
Shoplift			1			
Suicide	4	7	1		4	1
Traffic	78	154	106	124	75	100
Welfare Check	10	15	14	12	14	14
Total	186	266	210	223	210	200

All incidents Past 1 Month - excludes victim privacy concerning incidents

Beat ● STWE ● STWW





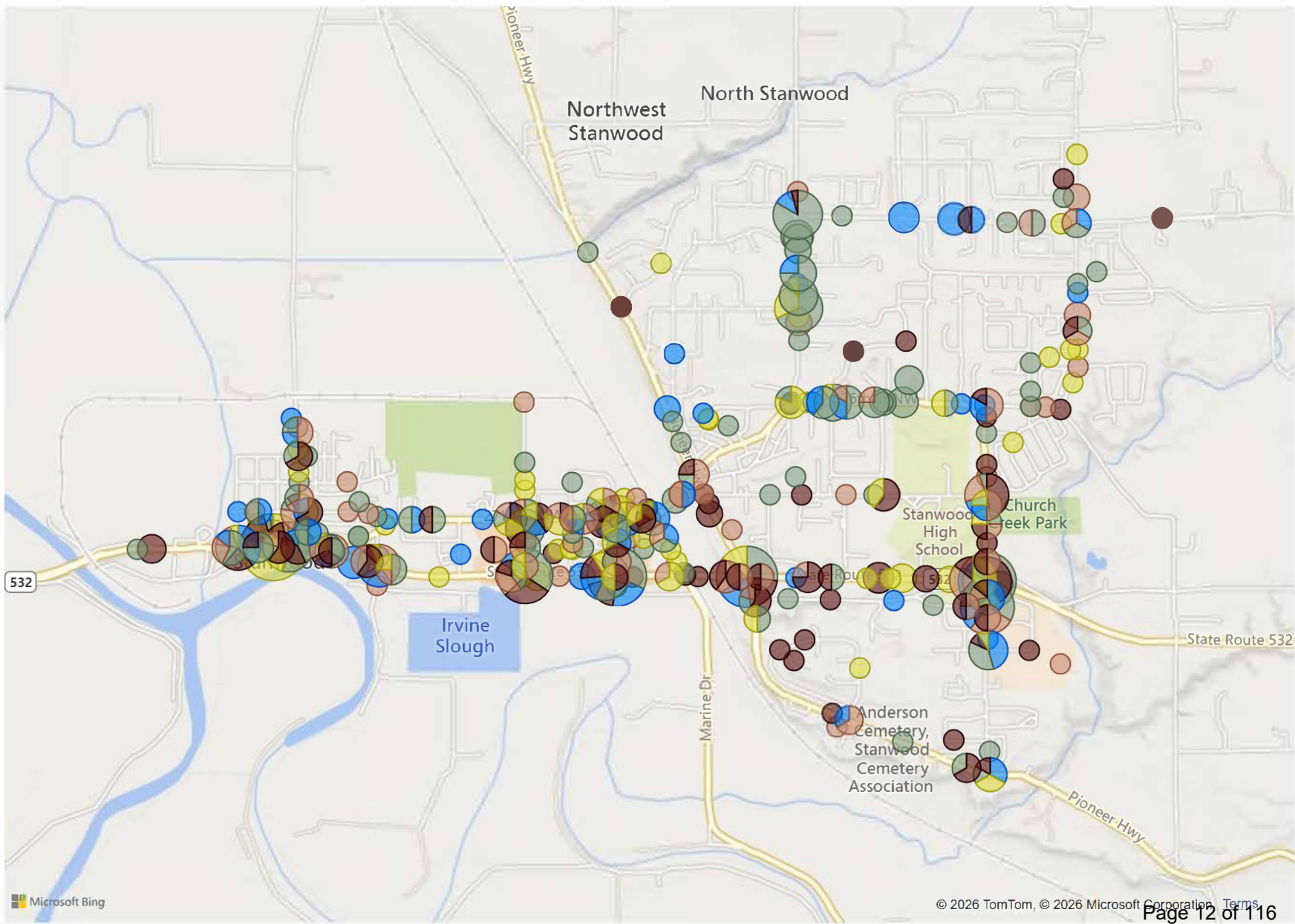
Tickets Written

Total Tickets	
Year	# of Tickets
2026	192
2025	192
2024	171
2023	314
2022	144
Total	1013

Total Violations

Charge Month	2022	2023	2024	2025	2026
Jan	6	19	22	23	26
Feb	11	39	16	27	30
Mar	14	27	13	25	21
Apr	4	18	24	18	47
May	11	24	26	37	39
Jun	25	34	21	12	28
Jul	29	9	21	11	17
Aug	30	37	11	27	22
Sep	36	38	27	25	
Oct	11	112	28	20	
Nov	15	27	17	14	
Dec	23	29	27	13	
Total	215	413	253	252	230

Year ● 2022 ● 2023 ● 2024 ● 2025 ● 2026



The following pages cover case data.

The key difference between cases and incidents data is a Deputy has determined something did transpire that justifies writing a case report.



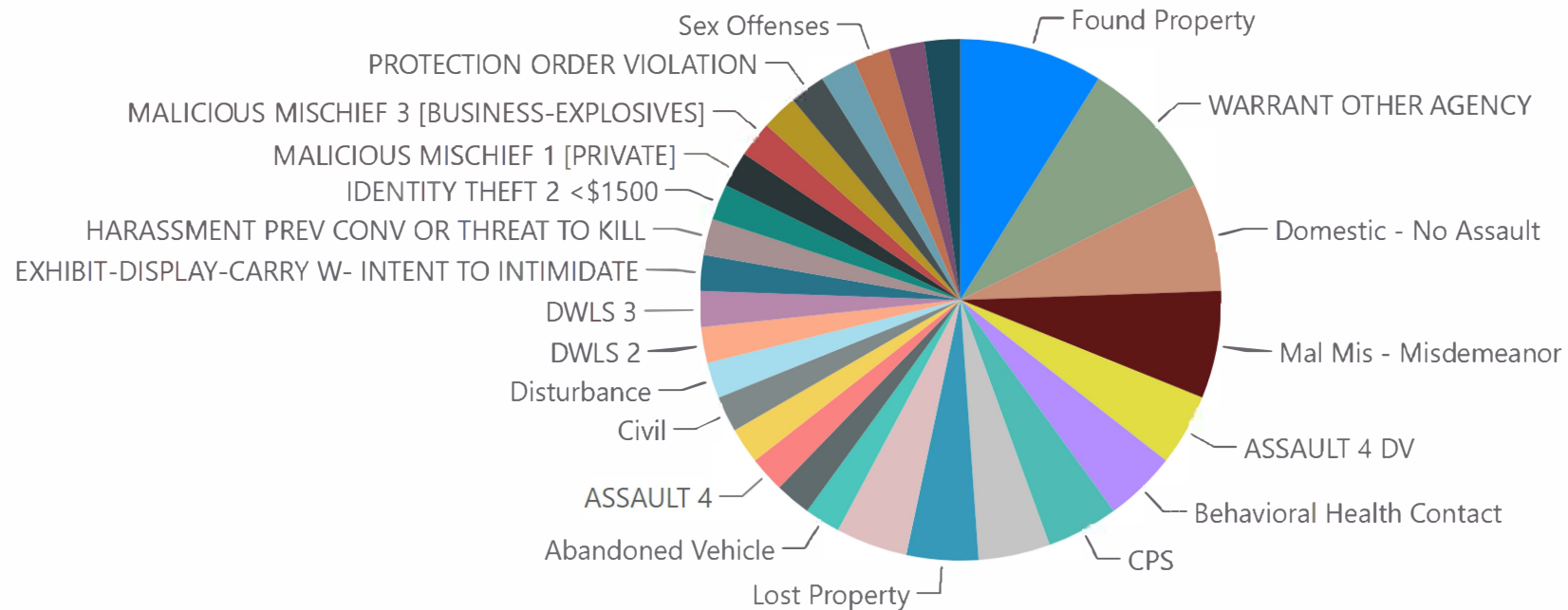


TOTAL CASES inside of City Boundaries

Total Cases Written

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2026	41	50	54	50	60	59	57	41					412
2025	62	50	82	52	58	49	62	55	47	55	47	51	669
2024	47	52	64	59	58	63	62	64	59	66	67	55	715
2023	64	53	68	54	68	41	62	58	59	75	60	53	714

Previous calendar month, what charges are contained in cases we wrote?



Domestic Related Charges

Domestic Violence cases are not limited just to assault. This chart includes any cases where the statute differentiates between having a domestic relationship component to the crime versus a different statute if the victim and offender are not known to one another.



Year ▼	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
☐ 2026													
RECKLESS ENDANGERMENT DV				1									1
Domestic - No Assault	6	5	4	8	7	10	7	3					50
Crime with a DV Component		2	2	1	1	3	2	2					13
BURGLARY 1 DV [FORCE-RES]						1							1
☐ 2025													
RECKLESS ENDANGERMENT DV										1			1
Domestic - No Assault	6	6	4	4	4	2	2	6	5	6	6	8	59
Crime with a DV Component	2	4	4	2	2	4	5	1	3	4	3	2	36
ASSAULT 2 DV [PUB OFF-STRONGARM]						1							1
☐ 2024													
Domestic - No Assault	5	3	4	3	4	5	6	3	3	4	5	3	47
Crime with a DV Component	3	3	2	1	2	2	3	10	3	3	5	4	41
☐ 2023													
Domestic - No Assault	3	7	6	2	2	2	6	8	5	3	6		50
Crime with a DV Component		2	2	6	5		3	4	3	2	2	2	31

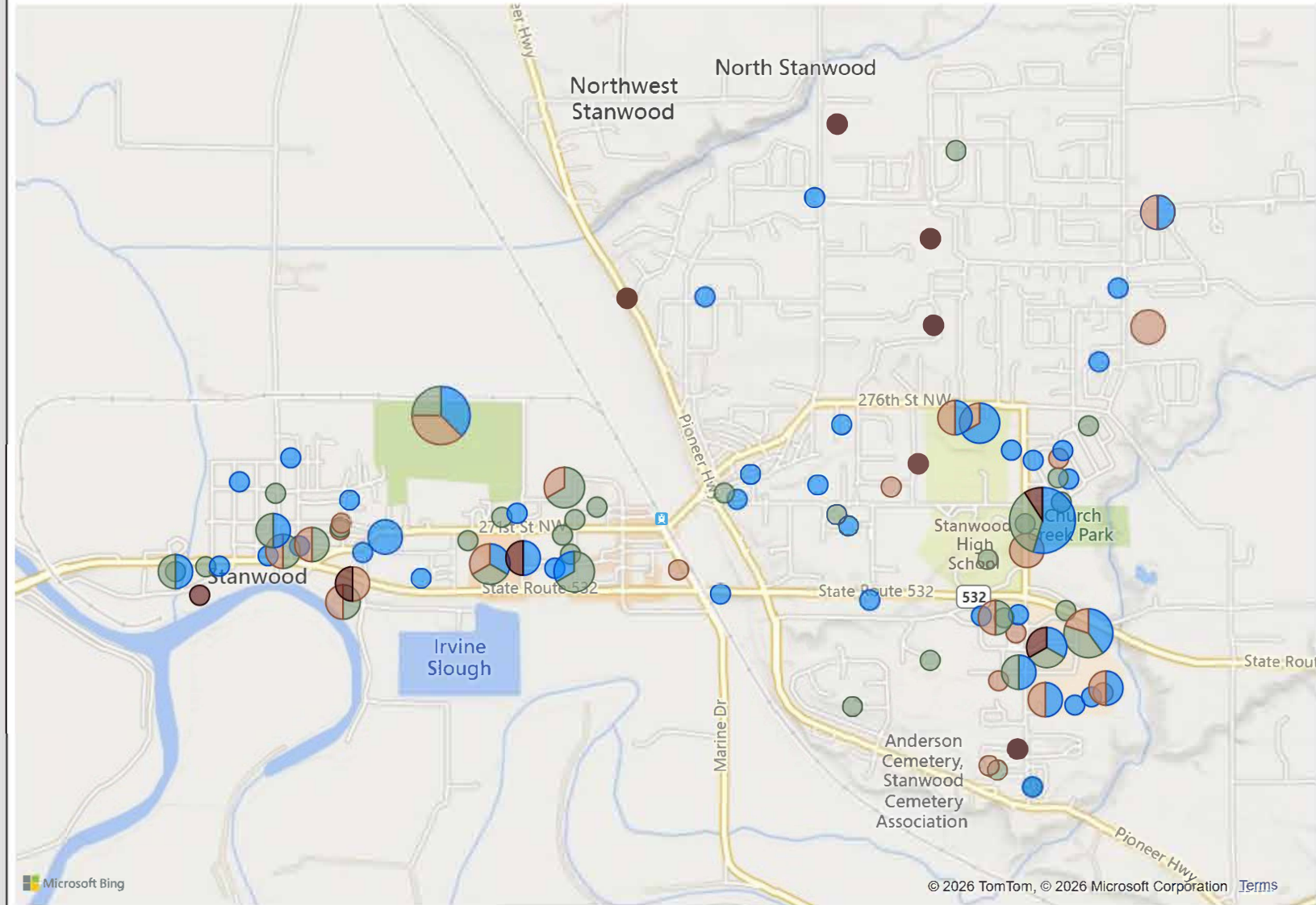


Malicious Mischief CASES excluding any with a DV component

Reported Month	2023	2024	2025	2026
Jan	9	2	3	1
Feb		2	1	1
Mar	7	3	1	
Apr	2	5	4	1
May	5	1	1	1
Jun	4		4	2
Jul	4	6	1	3
Aug	2	5	3	2
Sep	3	6	2	
Oct	12	7	3	
Nov	7	3	2	
Dec	1	5	5	
Total	56	45	30	11

Count of CaseNumber by Year, Lat and Lon

Year ● 2023 ● 2024 ● 2025 ● 2026

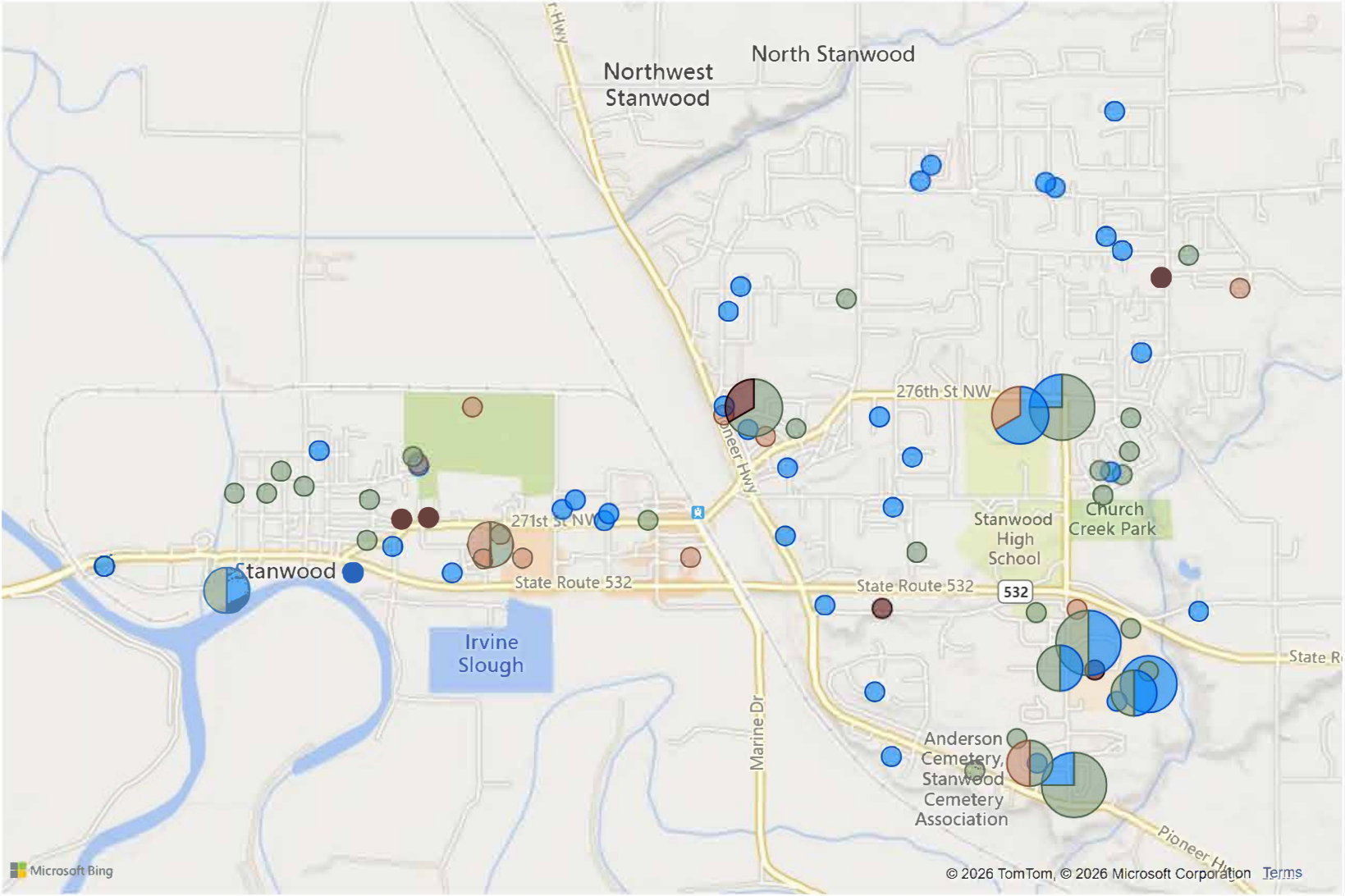




Auto Theft & Vehicle Prowl CASES

Count of CaseNumber by Year, Lat and Lon

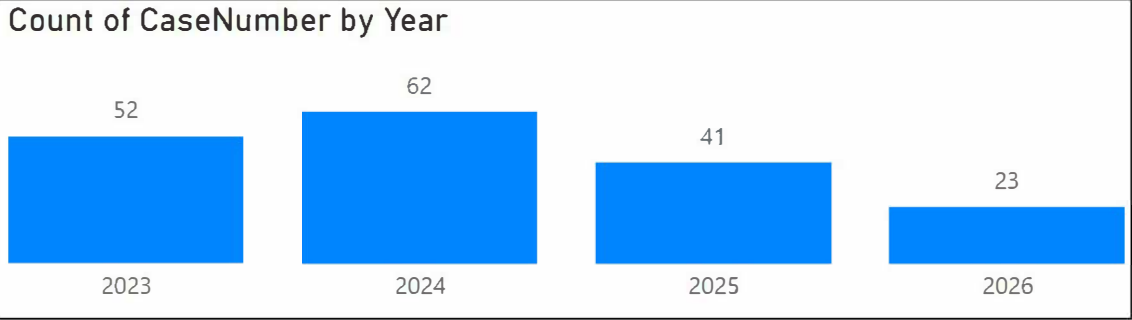
Year 2023 2024 2025 2026



Auto Thefts & Vehicle Prowls	2023	2024	2025	2026
☒ Vehicle Prowl	21	12	3	1
Jan		1		
Feb	1	4		
Mar	3	1		
Apr	1	2		
May	6		1	1
Jun	1	2	1	
Jul	3		1	
Oct	5	1		
Nov	1			
Dec		1		
☒ Vehicle Theft	26	27	11	6
Jan	1		3	1
Feb	3	1		2
Mar	1	1		1
Apr	2		3	
May	1			
Jun	1	2	1	1
Jul		1	2	1
Aug		3		
Sep	2	6		
Oct	6	3	1	
Nov	8	4		
Dec	1	6	1	
Total	46	37	13	7

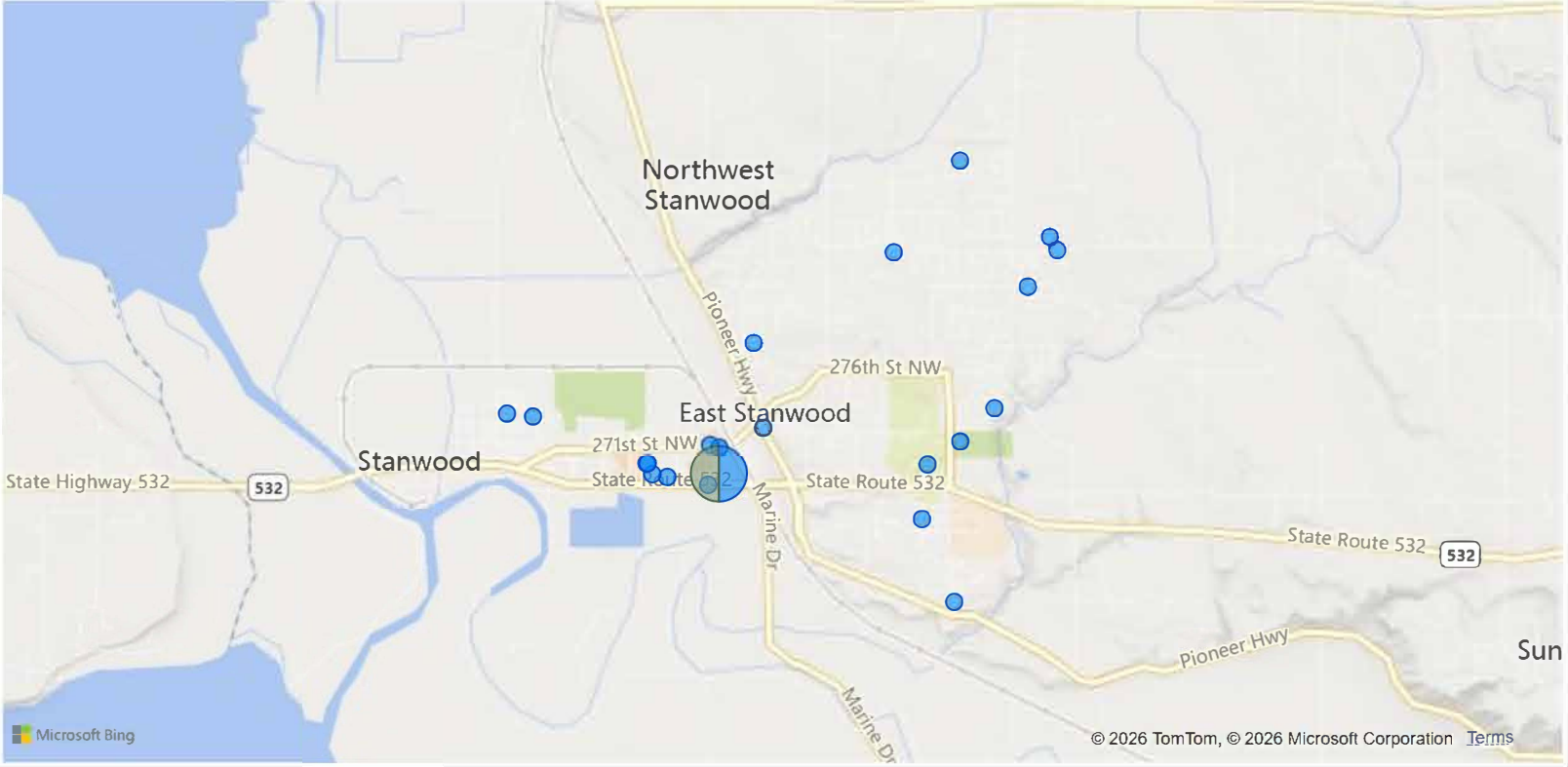


Theft CASES



Cases this Calendar Year

Thefts ● Theft 1, 2, & 3 (not shoplifting) ● Theft: Shoplifting & ORT



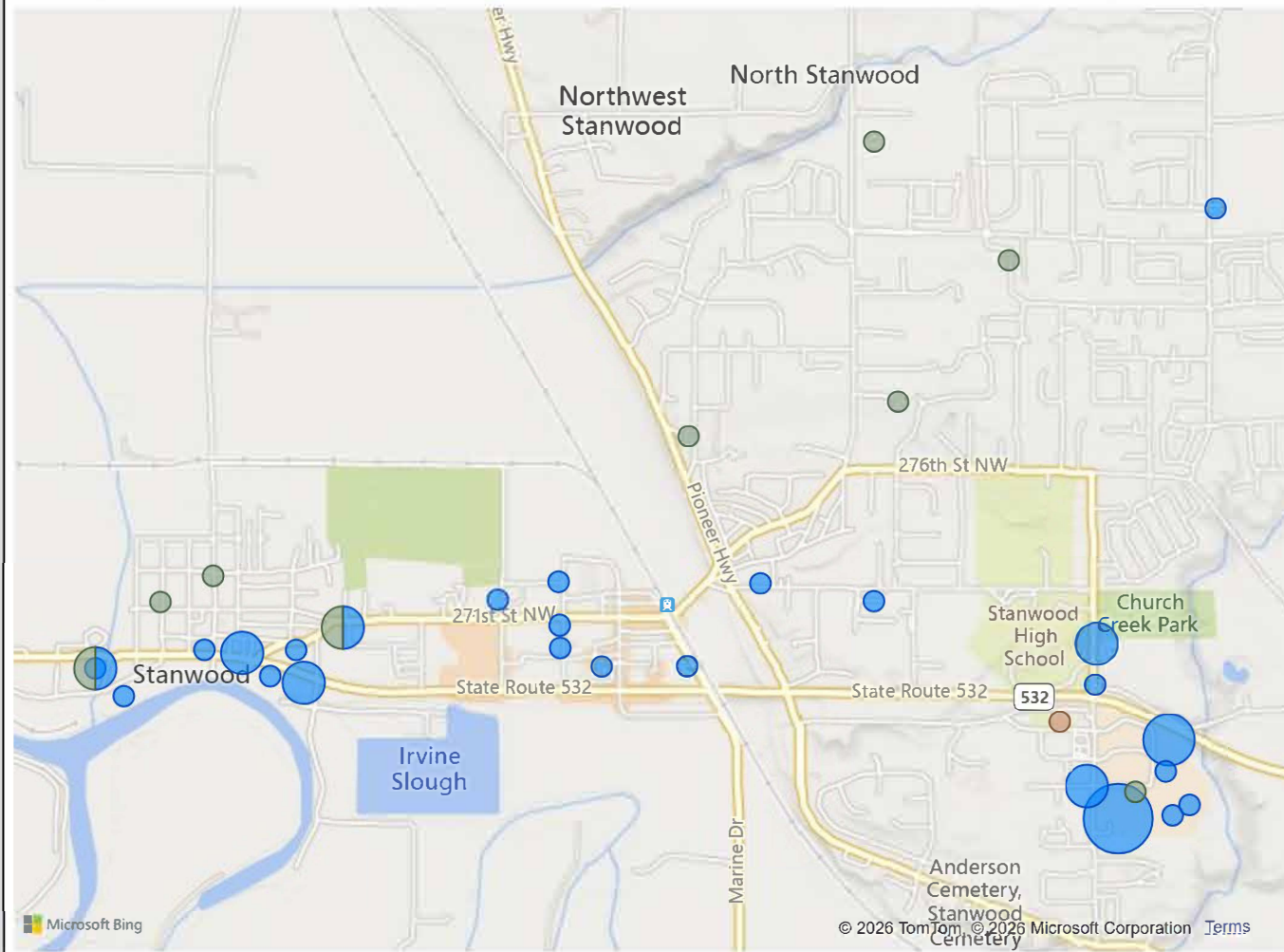
Thefts	2023	2024	2025	2026	Total
☐ Theft: Shoplifting & ORT	1	2		1	4
Mar	1			1	2
May		1			1
Sep		1			1
☐ Theft 1, 2, & 3 (not shoplifting)	51	60	41	22	174
Jan	9	5	6	1	21
Feb	3	7	3	5	18
Mar	6	7	2	2	17
Apr	6	5	1	3	15
May	7	2	3	2	14
Jun	3	2	5	3	13
Jul	3	9	2	4	18
Aug	1	7	3	2	13
Sep	3	8	6		17
Oct	4	2	2		8
Nov	4	3	5		12
Dec	2	3	3		8
Total	52	62	41	23	178



Burglary CASES

Count of CaseNumber by Burglary, Lat and Lon

Burglary ● Burglaries - Commercial ● Burglaries - Residential ● Burglaries - Unknown Structure Type



Burglary	2023	2024	2025	2026
Burglaries - Commercial	17	5	13	2
Jan	2			
Feb	3	2	2	
Mar			1	
Apr	2		1	
May	2			
Jun	2		3	1
Jul	2	1	1	
Aug				1
Sep			2	
Oct	1	1		
Nov	3	1	1	
Dec			2	
Burglaries - Residential	1	4	2	2
Jan			1	
Feb		1		1
Apr		1		
May		1		1
Jul	1			
Aug		1	1	
Burglaries - Unknown Structure Type			1	
Oct			1	
Total	18	9	16	4

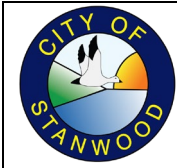


City of Stanwood City Council Staff Report

Item Number: 7.a.
Date: September 10, 2026
Subject: Community Development Committee Meeting Minutes - August 6, 2026
Contact Person: Patricia Love, Community Development Director
Attachments: 1. CDC Meeting Minutes - August 6, 2026

ISSUE

The minutes from the August 6, 2026 Community Development Committee meeting are attached to this staff report for Council's review.



Community Development Committee Meeting Minutes Thursday, August 6, 2026 | 5:00 pm

Council Members Present: Dani Gaumond, Steve Shepro, Robert Hicks

Staff Present: Chris Holland, Audrey Rotrock

Others Present: Online – Katie Cote (BHC), Sarah Parker & Rachel Chen (Maul Foster & Algoni)

Steve Shepro called the meeting to order at 5:01 p.m.

Climate Assessment and Public Survey

Consultants Maul Foster & Algoni and BHC gave an overview of the Planning Commission's July workshop meeting which focused on identifying the key priorities and policy themes that will guide the development of the climate element's goals and policies.

The focus of the Community Development Committee meeting was to discuss the Planning Commission's proposed policy direction and provide feedback on areas of agreement or alternative direction.

Below are the focus areas identified by the Committee:

- Consider interviewing the police department, public transportation agencies, school district, senior housing agencies, Housing Hope, and other larger local employers as part of the survey.
- Add solar energy and incentives for energy efficiency to the Energy Efficiency and Building Performance focus area.
- Consider creating a web page on climate resiliency and what local utilities such as PUD and PSE are offering.
- Dike repair and maintenance, flooding, and hazard mitigation should be a top priority in the Climate Resilience and Hazard Mitigation focus area.
- Reconsider banning data centers. There is a potential for small-scale data centers (size of a single parking stall) that could be used for essential services such as hospitals.

Adjourn: 6:15 p.m.





City of Stanwood City Council Staff Report

Item Number: 7.b.

Date: September 10, 2026

Subject: Finance and Personnel Committee Meeting Minutes - August 27, 2026

Contact Person: David Hammond, Finance Director

Attachments: 1. Finance & Personnel Committee Meeting Minutes
8.27.2026

ISSUE

The minutes from the August 27, 2026, Finance and Personnel Committee meeting are attached to this staff report for Council's review.



Finance & Personnel Committee Meeting Minutes August 27, 2026

Location: Stanwood City Hall, 10220 270th Street NW

Councilmembers Present: Earl Cowan, Darren Robb, Andreena Bergman

Staff present: David Hammond, Finance Director

Chair Bergman called the meeting to order at 5:03pm

Agenda Items Discussed

1. Paid Time Off Accrual Conversion Election for Non-Represented Employees

Hammond briefed the committee on the costs and benefits of the proposed policy. Councilmembers discussed and were supportive of the policy change.

2. The committee also briefly discussed the current economy and tax receipts and the upcoming budget development.

Meeting adjourned at: 6:28 pm



City of Stanwood City Council Staff Report

Item Number: 7.c.
Date: September 10, 2026
Subject: Salary Commission Meeting Minutes - July 30, 2026
Contact Person: David Hammond, Finance Director
Attachments:
1. Salary Commission Meeting Minutes 7-30-26
2. Decision Letter

ISSUE

The purpose of this item is for Council to review the minutes from the July 30, 2026, Salary Commission meeting that are attached to this staff report.

SUMMARY

Ordinance 1306 requires the Salary Commission to meet between May and July of each year to determine whether to adjust councilmember and mayor salaries. A quorum of the Salary Commission met on July 30, 2026 (Attachment A) and unanimously voted to increase the mayor's compensation from \$2,600 to \$2,730 per month, and to increase councilmember compensation from \$650 to \$685 per month (Attachment B).



Salary Commission Meeting Minutes July 30, 2026

The Salary Commission met on July 30, 2026, in person at City of Stanwood City Hall. The meeting was called to order at 5:00 p.m.

Commissioners in Attendance: Anna Oos, Karl Hedeem, Nick Hanson, and Terrance Everett

Commissioners Absent: Sarah Oldow

Staff Attendance: David Hammond, Finance Director

1. Salary Commission Roles and Responsibilities Overview

Hammond provided a brief reminder of the Commission role and responsibilities.

2. Elect Salary Commission Chairperson

Commissioner Nick Hanson was nominated and elected to Chair the 2026 commission meeting.

3. Review Compensation of Council and Mayor Comparison Cities

Hammond described the responsibilities and time commitments for the Mayor and Councilmembers.

The Commissioners reviewed the Mayor and Council salary comparison provided through the Association of Washington Cities (AWC). The comparison information is from a 2026 survey based on cities similar in organizational structure, i.e., mayor/council form of government with a professional city administrator. The comparator cities range in size and assessed values from smaller to larger than Stanwood, reflecting 2026 data. The 2026 salary was set in 2025 for the Mayor at \$2,600 and \$650 for Councilmembers.

4. Discussion

Hammond discussed and answered questions about projected revenues and expenditures, and the conservative and balanced budget, as well as the Capital Investment plans for Parks, Facilities, Streets and utilities.

The Commissioners discussed the city's growth and the level of activity the city administration has accomplished and has in progress. They are happy with the state of the city and the way it is being run. The Commissioners reviewed and discussed the comparison cities' pay schedules and came to consensus to increase mayor and council salaries approximately five percent.



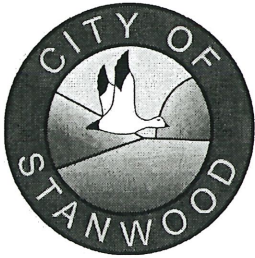
Salary Commission
Meeting Minutes
July 30, 2026

5. Set Mayor and City Council Salary for 2027

*A motion was made and seconded to increase the Mayor's salary to a flat rate of \$2,730 per month and to increase the Councilmembers' Salaries to a flat rate of \$685 per month. **The motion passed unanimously.***

Adjourn: 5:55 p.m.

David Hammond, Finance Director



City of Stanwood

10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181

July 30, 2026

Subject: Filing of Salary Commission Decision

Dear City Clerk Sokolik:

The Salary Commission met on July 30, 2026 to determine the Councilmember and Mayor salary schedule for 2027. After carefully considering Mayor and Councilmember salaries in comparison cities, City Council budget priorities and fiscal performance, and the dedication of our elected officials, the Commission unanimously voted to set compensation at the following rate:

Mayor	\$ <u>2,730</u> per month
Councilmembers	\$ <u>685</u> per month

**In the event of the absence of the Mayor for a period of 30 days or longer, the Mayor pro tem shall be entitled to receive the Mayor's compensation for the duration of said absence.

Signed and submitted this **30th day of July, 2026.**

Terrance Everett, Commissioner

Karl Hedeem, Commissioner

Nick Hanson, Commissioner

Anna Oos, Commissioner

Sarah Oldow, Commissioner

Lisa Sokolik, City Clerk, Attest

cc: Mayor Sid Roberts
Councilmember Dani Gaumond
Councilmember Earl Cowan
Councilmember Darren Robb

Councilmember Robert Hicks
Councilmember Steve Shepro
Councilmember Andreena Bergman
Councilmember Jeff Wheatley



City of Stanwood City Council Staff Report

Item Number: 8.a.
Date: September 10, 2026
Subject: Approve Vouchers and Payroll
Contact Person: Tim Niebruegge, Finance Manager
Attachments: 1. Vouchers and Payroll Checks

ISSUE

Approve issuance of Washington Federal Bank checks 40742 through 40828, and electronic fund transfers in the amount of \$1,713,780.76 and approve issuance of Washington Federal payroll check and electronic fund transfers in the amount of \$504,393.20.

RECOMMENDED MOTION

“I MOVE TO APPROVE ISSUANCE OF WASHINGTON FEDERAL BANK CHECKS 40742 THROUGH 40828 AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$1,713,780.76 AND APPROVE ISSUANCE OF WASHINGTON FEDERAL PAYROLL CHECK AND ELECTRONIC FUND TRANSFERS IN THE AMOUNT OF \$504,393.20.”

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4072	08/07/2026	Payroll	3	EFT		5,215.75	July 2026 Payroll
4073	08/07/2026	Payroll	3	EFT		5,438.17	July 2026 Payroll
4074	08/07/2026	Payroll	3	EFT		3,441.78	July 2026 Payroll
4075	08/07/2026	Payroll	3	EFT		570.68	July 2026 Payroll
4076	08/07/2026	Payroll	3	EFT		2,595.47	July 2026 Payroll
4077	08/07/2026	Payroll	3	EFT		5,048.85	July 2026 Payroll
4078	08/07/2026	Payroll	3	EFT		6,922.69	July 2026 Payroll
4079	08/07/2026	Payroll	3	EFT		2,003.70	July 2026 Payroll
4080	08/07/2026	Payroll	3	EFT		4,105.92	July 2026 Payroll
4081	08/07/2026	Payroll	3	EFT			July 2026 Payroll
4082	08/07/2026	Payroll	3	EFT		8,646.69	July 2026 Payroll
4083	08/07/2026	Payroll	3	EFT		4,931.42	July 2026 Payroll
4084	08/07/2026	Payroll	3	EFT		2,687.52	July 2026 Payroll
4085	08/07/2026	Payroll	3	EFT		1,850.05	July 2026 Payroll
4086	08/07/2026	Payroll	3	EFT		4,743.75	July 2026 Payroll
4087	08/07/2026	Payroll	3	EFT		2,617.41	July 2026 Payroll
4088	08/07/2026	Payroll	3	EFT		6,075.70	July 2026 Payroll
4089	08/07/2026	Payroll	3	EFT		590.57	July 2026 Payroll
4090	08/07/2026	Payroll	3	EFT		3,247.58	July 2026 Payroll
4091	08/07/2026	Payroll	3	EFT		5,448.43	July 2026 Payroll
4092	08/07/2026	Payroll	3	EFT		3,948.29	July 2026 Payroll
4093	08/07/2026	Payroll	3	EFT		594.23	July 2026 Payroll
4094	08/07/2026	Payroll	3	EFT		4,612.35	July 2026 Payroll
4095	08/07/2026	Payroll	3	EFT		9,599.25	July 2026 Payroll
4096	08/07/2026	Payroll	3	EFT		5,922.30	July 2026 Payroll
4097	08/07/2026	Payroll	3	EFT		3,274.50	July 2026 Payroll
4098	08/07/2026	Payroll	3	EFT		8,130.15	July 2026 Payroll
4099	08/07/2026	Payroll	3	EFT		8,034.25	July 2026 Payroll
4100	08/07/2026	Payroll	3	EFT		4,981.95	July 2026 Payroll
4101	08/07/2026	Payroll	3	EFT		8,860.07	July 2026 Payroll
4102	08/07/2026	Payroll	3	EFT		2,790.68	July 2026 Payroll
4103	08/07/2026	Payroll	3	EFT		6,184.71	July 2026 Payroll
4104	08/07/2026	Payroll	3	EFT		540.80	July 2026 Payroll
4105	08/07/2026	Payroll	3	EFT		2,934.86	July 2026 Payroll
4106	08/07/2026	Payroll	3	EFT		4,116.36	July 2026 Payroll
4107	08/07/2026	Payroll	3	EFT		3,158.99	July 2026 Payroll
4108	08/07/2026	Payroll	3	EFT		4,950.13	July 2026 Payroll
4109	08/07/2026	Payroll	3	EFT		6,127.65	July 2026 Payroll
4110	08/07/2026	Payroll	3	EFT		590.68	July 2026 Payroll
4111	08/07/2026	Payroll	3	EFT		6,581.03	July 2026 Payroll
4112	08/07/2026	Payroll	3	EFT		4,930.95	July 2026 Payroll
4113	08/07/2026	Payroll	3	EFT		5,870.68	July 2026 Payroll
4114	08/07/2026	Payroll	3	EFT		5,787.76	July 2026 Payroll
4115	08/07/2026	Payroll	3	EFT		7,616.74	July 2026 Payroll
4116	08/07/2026	Payroll	3	EFT		3,005.77	July 2026 Payroll
4117	08/07/2026	Payroll	3	EFT		3,097.83	July 2026 Payroll
4118	08/07/2026	Payroll	3	EFT		5,488.98	July 2026 Payroll
4119	08/07/2026	Payroll	3	EFT		5,221.27	July 2026 Payroll
4120	08/07/2026	Payroll	3	EFT		4,522.99	July 2026 Payroll
4121	08/07/2026	Payroll	3	EFT		4,189.84	July 2026 Payroll
4122	08/07/2026	Payroll	3	EFT		490.57	July 2026 Payroll
4131	08/07/2026	Payroll	3	EFT	AFLAC	314.10	Pay Cycle(s) 08/07/2026 To 08/07/2026 - AFLAC, Pre-Tax; Pay Cycle(s) 08/07/2026 To 08/07/2026 - AFLAC, Post-Tax

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4132	08/07/2026	Payroll	3	EFT	AWC Employee Benefit Trust	29,847.03	Pay Cycle(s) 08/07/2026 To 08/07/2026 - AWC - Health First 250; Pay Cycle(s) 08/07/2026 To 08/07/2026 - AWC - Dental J; Pay Cycle(s) 08/07/2026 To 08/07/2026 - AWC - Vision; Pay Cycle(s) 08/07/2026 To
4133	08/07/2026	Payroll	3	EFT	Colonial Life Insurance	66.75	Pay Cycle(s) 08/07/2026 To 08/07/2026 - Colonial Life Insurance
4134	08/07/2026	Payroll	3	EFT	Great-West Life & Annuity	3,460.00	Pay Cycle(s) 08/07/2026 To 08/07/2026 - 457 - Empower (Mass Mutual); Pay Cycle(s) 08/07/2026 To 08/07/2026 - Roth 457(b)Empower(MassMutual)
4135	08/07/2026	Payroll	3	EFT	HSA Bank	812.50	Pay Cycle(s) 08/07/2026 To 08/07/2026 - HSA Contributions ER; Pay Cycle(s) 08/07/2026 To 08/07/2026 - HSA Contributions EE
4136	08/07/2026	Payroll	3	EFT	Internal Revenue Service (941)	99,612.98	941 Deposit for Pay Cycle(s) 08/07/2026 - 08/07/2026
4137	08/07/2026	Payroll	3	EFT	Legal Shield	167.60	Pay Cycle(s) 08/07/2026 To 08/07/2026 - Legal Shield
4138	08/07/2026	Payroll	3	EFT	Mission Square Retirement	3,561.05	Pay Cycle(s) 08/07/2026 To 08/07/2026 - 457 - Mission Square Ret(ICMA)
4139	08/07/2026	Payroll	3	EFT	Navia Benefits	283.33	Pay Cycle(s) 08/07/2026 To 08/07/2026 - Navia Limited FSA
4140	08/07/2026	Payroll	3	EFT	Western Conference of Teamsters Pension Trust	3,392.59	Pay Cycle(s) 08/07/2026 To 08/07/2026 - WCTPT Contributions
4141	08/07/2026	Payroll	3	EFT	Teamsters Union Local 231	2,112.00	Pay Cycle(s) 08/07/2026 To 08/07/2026 - Teamsters Dues
4142	08/07/2026	Payroll	3	EFT	WA Divison of Child Support	400.00	Pay Cycle(s) 08/07/2026 To 08/07/2026 - WA Child Support
4143	08/07/2026	Payroll	3	EFT	WA St Department Of Retirement Systems	42,708.93	Pay Cycle(s) 08/07/2026 To 08/07/2026 - PERS 2; Pay Cycle(s) 08/07/2026 To 08/07/2026 - PERS 3; Pay Cycle(s) 08/07/2026 To 08/07/2026 - 457 - DRS (DCP); Pay Cycle(s) 08/07/2026 To 08/07/2026 - Roth 45
4144	08/07/2026	Payroll	3	EFT	Washington Teamsters Welfare Trust	45,165.60	Pay Cycle(s) 08/07/2026 To 08/07/2026 - Teamsters Dental; Pay Cycle(s) 08/07/2026 To 08/07/2026 - Teamsters Medical
4169	08/06/2026	Claims	3	EFT	Xpress/Bill Pay	2,073.23	Xpress July Fees
4196	08/11/2026	Claims	3	EFT	Brim Tractor Company Inc	2,501.43	S22361
4197	08/11/2026	Claims	3	EFT	Brim Tractor Company Inc	35.76	S22361
4198	08/11/2026	Claims	3	EFT	Cascade Septic Pumping, LLC	671.80	City of Stanwood
4199	08/11/2026	Claims	3	EFT	Hannah D Cole	587.16	City of Stanwood
4200	08/11/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	273.00	4103221
4201	08/11/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	488.00	4103221
4202	08/11/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	70.00	4103221

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4203	08/11/2026	Claims	3	EFT	ICONIX Waterworks (US) Inc.	1,576.20	CITSTA
4204	08/11/2026	Claims	3	EFT	PACE Engineers, Inc	18,841.75	City of Stanwood
4205	08/11/2026	Claims	3	EFT	Pape' Machinery, Inc.	963.76	6109854
4206	08/11/2026	Claims	3	EFT	RH2 Engineering Inc	11,021.13	City of Stanwood
4207	08/11/2026	Claims	3	EFT	RH2 Engineering Inc	42,014.25	City of Stanwood
4208	08/11/2026	Claims	3	EFT	RH2 Engineering Inc	2,225.79	City of Stanwood
4209	08/11/2026	Claims	3	EFT	RH2 Engineering Inc	1,543.66	City of Stanwood
4210	08/11/2026	Claims	3	EFT	Snohomish County Public Def Association	3,220.00	City of Stanwood
4211	08/11/2026	Claims	3	EFT	Springbrook Holding Company LLC	151.20	City of Stanwood
4212	08/11/2026	Claims	3	EFT	Stanwood Auto Parts	115.93	56100
4213	08/11/2026	Claims	3	EFT	Stanwood Auto Parts	10.93	56100
4214	08/11/2026	Claims	3	EFT	Stanwood Auto Parts	40.93	56100
4215	08/11/2026	Claims	3	EFT	TMG Services Inc	6,448.72	1920010
4216	08/11/2026	Claims	3	EFT	TMG Services Inc	264.20	1920010
4217	08/11/2026	Claims	3	EFT	Whitney Equipment Co LLC	1,767.63	City of Stanwood
4254	08/10/2026	Claims	3	EFT	Navia Benefits	400.00	July Fee 100. Restatement 300
4307	08/17/2026	Claims	3	EFT	Databar Inc.	1,959.48	8952
4308	08/17/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	67.00	4103221
4309	08/17/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	70.00	4103221
4310	08/17/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	260.00	4103221
4311	08/17/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	273.00	4103221
4312	08/17/2026	Claims	3	EFT	Konnerup Construction Inc	3,300.00	City of Stanwood
4313	08/17/2026	Claims	3	EFT	Meyer Sign Company Inc	953.75	City of Stanwood
4314	08/17/2026	Claims	3	EFT	Meyer Sign Company Inc	952.88	City of Stanwood
4315	08/17/2026	Claims	3	EFT	Northwest Center Services	268.88	CIOST001L
4316	08/17/2026	Claims	3	EFT	Northwest Center Services	2,587.85	CIOST001L
4317	08/17/2026	Claims	3	EFT	Pape' Machinery, Inc.	107.19	6109854
4318	08/17/2026	Claims	3	EFT	Stanwood Auto Parts	104.80	56100
4319	08/17/2026	Claims	3	EFT	Stanwood Auto Parts	131.07	56100
4320	08/17/2026	Claims	3	EFT	VelocityEHS Inc	3,886.10	300004476
4346	08/17/2026	Claims	3	EFT	Washington Federal Bank	491.64	WA Fed Analysis Service Charge August
4366	08/21/2026	Payroll	3	EFT		3,350.00	August 2026 Draw
4367	08/21/2026	Payroll	3	EFT		1,800.00	August 2026 Draw
4368	08/21/2026	Payroll	3	EFT		2,500.00	August 2026 Draw
4369	08/21/2026	Payroll	3	EFT		2,000.00	August 2026 Draw
4370	08/21/2026	Payroll	3	EFT		1,100.00	August 2026 Draw
4371	08/21/2026	Payroll	3	EFT		1,000.00	August 2026 Draw
4372	08/21/2026	Payroll	3	EFT		2,400.00	August 2026 Draw
4373	08/21/2026	Payroll	3	EFT		2,500.00	August 2026 Draw
4374	08/21/2026	Payroll	3	EFT		4,000.00	August 2026 Draw
4375	08/21/2026	Payroll	3	EFT		5,000.00	August 2026 Draw
4376	08/21/2026	Payroll	3	EFT		2,000.00	August 2026 Draw
4377	08/21/2026	Payroll	3	EFT		2,000.00	August 2026 Draw
4378	08/21/2026	Payroll	3	EFT		1,800.00	August 2026 Draw
4379	08/21/2026	Payroll	3	EFT		2,000.00	August 2026 Draw
4380	08/21/2026	Payroll	3	EFT		1,500.00	August 2026 Draw
4381	08/21/2026	Payroll	3	EFT		2,700.00	August 2026 Draw
4382	08/21/2026	Payroll	3	EFT		2,500.00	August 2026 Draw
4383	08/21/2026	Payroll	3	EFT		500.00	August 2026 Draw
4384	08/21/2026	Payroll	3	EFT		6,000.00	August 2026 Draw
4385	08/21/2026	Payroll	3	EFT		1,500.00	August 2026 Draw

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 4

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4386	08/21/2026	Payroll	3	EFT		2,000.00	August 2026 Draw
4498	08/25/2026	Claims	3	EFT	WA St Dept of Revenue **	22,292.01	July Excise Tax Payment
4509	08/26/2026	Claims	3	EFT	HSA Bank	5.00	August Fee
4510	08/27/2026	Claims	3	EFT	Bonner Electrical Contracting LLC	538.30	City of Stanwood
4511	08/27/2026	Claims	3	EFT	CivicPlus, LLC	11,155.23	City of Stanwood
4512	08/27/2026	Claims	3	EFT	Databar Inc.	1,964.52	8952
4513	08/27/2026	Claims	3	EFT	Dataquest, LLC	186.55	CITYSA
4514	08/27/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	416.00	4103221
4515	08/27/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	3,348.00	4103221
4516	08/27/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	26.00	4103221
4517	08/27/2026	Claims	3	EFT	Eurofins Drinking Water & WW West, LLC	488.00	4103221
4518	08/27/2026	Claims	3	EFT	Flock Group, Inc.	21,479.49	City of Stanwood
4519	08/27/2026	Claims	3	EFT	Konnerup Construction Inc	230,059.19	City of Stanwood
4520	08/27/2026	Claims	3	EFT	Pape' Machinery, Inc.	354.80	6109854
4521	08/27/2026	Claims	3	EFT	Perteet Inc.	1,474.50	City of Stanwood
4522	08/27/2026	Claims	3	EFT	Perteet Inc.	15,673.75	City of Stanwood
4523	08/27/2026	Claims	3	EFT	Snohomish County Public Def Association	3,220.00	City of Stanwood
4524	08/27/2026	Claims	3	EFT	Stanwood Auto Parts	13.18	56100
4525	08/27/2026	Claims	3	EFT	Stanwood Auto Parts	655.80	56100
4526	08/27/2026	Claims	3	EFT	Taylors Excavators Inc	723,216.20	City of Stanwood
4527	08/27/2026	Claims	3	EFT	The Stillwater Group	8,498.08	City of Stanwood
4528	08/27/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	2,260.00	City of Stanwood
4529	08/27/2026	Claims	3	EFT	Thompson Guildner & Associates Inc. P.S.	3,918.20	City of Stanwood
4530	08/27/2026	Claims	3	EFT	Transpo Group USA, Inc	1,795.00	City of Stanwood
4531	08/27/2026	Claims	3	EFT	US Bank	6,434.69	4485 5945 5564 1495
4591	08/28/2026	Claims	3	EFT	Navia Benefits	1,650.00	FSA Balance -Carly Ruacho
4301	08/11/2026	Claims	3	40742	Camano Arts Association		Printer Error - Voided Transaction
4218	08/11/2026	Claims	3	40743	Camano Arts Association	1,000.00	City of Stanwood
4219	08/11/2026	Claims	3	40744	Cascade Columbia Distribution Co	2,561.72	03671
4220	08/11/2026	Claims	3	40745	Cascade Natural Gas Corp	324.46	608 440 0000 4; 839 440 0000 5; 953 540 0000 2; 127 540 0000 3; 498 440 0000 7; 931 607 9072 6
4221	08/11/2026	Claims	3	40746	City of Everett *	460.00	STACITG
4222	08/11/2026	Claims	3	40747	Environment Control of North Seattle Inc	2,154.24	257778
4223	08/11/2026	Claims	3	40748	General Code, LLC	2,014.00	ST4659; ST4659
4224	08/11/2026	Claims	3	40749	Gray & Osborne Inc	15,358.56	City of Stanwood; City of Stanwood; City of Stanwood
4225	08/11/2026	Claims	3	40750	Hamilton Lumber & Rentals	371.56	66; 66
4226	08/11/2026	Claims	3	40751	Keating, Bucklin & McCormack Inc P	2,486.23	City of stanwood
4227	08/11/2026	Claims	3	40752	National Barricade Co LLC	155.47	4231
4228	08/11/2026	Claims	3	40753	O'Reilly Auto Parts	487.57	1872464; 1872464; 1872464; 1872464; 1872464
4229	08/11/2026	Claims	3	40754	ODP Business Solutions, LLC	10.00	36274097
4230	08/11/2026	Claims	3	40755	PUD Of Snohomish County *	12,289.93	224533513; 200208858; 200794063; 200592889; 201942398
4231	08/11/2026	Claims	3	40756	Pacific Party Canopies	7,126.36	111590
4232	08/11/2026	Claims	3	40757	Pitney Bowes Inc- Purchase Power	1,009.75	8000-9090-0519-5677
4233	08/11/2026	Claims	3	40758	Propolis Communications LLC	2,350.00	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 5

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4234	08/11/2026	Claims	3	40759	Puget Sound Clean Air Agency	1,805.75	STAN008
4235	08/11/2026	Claims	3	40760	Republic Services, Inc. #197	2,884.05	3-0197-0080305; 3-0197-0080305
4236	08/11/2026	Claims	3	40761	Ricoh USA, Inc-Maint	575.42	4250811; 4250811; 4250811
4237	08/11/2026	Claims	3	40762	Safeway	31.40	191483
4238	08/11/2026	Claims	3	40763	The Sherwin-Williams Co	3,415.28	City of Stanwood E18/21900; 6964-7364-4; 6964-7364-4; 7364-4
4239	08/11/2026	Claims	3	40764	Skagit Farmers Supply	271.81	135052; 135052; 135052; 135052
4240	08/11/2026	Claims	3	40765	Skagit Valley Publishing	270.27	48893; 48893; 48893; 48893
4241	08/11/2026	Claims	3	40766	Sno Co Prosecuting Attorney *	1,449.80	City of Stanwood
4242	08/11/2026	Claims	3	40767	Sno Co Public Works *	16,075.47	CR000024; CR000024
4243	08/11/2026	Claims	3	40768	Sno Co Sheriff's Office *	2,390.00	SSH00001
4244	08/11/2026	Claims	3	40769	Snohomish County Corrections *	224.26	91-6001368
4245	08/11/2026	Claims	3	40770	Stanwood Ace Hardware LLC	1,777.13	20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013; 20013
4246	08/11/2026	Claims	3	40771	Tailored Electric LLC	814.08	City of Stanwood
4247	08/11/2026	Claims	3	40772	USA Bluebook	1,439.74	478228; 478228
4248	08/11/2026	Claims	3	40773	United Laboratories	1,372.49	319485
4249	08/11/2026	Claims	3	40774	Wave Broadband	308.60	3201-0316545-01; 3201-0316547-01
4250	08/11/2026	Claims	3	40775	Xylem Water Solutions U.S.A., Inc.	35,200.44	129265
4251	08/11/2026	Claims	3	40776	Ziplay Fiber	264.91	360-939-0579-080320-5; 360-629-4907-072497-5
4321	08/17/2026	Claims	3	40777	Anchor QEA, Inc.	1,618.75	City of Stanwood
4322	08/17/2026	Claims	3	40778	Cintas Corporation No. 3	1,904.83	City of Stanwood 0028100528 and 0028180296
4323	08/17/2026	Claims	3	40779	Hamilton Lumber & Rentals	118.00	City of Stanwood 66
4324	08/17/2026	Claims	3	40780	The Hose Shop, Inc	443.82	City of Stanwood
4325	08/17/2026	Claims	3	40781	Lincoln Hill Retirement Community	10,000.00	City of Stanwood
4326	08/17/2026	Claims	3	40782	PUD Of Snohomish County *	7,047.34	200103539; 201942398; 200142180; 200633634; 200738672
4327	08/17/2026	Claims	3	40783	Safeway	36.68	191483
4328	08/17/2026	Claims	3	40784	Shred-it US JV LLC	49.76	1000283524
4329	08/17/2026	Claims	3	40785	Skagit Farmers Supply	32.76	135052
4330	08/17/2026	Claims	3	40786	Stanwood Ace Hardware LLC	274.12	20013; 20013; 20013; 20013
4331	08/17/2026	Claims	3	40787	Stilly Auto Parts LLC	30.58	27197
4332	08/17/2026	Claims	3	40788	Trust Account of	40,000.00	City of Stanwood
4333	08/17/2026	Claims	3	40789	USA Bluebook	2,518.81	478228
4334	08/17/2026	Claims	3	40790	Utilities Underground Location Center	165.60	STNWOD1
4335	08/17/2026	Claims	3	40791	Verizon Wireless	2,037.83	372541731-00003; 372541731-00001
4336	08/17/2026	Claims	3	40792	West Coast Code Consultants, Inc.	2,255.35	City of Stanwood
4337	08/17/2026	Claims	3	40793	World Kinect Energy Services	6,658.03	AP0100494
4532	08/27/2026	Claims	3	40794	8630 271St Street NW LLC	3,775.00	City of Stanwood
4533	08/27/2026	Claims	3	40795	Badger Meter, Inc	270.11	460708
4534	08/27/2026	Claims	3	40796	Cintas Corporation No. 3	1,230.69	28100528 and 28108296 City of Stanwood
4535	08/27/2026	Claims	3	40797	Correct Equipment, Inc.	5,305.42	City of Stanwood
4536	08/27/2026	Claims	3	40798	Environment Control of North Seattle Inc	3,300.00	257778
4537	08/27/2026	Claims	3	40799	Mehdi Fallahian	1,000.00	City of Stanwood
4538	08/27/2026	Claims	3	40800	Freightliner Northwest	4,803.72	315137
4539	08/27/2026	Claims	3	40801	Historical Research Associates, inc.	9,584.50	City of Stanwood

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 6

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4540	08/27/2026	Claims	3	40802	Lenz Enterprises, Inc.	897.05	City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood; City of Stanwood
4541	08/27/2026	Claims	3	40803	National Safety, Inc.	321.69	20-STACIT
4542	08/27/2026	Claims	3	40804	O'Reilly Auto Parts	187.98	1872464; 1872464
4543	08/27/2026	Claims	3	40805	ODP Business Solutions, LLC	874.25	36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097; 36274097
4544	08/27/2026	Claims	3	40806	PUD Of Snohomish County *	10,462.41	202423729; 224650291; 200240505; 200128742; 200367373
4545	08/27/2026	Claims	3	40807	Prizm Land, Inc.	13,978.00	City of Stanwood; City of Stanwood
4546	08/27/2026	Claims	3	40808	Seattle Daily Journal of Commerce	1,006.50	3941
4547	08/27/2026	Claims	3	40809	Skagit Farmers Supply	1,855.87	135052; 135052; 135052
4548	08/27/2026	Claims	3	40810	Skagit Valley Publishing	330.33	48893; 48893
4549	08/27/2026	Claims	3	40811	Sno Co District Court	1,325.49	DCT34003
4550	08/27/2026	Claims	3	40812	Sno Co Information Services *	15,423.63	DIS1107
4551	08/27/2026	Claims	3	40813	Sno Co Sheriff's Office *	198,355.00	SSH00001
4552	08/27/2026	Claims	3	40814	Snohomish County 911	10,307.03	City of Stanwood
4553	08/27/2026	Claims	3	40815	Snohomish County Corrections *	9,289.88	91-6001368
4554	08/27/2026	Claims	3	40816	Snohomish County Treasurer	50.61	City of Stanwood; City of Stanwood
4555	08/27/2026	Claims	3	40817	Stanwood Ace Hardware LLC	633.77	20013; 20013; 20013; 20013
4556	08/27/2026	Claims	3	40818	Stanwood City Utility	15,765.08	1075; 1241; 1271; 1328; 1332; 1348; 1473; 1573; 1587; 1674; 1675; 2416; 2688; 2741; 2749; 2886; 2964; 2965; 3184; 3439; 4252; 4724; 4916; 4962; 5333; 5334; 5530; 5554
4557	08/27/2026	Claims	3	40819	Studio Meng Strazzara	16,475.25	City of Stanwood
4558	08/27/2026	Claims	3	40820	Unum Life Insurance	131.20	0220603-036 2
4559	08/27/2026	Claims	3	40821	Verizon Wireless	408.73	742373248-00001
4560	08/27/2026	Claims	3	40822	WA St Dept of Ecology *	6,816.50	City of Stanwood permit WA0020290
4561	08/27/2026	Claims	3	40823	WA St Dept of Licensing *	453.00	City of Stanwood
4562	08/27/2026	Claims	3	40824	WA St Treasurer	3,946.49	City of Stanwood; City of Stanwood
4563	08/27/2026	Claims	3	40825	Washington State Patrol *	96.00	0000015959
4564	08/27/2026	Claims	3	40826	Western Exterminator Company	620.82	683591; 683591; 63591
4565	08/27/2026	Claims	3	40827	Wit's End Bookstore LLC	3,000.00	City of Stanwood
4566	08/27/2026	Claims	3	40828	Ziply Fiber	1,733.16	360-629-4907-072497-5; 206-188-0411-053105-5

001 General Fund	620,657.16
101 Street Fund	84,315.62
103 Street Construction Fund	169,377.59
104 Park And Trail Improvement Fund	3,068.15
110 Building Improvement Fund	18,994.75
115 Tourism And Marketing	31,688.16
401 Sewer Fund	163,916.44
403 Sewer Construction Fund	79,368.00
410 Drainage Fund	49,583.48
411 Drainage Construction Fund	744,820.20
421 Water Fund	145,545.00
422 Water Construction Fund	105,630.64
630 Agency Fund	1,208.77

	Claims:	1,713,780.76
* Transaction Has Mixed Revenue And Expense Accounts	Payroll:	504,393.20
		2,218,173.96

CHECK REGISTER

City Of Stanwood

Time: 10:23:16 Date: 09/02/2026

08/05/2026 To: 09/01/2026

Page: 7

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Stanwood, and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer

Tim Niebruegge

Date: 9-2-2026

() Deputy Finance Director



City of Stanwood City Council Staff Report

Item Number: 8.b.
Date: September 10, 2026
Subject: Approve City Council Meeting Minutes - August 13, 2026
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Regular Meeting Minutes - 8.13.2026

ISSUE

The City Council meeting minutes for August 13, 2026, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE AUGUST 13, 2026, CITY COUNCIL MEETING MINUTES AS PRESENTED."

**City of Stanwood
Regular Meeting of the City Council
August 13, 2026 | 7:00 PM**

Minutes

1. Call to Order and Pledge of Allegiance

Mayor Sid Roberts called the meeting to order at 7:00 PM. Councilmember Shepro led the Pledge of Allegiance.

2. Roll Call

Deputy City Clerk Barbara Vasquez called the roll with the following Councilmembers Present: Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. Councilmember Dani Gaumond and Councilmember Earl Cowan were absent. The meeting was quorate.

*Motion by Councilmember Robb, second by Councilmember Hicks, to excuse Councilmembers Gaumond and Cowan. **Motion carried unanimously.***

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, Communications and Marketing Specialist Niki Strachila, City Attorney Nikki Thompson, Police Chief Glenn DeWitt, Police Sgt. Karl Gilje, Deputy Clerk Barbara Vasquez and City Clerk Lisa Sokolik. Public Works Supervisor Victoria "Leigh" Danielson attended online.

3. Approval of the Agenda

*Motion by Councilmember Bergman, second by Councilmember Wheatley to approve the agenda as published. **Motion carried unanimously.***

4. Presentations

5. Public Comments

Name	City	Topic
Tim Schmitt	Stanwood	Flock Camera Concerns
Abigail Gae	Stanwood	Flock Camera Concerns

6. Staff/Department Reports

a. Police Compstat Report - July 2026

7. Council Committee Reports

- a. Economic Development Board Meeting Minutes - July 17, 2026**
- b. Finance & Personnel Committee Meeting Minutes - July 23, 2026**
- c. Parks and Trails Advisory Committee Meeting Minutes - May 18, 2026 and July 20, 2026**
- d. Public Works Committee Meeting Minutes - August 3, 2026**

8. Consent Agenda

- a. **Approve Vouchers and Payroll**
- b. **Approve City Council Meeting Minutes - July 23, 2026**
- c. **Authorize the Mayor to Sign the Floodplains By Design Grant Agreement**
- d. **Authorize the Mayor to Sign the Rodriguez Settlement Agreement**

*Motion by Councilmember Wheatley, second by Councilmember Hicks to approve consent agenda items A. approval of vouchers and payroll checks, B. approve City Council Regular Meeting Minutes for July 23, 2026, C. authorize the Mayor to sign the Floodplains by Design Grant Agreement, and D. authorize the Mayor to sign the Rodriguez Settlement Agreement. **Motion carried unanimously.***

9. Unfinished Business

10. Public Hearing

11. New Business

12. Public Closing Comments

13. Executive/Legislative Reports

a. Mayor's Report

- Safety concern for Stanwood's youth while riding e-bikes and asked staff to look into this issue.
- The Dyke Rebuild project has started. Councilmembers Robb and Shepro attended the kick-off event. This project will help keep Stanwood safe from saltwater intrusion to the west. Grateful to everyone who's worked on this project and for all our partners who raised money for this \$8 million project.
- The paint recycling event was a huge success.

b. City Administrator's Report

- The Department of Ecology has awarded Stanwood with the Outstanding Treatment Plant Award. Stanwood has received this award 11 years in a row, a total of 25 times out of 26. Great job by the Sewer department!
- Stanfest's last event is Saturday August 15.
- Movies in the Park continues on August 14 with Back to the Future.
- Stanwood Area Arts Council is hold Mac Fest in west Stanwood on August 29. There will be music, a beer garden, and food set up on the brick road.

c. Councilmember's Reports/Questions

- Wheatley thanked those in attendance for their public comment on the Flock cameras.

- Bergman asked how the bricks on Cedarhome Drive are holding up with all the projects going on. Lytton answered that years ago, the sections that had bad bricks were covered up with a thin layer of asphalt, that asphalt has started to pop off. The issue now is whether to cover it back up or leave the bad bricks exposed which will make the road bumpy.
- Shepro attended the recent Community Development meeting where consultants from Maul Foster and Alongi presented the Climate Change Survey that was taken. Only 37 citizens participated in the survey. Shepro asked if there are any ideas on how Stanwood can get more input/opinions from citizens.
- Hicks appreciated the comments on the Flock cameras. The Police Chief is putting out a memo on the benefits of the Flock cameras. Hicks encourages everyone to read it once it's published.
- Robb thanked staff and council for great discussion during the CIP Workshop. He is glad to hear the City is going to be proactive on the e-bike/youth issues. He thanked the community for the passing of Proposition 1 for the public safety sales tax. Robb thanked the Police Department and local businesses for looking out for each other.

14. Recess to Executive Session

15. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 7:25 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.c.
Date: September 10, 2026
Subject: Approve City Council Workshop Minutes - August 13, 2026
Contact Person: Lisa Sokolik, City Clerk
Attachments: 1. City Council Workshop Minutes - 8.13.2026

ISSUE

The City Council Workshop meeting minutes for August 13, 2026, are attached to this staff report for Council's approval.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE AUGUST 13, 2026, CITY COUNCIL WORKSHOP MINUTES AS PRESENTED."

**City of Stanwood
Workshop of the City Council
August 13, 2026 | 5:00 PM**

Minutes

1. Call to Order

Mayor Sid Roberts called the meeting to order at 5:00 PM.

Present: Darren Robb, Robert Hicks, Steve Shepro, Andreena Bergman, and Jeff Wheatley. Dani Gaumond and Earl Cowan were absent.

Also present: City Administrator Shawn Smith, Finance Director David Hammond, Community Development Director Patricia Love, Public Works Director Kevin Hushagen, City Engineer Alan Lytton, Communications and Marketing Specialist Niki Strachila, Business and Community Relations Coordinator Aaron Weinberg, Deputy Clerk Barbara Vasquez and City Clerk Lisa Sokolik.

2. New Business

a. Review Draft 2027-2032 Capital Improvement Plan Update

City Engineer Alan Lytton provided an update of the 2027-2032 Capital Improvement Plan. Finance Director David Hammond discussed the funding options for the projects.

Council members discussed at length, asked questions and made comments about the CIP. The focus of the conversation was primarily related to streets projects, specifically, the potential for roundabout projects on SR 532, a continuous sidewalk on 80th Avenue between 276th and 284th, and changes to 100th Ave to provide access to Heritage Park from the south. Council also discussed visions for a future park in the Cedarhome neighborhood.

3. Adjourn

There being no further business before the Council, and hearing no objection to adjournment, Mayor Roberts adjourned the meeting at 6:40 p.m.

City of Stanwood

Attest:

Sid Roberts, Mayor

Lisa Sokolik, City Clerk



City of Stanwood City Council Staff Report

Item Number: 8.d.
Date: September 10, 2026
Subject: Approve Parks and Trails Advisory Committee Appointment - Matthew Mattson
Contact Person: Niki Strachila
Attachments: None

ISSUE

The purpose of this agenda item is for City Council consideration and confirmation of the Mayor's appointment of Matthew Mattson to the Stanwood Parks and Trails Advisory Committee (PTAC). The appointment will fill a vacant seat for the remainder of the current term, ending December 31, 2027.

STAFF RECOMMENDATION

Staff recommend the appointment of Matthew Mattson to the Parks and Trails Advisory Committee for the remainder of the current term ending December 31, 2027. Upon completion of the term, Mattson would be eligible for appointment to a second term.

BACKGROUND

The Parks and Trails Advisory Committee includes seven members who serve staggered terms and provide input and recommendations related to the City's parks, trails and recreation system.

A vacancy recently occurred after a committee member was no longer able to attend meetings due to work-related scheduling conflicts. During the previous recruitment window, the City received a letter of interest and application from Matthew Mattson expressing his desire to serve on the Committee.

Matthew and his family have lived in Stanwood since 2016. His family has strong ties to the community and in his letter of interest, Matthew described his appreciation for Stanwood's parks and trail system and emphasized the importance of balancing

community growth with preservation of the natural spaces and character that residents value. He also expressed support for thoughtful planning, public engagement and investments that will serve the community for generations to come.

ANALYSIS

The Mayor is responsible for recommending appointments to City Council as vacancies occur or terms expire.

Matthew's experience raising a family in Stanwood provides a community-focused perspective on the role parks and trails play in residents' quality of life. His letter of interest demonstrates a strong understanding of the need to maintain and improve existing amenities while planning thoughtfully for future growth.

Mattson has also expressed a willingness to actively participate in the Committee's work. PTAC meets every other month on the third Monday at 3:00 p.m.

Appointment of Matthew will fill the vacant seat and allow the Parks and Trails Advisory Committee to continue its work with full membership.

COUNCIL OPTIONS

- Appoint Matthew Mattson to the Parks and Trails Advisory Committee for a term ending December 31, 2027.
- Do not appoint Matthew Mattson at this time and direct staff to recruit additional candidates.

RECOMMENDED MOTION

"I MOVE TO APPROVE THE APPOINTMENT OF MATTHEW MATTSON TO THE PARKS AND TRAILS ADVISORY COMMITTEE FOR THE REMAINDER OF THE CURRENT TERM ENDING DECEMBER 31, 2027."



City of Stanwood City Council Staff Report

Item Number: 11.a.

Date: September 10, 2026

Subject: Adopt Resolution 2026-15 Personnel Policy and Procedure Manual Update

Contact Person: David Hammond, Finance Director

Attachments:

1. Resolution 2026-15 PPM Update
2. Personnel Policies Rev. 1- 2027

ISSUE

The purpose of this item is to make two changes to the personnel policy. First, creating an optional Paid Time Off (PTO) Accrual Conversion Election for eligible non-represented employees who have provided written notice of an anticipated retirement within five years. The election would allow an employee to waive a portion of future PTO accrual in exchange for additional taxable compensation, subject to City approval and the requirements of the proposed policy. Second, to clarify that employees are not allowed to use PTO in excess of their accrued balance.

DISCUSSION

The proposed policy creates a voluntary, prospective election rather than a conversion of PTO already earned. To be eligible an employee must be at least fifty-seven years old. They must submit written notice of an intention to retire within five years and may request to waive a specified portion of future PTO accrual. If approved, the value of the waived hours would be paid as additional taxable compensation using the employee's regular base hourly rate.

The draft policy includes safeguards intended to preserve adequate leave and administrative flexibility. Participation is limited to five years; the employee must maintain at least 240 hours of PTO; employees are expected to use at least four weeks of PTO or executive leave annually for vacation and restoration; and no election may waive or interfere with paid sick leave rights required by Washington law. Elections apply only to future accruals and may be denied, modified, suspended, or discontinued when operational, payroll, legal, or compliance concerns arise. In their final year, the

employee may not sell back more than 120 hours PTO.

The policy is intended to support succession planning by improving retention and reducing the incentive to take an unusually large amount of leave in the final year of employment. It also makes the cost of selected future PTO accruals more predictable and distributes that cost over the approved election period. The employee would retain the ability to request a prospective modification or discontinuation, subject to City Administrator approval.

COMMITTEE RECOMMENDATION

The Finance & Personnel Committee reviewed the proposed PTO Accrual Conversion Election policy for non-represented employees at their August 27, 2026 meeting and recommend approval by the City Council.

BACKGROUND

The City's current PTO structure allows eligible employees to accumulate leave for later use or payout under applicable City policy. For employees approaching retirement, a large accrued balance can create both retention and workforce-planning challenges. Employees may wish to receive some value from future accruals while continuing to work, and the City has an interest in retaining experienced employees through their final prime working years.

A large balance may also lead to situations where an employee uses substantial PTO in their final months before retirement. That practice can extend the period during which the employee remains on payroll and the City continues paying employer medical-benefit costs, while reducing the employee's availability during a critical transition period. Alternatively, a large balance paid at separation is paid at the employee's then-current, usually higher, hourly rate.

With regard to the use of PTO in excess of their accrued balance, this is a house-keeping item, as it is in conflict with state law.

FISCAL IMPACT

The fiscal effect is principally a timing and valuation tradeoff. Under the proposed election, the City would pay the value of waived future PTO accruals during the employee's approved participation period at the employee's base hourly rate in effect when the compensation is earned. Without the election, those hours could accumulate and be paid or used later at a higher hourly rate.

The election would increase current payroll costs for participating employees but reduce future PTO liabilities. It may also avoid employer medical-benefit costs associated with an extended period of heavy PTO use immediately before retirement and may reduce operational costs associated with prolonged absences during succession and

knowledge transfer. Actual savings will depend on participation, future wage adjustments, the amount of PTO converted, leave-use patterns, and the employee's separation date. Staff will evaluate each request and incorporate approved costs into the applicable budget.

Using as an example assuming a senior employee converting five weeks of PTO in 2027, the increased cost would be approximately \$20,500. This would be offset by cost savings when the employee retires without extended PTO absences. The cost increase if this employee delayed retirement in their final year by taking significant accrued PTO would increase city costs by as much as \$20,000 for benefits, and the city would pay full salary during that period. Finally, if the conversion is not used, then the city would also pay out accumulated PTO at higher rate of pay upon retirement.

COUNCIL OPTIONS

1. Adopt Resolution 2026-15 Personnel Policy and Procedure Manual Update.
2. Do not adopt Resolution 2026-15 Personnel Policy and Procedure Manual Update and send back to staff for further review.
3. Do not adopt Resolution 2026-15 Personnel Policy and Procedure Manual Update.

RECOMMENDED MOTION

"I MOVE TO ADOPT RESOLUTION 2026-15 PERSONNEL POLICY AND PROCEDURE MANUAL UPDATE."

**CITY OF STANWOOD
Stanwood, Washington**

RESOLUTION 2026-15

**A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON
AMENDING THE CITY'S PERSONNEL POLICY MANUAL**

WHEREAS, on May 28, 2009, the City Council approved by motion a Personnel Policy Manual; and

WHEREAS, the City Council deems it necessary and appropriate to periodically amend its Personnel Policy Manual; and

NOW, THEREFORE. BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD AS FOLLOWS:

Section 1. The Personnel Policy Manual for all employees of the City of Stanwood, Washington, a copy of which is attached hereto and incorporated herein by this reference, is hereby adopted.

Section 2. Severability. The various parts, sections and clauses of this Resolution are hereby declared to be severable. If any part, sentence, paragraph, section of clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Resolution shall not be affected thereby.

Section 3. Effective Date. This Resolution shall take effect on September 10, 2026.

PASSED AND APPROVED by the City Council of the City of Stanwood this
10th day of September 2026.

CITY OF STANWOOD

Sid Roberts, Mayor

ATTEST:

Lisa Sokolik, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney



PERSONNEL POLICY MANUAL

Revised: September 10, 2026

Revised by:

Resolution 2026-15 approved by Stanwood City Council September 10, 2026

Resolution 2026-03 approved by Stanwood City Council January 22, 2026

Resolution 2023-02 approved by Stanwood City Council January 26, 2023

Resolution 2022-01 approved by Stanwood City Council March 24, 2022

Resolution 2021-02 approved by Stanwood City Council May 13, 2021

Resolution 2020-15 approved by Stanwood City Council December 10, 2020

Resolution 2017-05 approved by Stanwood City Council June 8, 2017

Resolution 2015-25 approved by Stanwood City Council November 12, 2015

Resolution 2015-22 approved by Stanwood City Council November 12, 2015

Resolution 2015-19 approved by Stanwood City Council October 22, 2015

Resolution 2014-21 approved by Stanwood City Council December 11, 2014

Resolution 2014-14 approved by Stanwood City Council June 26, 2014

Resolution 2014-05 approved by Stanwood City Council March 13, 2014

Resolution 2013-06 approved by Stanwood City Council June 13, 2013

Motion of the Stanwood City Council May 28, 2009

Table of Contents

100	INTRODUCTION	5
200	STAFFING	5
201	Staffing Process	6
202	Trial Period	6
203	Temporary Employees	6
204	Conflicts of Interest/Nepotism.....	7
205	Employees of Other Agencies.....	7
206	Re-employment of Former Employees	7
207	Equal Employment Opportunity	8
208	Washington Fair Chance Act.....	8
209	Washington Equal Pay and Opportunities Act	8
210	Worker Immigration Protection Act	9
300	EMPLOYMENT POLICIES	9
301	Employees with Disabilities; Pregnant Employees	9
302	Religious Accommodation	9
303	Workplace Anti-Harassment.....	9
304	Prohibition of Retaliation	12
305	Use of City Vehicles	12
306	Use of City Credit Cards	17
307	Use of City Cell Phones	17
308	Social Media	17
309	Responding to the News Media.....	20
310	Reporting Improper Governmental Action.....	20
311	Code of Conduct.....	23
312	Political Activities	25
313	Personal Financial Obligations	25
314	Appearance/Work Attire	25
315	Employee Files.....	26
316	Outside Employment.....	26
317	Discipline.....	28
400	HEALTH AND SAFETY	28
401	Workplace Violence	28
402	Drugs and Alcohol.....	30
403	Safety	31
404	Stay-at-Work and Preferred Worker Program	32
405	Fitness for Duty	32
500	HOURS AND ATTENDANCE.....	33
501	Hours of Work	33
502	Alternative Work Schedules	33
503	Telecommuting / Remote Work	35
504	Attendance	38
505	Meal and Rest Periods	39
506	Lactation Breaks	39
507	Callback	40
508	Overtime	40
509	Compensatory Time	40

600	WAGE AND SALARY ADMINISTRATION.....	41
601	Salary Ranges and Levels for Non-represented Employees	41
602	Pay for Performance.....	41
603	Cost of Living Adjustment	41
604	Paydays	42
605	Draws	42
606	Deductions from Pay	42
607	Payroll Records	42
608	Pay upon Separation	42
700	EXPENSE REIMBURSEMENT.....	43
701	Reimbursable Expenses	43
702	Meal and Travel Reimbursement.....	43
800	EMPLOYEE BENEFITS.....	43
801	Retirement Benefits`	43
802	Social Security	44
803	Worker’s Compensation	44
804	Health Insurance Benefits.....	45
805	Benefits for Part-Time Employees	45
806	Life Insurance	45
807	Long-Term Disability	45
808	Employee Assistance Program	45
809	Employee Wellness Program and Committee	46
810	Employee Recognition Program	48
811	Continuation of Insurance Coverage.....	50
812	Unemployment Compensation.....	50
813	Benefits for Temporary Employees	50
814	Training and Development.....	51
815	Tuition Reimbursement.....	51
816	Waiver of Medical Insurance Benefits	51
900	LEAVES AND HOLIDAYS.....	52
901	Paid Time Off (PTO).....	52
902	Executive Leave.....	54
903	Leave without Pay	55
904	Maternity Disability Leave.....	56
905	Paid Family and Medical Leave (PFML).....	58
906	Family Care Act	59
907	Jury Duty	59
908	Witness Duty	59
909	Administrative Leave.....	59
910	Military Leave	59
911	Military Leave for Spouses	60
912	Leave for Domestic Violence, Sexual Assault, or Stalking.....	60
913	Immigration Proceedings – Use of Leave	62
914	Inclement Weather.....	62
915	Pandemic or Public Health Emergency Response.....	63
916	Volunteer Emergency Services Personnel Leave	65
917	Holidays.....	66
918	Unpaid Holidays for Reasons of Faith or Conscience	66

100 INTRODUCTION

Welcome to the City of Stanwood. The City strives to provide consistently outstanding service to its citizens and customers, and to maintain a positive and productive work environment for its employees.

This manual is intended to provide you with general information about the City of Stanwood's personnel policies, procedures, practices, and benefits. We hope it will be a helpful resource for you in the course of your employment and ask that you take time to read it and become familiar with its contents. Of course, the manual is only a summary. This manual is not a contract of employment. This is not a promise of specific treatment or a guarantee of employment. Employment at the City is "at will". This means that either you or the City can terminate the employment relationship at any time for any reason, with or without notice or cause.

The policies, procedures, practices, and benefits described in this manual shall apply to all employees of the City except where otherwise noted herein or unless they conflict with provisions of any binding collective bargaining agreement, civil service rule or law.

All policies, procedures, practices, and benefits in this manual were initially adopted on July 1, 2009, and are amended, as needed, by Resolution. Except for the at-will employment relationship, which can be altered only by a written agreement signed by the Mayor, and except for employee benefits and salary ranges which can be altered only by the City Council, the City Administrator reserves the right to modify, amend, supplement, or rescind any or all provisions of this manual as they deem appropriate at their sole and absolute discretion and without prior notice. Final interpretation of the policies, procedures, or practices is the authority of the City Administrator and/or the Mayor. This document should not be construed or relied upon by anyone as a legal document, covenant or contract of any kind.

If you have questions about any part of this manual, please feel free to contact Human Resources, your Department Head or the City Administrator at any time.

200 STAFFING

The City encourages all employees seeking promotion or transfer to apply for open positions they are qualified to fill. It is the policy of the City to offer employment to the applicant possessing the best qualifications and fit for the position available. A decision to promote or transfer from within may be based upon several factors, including but not limited to, past performance. The decision to hire competitively or to promote or transfer from within the organization is solely that of the City's.

201 Staffing Process

When a position becomes vacant or when a new position is requested, the Department Head will review the position, its job description, and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will then make a formal request to the City Administrator to fill the vacant position through competitive process or by promotion or transfer from within the organization. The position may be posted internally or externally, or an individual may receive promotion or transfer from within, only after the City Administrator has approved the request.

The City solely determines the extent to which vacant positions will be advertised internally or externally.

202 Trial Period

All new employees are in a probationary period for the first six (6) months of employment with the City to allow for a preliminary review of their performance and fit, and to ensure expectations are being met. Unless a collective bargaining agreement dictates otherwise, the successful completion of the probationary period does not alter, change, or supersede in any way the employee's status as an "at will" employee of the City. Any employee who is promoted shall be subject to a four (4) month trial service period. During the four (4) month trial service period the City may elect to return the employee to their previous position and salary. An employee who is promoted may elect to return to their previous position and salary, provided the position or a similar position is available prior to the conclusion of the four (4) month trial service period.

203 Temporary Employees

With the approval of the City Administrator and the Department Head, temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Temporary employees should not work more than seventy hours a month for more than five months in a twelve-month calendar period, unless authorized by the City Administrator to extend a temporary assignment. Otherwise, the nature, length, and scope of temporary assignments are solely the decision of the City.

Temporary employees are eligible for overtime pay as required by law.

During their employment, temporary employees do not receive retirement, vacation, PTO, health insurance, or holiday pay. Pursuant to the Washington Paid Sick Leave law, temporary employees earn one hour of paid sick leave for every 40 hours worked. Beginning on the 90th calendar

day after the commencement of employment, accrued paid sick leave will be available for your use. No other benefits will be received, other than as required by law.

204 Conflicts of Interest/Nepotism

Employees are prevented from holding positions with the City which place them in a potentially unlawful or improper conflict of interest. Examples of potential conflicts of interest include, but are not limited to the following:

- A spouse/partner or other close family member who would have authority (or practical power) to supervise, appoint, remove, or discipline the other.
- A spouse/partner or other close family member who would handle confidential material that creates improper or inappropriate access to that material by the other.
- A spouse/partner or other close family member who would be responsible for auditing the work of the other.
- An employee who is the spouse/partner or other close family member of an elected official.
- An employee who seeks an elected office with the City.

If circumstances exist that create a conflict or potential conflict, the City reserves the right to take action necessary to resolve the conflict, up to and including reassignment and termination. For purposes of this policy, "partner" includes an individual with whom an employee or elected official is in a dating or romantic relationship.

205 Employees of Other Agencies

Employees of other agencies who may be providing services to the City under inter-local or other agreements shall not be considered employees of the City even if they are supervised or assigned work by City personnel.

206 Re-employment of Former Employees

Upon a former employee's submission of an application, the City may re-appoint the employee to his/her same position or a position of like duties and responsibilities. When former employees apply to be rehired, they will be evaluated on the same criteria as all other applicants. Consideration will be given to past job performance, the circumstances surrounding separation of previous employment, and the former employee's ability to meet the job requirements of the position.

207 Equal Employment Opportunity

The City of Stanwood is an equal opportunity employer and is committed to providing a work environment free from discrimination, harassment, and retaliation. Employment decisions, including recruitment, hiring, promotion, compensation, benefits, training, and all other terms and conditions of employment, are made without regard to race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, citizenship or immigration status, age (40 or older), marital status, pregnancy, disability, genetic information, veteran or military status, or any other classification protected by applicable federal, state, or local laws.

The City complies fully with the Washington Law Against Discrimination (RCW 49.60), Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act (ADA), the Equal Pay and Opportunities Act (RCW 49.58), and all related federal and state regulations. The City will make reasonable accommodation for qualified applicants and employees with disabilities or sincerely held religious beliefs, unless doing so would cause an undue hardship.

Discrimination, harassment, or retaliation against any employee, applicant, or participant in City programs for exercising their rights under this policy is strictly prohibited. Any employee who believes they have been subjected to discrimination or harassment should report their concern promptly to their supervisor, the Human Resources Manager, or any department head. All complaints will be reviewed and addressed in a timely, impartial, and confidential manner consistent with City policy and applicable law.

208 Washington Fair Chance Act

The City complies with the Washington Fair Chance Act and will not inquire into or consider an applicant's criminal history until after a conditional offer has been extended. Conditional offers contingent on background results must include required notices, and applicants will be given an opportunity to respond to any disqualifying information before a final decision is made.

209 Washington Equal Pay and Opportunities Act

All City job postings, including those advertised through third-party platforms, shall include the applicable salary or hourly pay range and a general description of benefits and other compensation. The City will promptly correct any inadvertent omissions and maintain posting records in compliance with RCW 49.58.100. Retaliation for wage or benefit discussions is prohibited.

210 Worker Immigration Protection Act

The City strictly prohibits discrimination, retaliation, or coercion based on an employee's or applicant's immigration or citizenship status, provided that an employee must be authorized to work in the United States. No employee shall be threatened with disclosure of immigration information for exercising workplace rights. All inquiries or verifications shall comply with state and federal law and be limited to lawful employment eligibility purposes.

300 EMPLOYMENT POLICIES

301 Employees with Disabilities; Pregnant Employees

The City complies fully with its duty to provide reasonable accommodation to allow qualified individuals with disabilities to perform the essential functions of their jobs. If an employee has a disability that limits their ability to perform their job, the employee shall inform the Human Resources Manager, City Administrator or their Department Head, so that reasonable accommodation may be considered.

The City will also provide accommodation to pregnant employees as may be needed. Accommodation may include additional breaks, lifting restrictions, and other job modifications that ensure safe performance of job duties. A pregnant employee who needs accommodation should contact the Human Resources Manager to discuss options.

302 Religious Accommodation

The City provides reasonable accommodation for an employee's or applicant's sincerely held religious beliefs, practices, or observations, unless doing so would create an undue hardship on City operations. Reasonable accommodations may include flexible scheduling, use of leave, voluntary shift changes, modifications to workplace policies, or adjustments to dress and grooming standards.

Employees requesting a religious accommodation should notify their supervisor or Human Resources. The City may engage in an interactive process to determine an appropriate accommodation. Retaliation against any individual for requesting or using a religious accommodation is prohibited.

303 Workplace Anti-Harassment

The City of Stanwood is committed to providing a work environment that is free from unlawful harassment and where all employees are treated with respect. The City expects all its employees to accomplish their work in a professional manner. The City expressly prohibits any form of unlawful harassment by or against its employees based on race, color, sex, gender

identity, sexual orientation, religion, age, marital status, national origin, the presence of sensory, mental or physical disability, veteran status, or status in any other legally protected group.

Harassment may have serious consequences for the employees involved, as well as for the City. Therefore, it is the responsibility of every employee to create an atmosphere free from harassment and to cooperate with and assist in the implementation of this policy. If you believe that you or another employee has been harassed or discriminated against, you must report the complaint, as described below in *Complaint Process*.

"Sexual harassment" refers to unwelcome sexual behavior that impacts employment terms and conditions. Sexual harassment includes (1) sexual advances and other verbal or physical conduct where submission to the advances or conduct is made a term or condition of employment or is used as the basis for employment decisions and (2) unwelcome verbal or physical conduct of a sexual nature that interferes with an employee's work or creates a hostile, intimidating, or offensive work environment.

Some examples of behavior that could constitute or contribute to sexual harassment include, but are not limited to:

- Unwelcome or unwanted flirtations, propositions, or advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, fondling, putting one's arm around another, or any other similar physical contact considered offensive by the recipient.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning an individual's employment.
- Verbal abuse or teasing that is sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance when such comments go beyond an isolated innocuous compliment; off-color jokes or offensive language; or any other tasteless, sexually oriented comments, innuendoes, or offensive actions, including leering, whistling, or gesturing.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, office décor, suggestions, requests, demands, physical contacts, or attention.

For the purpose of this policy, "other harassment" (nonsexual) is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of such individual's protected status or

characteristics such as their race, color, religion, gender, national origin, age, marital status, sexual orientation, or disability that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Some examples of behavior that could constitute or contribute to harassment include, but are not limited to: using epithets, slurs, or negative stereotypes; threatening, intimidating, or engaging in hostile acts relating to protected status or characteristics such as those referred to above; jokes or pranks that refer to or denigrate a protected status; or placing on walls, bulletin boards, or elsewhere on the work premises or circulating in the workplace, written or graphic material that denigrates or shows hostility or aversion toward a person or group because of a protected characteristic.

Complaint Process

Any employee who feels they or another have been subjected to harassment in the workplace should clearly inform the perpetrator, to the extent the employee feels comfortable doing so, that their behavior is inappropriate, offensive, and unwelcome and should immediately cease. If that is not successful or if the employee is not comfortable confronting the offending individual directly for any reason, the employee should report the harassment promptly to the Human Resources Department, Department Head or the City Administrator. If the employee believes the City Administrator is involved in the offensive conduct, or if the employee feels uncomfortable complaining to the City Administrator for any other reason, the complaint should instead be made to the Mayor. All supervisors shall immediately report any such complaints to the Human Resources Department, City Administrator or Mayor.

The WORKPLACE HARASSMENT COMPLAINT FORM made available by the City may be used to make a written complaint.

A harassment complaint will be handled as follows:

1. The complaint will be investigated by a qualified, neutral person. The choice of investigator, level of formality, and the procedures used in the investigation may vary, depending upon the nature of the allegations and full circumstances of the situation, including the context in which the alleged incidents occurred.
2. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation.

3. There shall be no retaliation by the City, its officers, elected officials, supervisors, or other employees toward any employee bringing a complaint in good faith or cooperating with the investigation of a harassment complaint.
4. Where the investigation confirms the allegations, the City will take prompt corrective action and, where appropriate, discipline the offending individual. Discipline may include verbal and written reprimands, professional counseling, reassignment, or other appropriate action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.
5. There may be instances in which an employee reporting harassment seeks only to discuss the matter informally and does not wish the City to undertake an investigation or to take further steps. In such situations, the City Administrator or designee, may arrange some informal mechanism for resolving the issues. However, an individual reporting harassment should be aware the City may decide to take action to address the harassment beyond informal means.

All management team members and supervisors are assigned responsibility for implementing this policy, ensuring compliance with, and knowledge of its terms, and for taking immediate and appropriate corrective action if they witness or become aware of inappropriate behavior or receive a complaint. Supervisors must open and maintain channels of communication to permit employees to raise concerns of sexual or other workplace harassment without fear of retaliation, stop any observed harassment, and treat harassment matters with sensitivity, confidentiality and objectivity. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination.

304 Prohibition of Retaliation

The City of Stanwood prohibits any form of retaliation against any employee for good faith actions in filing a complaint under the City's discrimination, harassment, and workplace violence policies, and for participating in the investigation of any complaint of discrimination, harassment or workplace violence. Improper retaliation may include, but is not limited to, discipline, termination, transfers, assignment of unfavorable duties, or treating the employee who made the complaint in a hostile manner when such action or behavior is motivated in substantial part by the employee's participation in protected activity. If you believe that you have been subjected to unlawful retaliation, or if you observe that another employee has been subjected to unlawful retaliation, you are obligated to report the matter immediately to Human Resources, the City Administrator or the Mayor.

305 Use of City Vehicles

The City of Stanwood provides vehicles for City business and reimburses employees for using personal vehicles when necessary. This policy provides guidance on the appropriate use of City and personal vehicles for City business.

The term “vehicle” as used in these guidelines includes, but is not limited to, cars, trucks, backhoes, front end loaders, graders, motorized watercraft, and any vehicle or off-road equipment listed on the City’s automobile or inland marine insurance property schedule.

1. Employees must possess a valid driver’s license to drive any vehicle for City business and may not drive any vehicle for City business without prior approval of their Department Head or designee, or the City Administrator. Periodically, the City may verify the existence of a valid driver’s license and request from the driver a copy of their current driving abstract.
2. The City shall comply with Chapter 49.12 RCW Industrial Welfare and WAC 296-125-030 Prohibited and Hazardous Employment-All Minors in regard to driving requirements and restrictions for employees under the age of 18.
3. When driving is a function of the position, the City will evaluate an applicant’s driving record to determine eligibility for that position. Periodically, the City may evaluate current employee driving records to determine driving acceptability using a Driver Rating Guide and a Driver Point Value Guide which is a points system to determine if current employees or potential new employees are eligible to operate a motor vehicle within the scope of their employment based on driving history.

Driver Rating Guide

Non-moving violations are not normally considered in evaluating the individual driver unless they are excessive. Moving violations listed on the driver’s abstract for the last five (5) years are compared to the rating guide (below); points are assigned to the violations as indicated and total points determine eligibility as follows:

0 to 3 points indicates an acceptable rating as a driver.

4 or 5 points indicate a questionable driver rating. The City will determine whether or not to place or maintain this individual in a driving position.

6 or more points indicate unacceptability. The City may take corrective action up to and including loss of driving privileges.

Driver Point Value Guide

<u>Points</u>	<u>Explanation</u>
<u>Non-Speed Related Moving Violations</u>	
2	At-Fault Accident
1	Failure to Stop at Scales

- 1 Overweight/Height/Length
- 1 Improper Turn (Cutting Corners)
- 1 Prohibited Turn (U-Turn)
- 1 Improper Lane Change
- 1 Improper Lane Travel
- 2 Driving on Shoulder or Sidewalk
- 1 Improper Backing
- 1 Failure to (or Improper) Signal
- 1 Failure to Yield Right of Way
 - at yield sign
 - at uncontrolled intersection
 - during left turn against traffic
 - at traffic obstructed intersection
 - on private road
 - to emergency vehicle
 - while starting from a parked position
 - slow-moving traffic to pull off road
- 2 Disobey Signal Person or Officer
- 2 Driving Wrong Way
 - on one-way street (or freeway)
 - straddling or over center line
 - driving on wrong side of road/cross divider
- 2 Failure to Stop
 - steady red signal, steady red arrow, stop signs
 - flashing signal
 - intersection other than arterial
 - train signal
 - certain railroad grade crossings
 - emerging from alley or driveway
 - for school bus
- 1 Disobey Road Sign
 - lane direction control signal
 - school patrol
- 1 Driving Without Lights After Dusk
- 1 Failure to Dim Headlights
- 1 Following Too Closely
- 2 Improper Passing
 - Insufficient distance
 - On hill, curve, or within 100 feet of intersection
 - In no passing zone
- 1 Overtaking or Passing on the Right
- 2-3 Open Container Law Violation (Driver-3 or Passenger-2)
- 1 Illegal or Missing Equipment
- 1 Impeding Traffic
 - blocking
 - slow moving vehicle

- 2 Violating License Restrictions (Medical, Vision, Equipment)
- 1 Defective Equipment
 - muffler/exhaust
- 1 Crossing Fire Hose
- 2 Headphones, Cell phone or Television
- 1 Obstructed Vision or Control
- 1 No Shields or Mirrors (Motorcycle)
- 2 Inattention to Driving
- 1 No License on Person
 - driving without CDL
- 1 No Proof of Liability Insurance
- 4 Driving With a Suspended/Revoked/Cancelled License

Speed Related Moving Violations

- 1 Speed Too Fast for Conditions
- 1 Speed – Basic Rule
- 2 Negligent Driving – 2nd Degree
- 3 Reckless
 - driving
 - endangerment
 - endangerment in construction zone
- 5 Racing

Criminal Violations

- 3 Fail to Secure Load (Safety Chains/Devices) 1st Degree
- 2 Fail to Secure Load (Safety Chains/Devices) 2nd Degree
- 3 Negligent Driving 1st Degree
- 5 Hit and Run
 - occupied vehicle
 - unoccupied vehicle
- 5 DUI/Physical Control
- 5 Driving a Vehicle in the Commission of a Crime or Vehicular Assault or Homicide

4. Employees approved to drive a vehicle on City business are required to:

- Inform their Department Head or designee, or the City Administrator, as soon as practical, of any changes that may affect either their legal or physical ability to drive or their continued insurability. Examples of changes that may affect ability to drive include, but are not limited to, loss or suspension of driver's license, charge or conviction of driving under the influence (DUI), reckless driving, and driving with a suspended license.

- Refrain from operating a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.
 - Exercise due diligence to drive safely and maintain the security of the vehicle and its contents.
 - Follow all Washington State laws, to include always wearing a seatbelt.
 - Be responsible for any driving infractions or fines as a result of their driving and report them to the Department Head or designee, or the City Administrator no later than the next business day.
5. Employees may use City vehicles for non-business purposes such as running personal errands, driving to lunch, etc., only with the express consent of their Department Head or designee, or the City Administrator. This approval will only be granted to mitigate special circumstances as driving a City vehicle for non-business purposes is generally not allowed.
 6. Non-employee and non-business passengers may not ride in City vehicles without prior approval of driver's Department Head or designee, or the City Administrator. Employees or passengers can seek approval by filling out the Request to Ride in a City Vehicle Form as provided by the City.
 7. When no City vehicles are available, employees may use their own vehicles for business purposes with prior approval of their Department Head or designee, or the City Administrator. Insurance industry practices dictate that auto liability coverage follows the auto. In such circumstances, the employee's personal auto insurance would be considered primary, and the City's coverage excess. Employees who use their personal vehicle for approved business purposes will be reimbursed for expenses pursuant to financial management procedures. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In the event that an employee uses their personal vehicle as a regular part of the daily requirements of their job, they should obtain auto liability coverage for bodily injury and property damage with a special endorsement for City business use, when possible as determined by their personal insurance agent.

8. Employees must report any work-related collision to appropriate law enforcement officials. Employees shall also report any collision, theft or damage involving a City vehicle to their Department Head or designee, Risk Manager or the City Administrator, regardless of the extent of damage or lack of injuries, by filling out an INCIDENT REPORT FORM. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers. In the case of an accident employees should refer to the accident card available in all City vehicles.
9. Employees shall not operate any City vehicle or operate any personal vehicle while on City business while consuming or under the influence of alcohol, cannabis, illegal drugs, prescription medications, or over the counter medications that may affect their ability to drive. The City has a zero-tolerance policy prohibiting operators of vehicles from drinking alcohol, using cannabis, consuming illegal drugs, and taking any medications that affect their ability to drive.

306 Use of City Credit Cards

Employee distribution of City credit or purchasing cards shall only occur with approval of the City Administrator and Finance Director.

All employees authorized to use a City Credit or Purchasing Card must read and sign the City's CREDIT CARD USE AGREEMENT as provided by the Finance Department and must adhere to financial management procedures. Failure to comply with the agreement at any time may result in disciplinary action up to and including termination.

For financial control purposes, all credit or purchasing cards are to be signed out from the Finance Department and returned before the employee separates from the City. The employee is responsible for returning credit or purchasing cards before leaving the employment of the City. All city credit cards will be canceled upon separation of employment.

Employees are responsible for reporting loss or known misuse of a City credit card to the Finance Director or their Department Head immediately.

307 Use of City Cell Phones

The City of Stanwood issues individual cellular phones to employees who are required to be in close contact with the City at all times. While cell phones are a necessary convenience of the City, it is required that employees follow the guidelines listed below for their own safety as well as the safety of others.

Acquisition

The purchase and/or installation of cell phones shall be approved by the Department Head. It shall be the responsibility of the Department Head to ensure that sufficient funds are budgeted for the purchase and monthly operational costs associated with such equipment prior to its use.

Usage

The general use of cell phones shall not be in lieu of more cost effective, practical and available means of communication.

All employees are required to always be professional and conscientious when using City phones and comply with state and federal laws.

It is the City's policy that employees who are issued a cellular phone understand that it is issued primarily for business use. Employees are expected to make every effort to use cell phones in a responsible and efficient manner.

It is the City's policy that its employees maintain electronic files in accordance with the State archivist records retention laws and schedules. The City does not archive instant messaging or text messaging records. Therefore, employees are instructed not to use instant messaging or text messaging for communications records that have retention value. City records should be stored on City network storage drives or other authorized business applications. Storage of City records on personally owned devices should only occur on a temporary "as-needed" basis and be transferred to the City's network as soon as practicable.

Cellular phone bills will be reviewed when they arrive. The City reserves the right to require reimbursement for cell phone misuse. The City also reserves the right to limit or terminate an employee's use of a City phone in any way, at any time, and for any reason.

The City has a zero-tolerance policy regarding using a cell phone while driving without a proper hands-free device in accordance with state law. Employees must follow all laws in regard to the use of cell phones while driving a vehicle.

The City reserves the right to amend or alter the terms of this policy at its own discretion.

Cellular phone users, upon leaving City employment, will be removed from the City's plan. All cell phones must be returned by the employee upon separation.

308 Social Media

Social media are technologies that enable online users to interact and share information publicly or privately with one another. Social media includes a variety of internet-based communication tools, such as, Twitter, Facebook, blogs and wikis.

Social media use, whether on or off duty, that adversely affects an employee's job performance, the performance of other City employees, or that otherwise adversely affects the City's mission and functions may result in disciplinary action, up to and including termination. Note that employees have First Amendment freedoms of speech and association, and no discipline will be sustained that violates such rights.

The following additional rules apply to employees' use of social media, on and off duty:

1. Social media content that relates to City business may be a public record subject to retention and disclosure under state law. For that reason, except for when assigned as part of their official duties, employees are prohibited from using social media to conduct City business.
2. Employees are required to protect and maintain the confidentiality of all private and confidential City information.
3. Employees may not create a link from their blog, website or other social networking site to a City of Stanwood website, if such link causes the viewer to reasonably believe that the City endorses the contents of the employee's social media site.
4. Employees may not use their City email addresses or the City's official logo for personal online communications or activities. Although employees may identify themselves as employees of the City, employees shall not identify themselves in a manner that suggests or implies they are speaking as a representative for the City, even when communication occurs in a private setting. If any confusion is reasonably likely, the employee shall expressly state with a disclaimer that they are speaking in a personal individual capacity, and not for or on behalf of the City.

No Expectation of Privacy

The City prefers that employees use their personal cell phones or tablets to access the internet while on breaks. To the extent that employees access the internet using the City's computer resources, the employee should be aware that all contents of the City's computer resources and communications systems are City property and employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the City's electronic information and communications

system. City email and other electronic records are subject to public inspection and disclosure.

Using Social Media Off-Duty

Off-duty, personal use of social media by employees is not prohibited. However, employees are reminded that City rules and policies apply to social media conduct to the same extent as other off-duty conduct, including the terms of this policy.

309 Responding to the News Media

The City Administrator or designee shall be responsible for all official contacts with the news media, including answering questions from the media. When presented with questions from the media regarding City business, employees should immediately refer the person to their Department Head or the City Administrator. If that is not possible, the employee should politely request that the person seeking information contact City Hall and ask for the City Administrator. In addition, the City Administrator must approve all press releases, publications, speeches, or other official declarations.

310 Reporting Improper Governmental Action

In compliance with Local Government Whistleblower Protection, Chapter 42.41 RCW, this policy is adopted to encourage employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. This policy aims to protect legitimate employer interests by encouraging complaints to be initially directed to the City, with a process established for prompt dispute resolution.

Improper Governmental Action is any action by a City officer or employee that is (i) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and (ii) is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to public health or safety, or is a gross waste of public funds.

Improper Governmental Action does not include personnel actions (hiring, firing, complaints, promotions, reassignments, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

City employees who become aware of improper governmental action shall follow the procedure set forth below:

- Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as

soon as the employee becomes aware of the improper action, but not later than thirty (30) days from the date of occurrence.

- Where the employee believes the improper action involves their supervisor, the employee may raise the issue directly with their Department Director, the City Administrator, or the Mayor. Where the employee believes the improper action involves the Mayor, the employee may raise the issue with the City Attorney.
- The Mayor or his/her designee shall promptly investigate the report of improper government action. The investigation shall be completed within thirty (30) days of the employee's report. The employee shall be advised of the results of the investigation with the exception that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith attempt to follow this policy shall not be entitled to the protection of the policy against retaliation, pursuant to RCW 42.41.040.

In the case of an emergency, where the employee believes damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating improper action. For the purposes of this section, an emergency is a circumstance that if not immediately changed may cause damage to people or property.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons improper action is likely to recur. Outside agencies to which reports may be directed include:

Snohomish County Prosecuting Attorney
3000 Rockefeller Avenue M/S 504
Everett, WA 98201
(425) 388-3333

Washington State Auditor
Capital Campus
P.O. Box 40021
Olympia, WA 98504
(360) 902-0370

Washington State Attorney General
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504
(360) 753-6200

If the above-listed agencies do not appear to be appropriate in light of the nature of the improper action to be reported, contact information for other state and county agencies may be obtained via the following link:

<http://access.wa.gov/agency/agency.aspx>.

It is unlawful for local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Retaliatory Action is any material adverse change in the terms and conditions of an employee's employment.

Employees who believe they have been retaliated against for reporting an improper government action should follow the procedure set forth below:

- a) Employees must provide a written complaint to the supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the City Administrator or the Mayor. If the Mayor is involved, the notice should go to the City Attorney. The written charge shall specify the alleged retaliatory action and the relief requested.
- b) The Mayor or his/her designee shall investigate the complaint and respond within thirty (30) days of receipt of the written charge. Additional time to respond may be necessary depending on the nature and complexity of the complaint.
- c) After receiving the City's response, the employee may request in writing a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred, and to obtain appropriate relief under the law. The request for hearing must be delivered to the City Administrator within the earlier of either fifteen (15) days of employee's receipt of the City's response to the charge of retaliatory action or within forty-five (45) days of receipt by the Mayor of the employee's charge of retaliation. Failure of the employee to timely request a hearing shall be a waiver of the right to a hearing or further appeal.
- d) Within five (5) working days of receipt of a request for hearing, the City Administrator shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
P.O. Box 42488
Olympia, WA 98504-2488
(360) 407-2700
(800) 558.4857
(360) 664-8721 Fax

- e) At the hearing, the employee must prove that a retaliatory action in violation of Chapter 42.41 RCW occurred by a preponderance of the evidence. The ALJ will issue a written final decision consisting of findings of fact, conclusions of law and judgment no later than forty-five (45) days after the date of the request for hearing, unless an extension is granted.

- f) The ALJ may grant/award the following relief as appropriate:
1. Reinstatement with or without back pay
 2. Relief as may be necessary to return the employee to the position he or she held prior to the retaliatory action and to prevent any recurrence or retaliatory action.
 3. Award cost and reasonable attorney fees to the prevailing party
 4. Recommend to the City that any city employee found to have retaliated against an employee reporting improper governmental action be disciplined as deemed appropriate by the Mayor.

The Mayor or designee is responsible for implementing these policies and procedures. This includes posting the policy on the City bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees.

Officers, managers, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

311 Code of Conduct

All City employees are expected to represent the City to the public in a professional manner, which is courteous, efficient and helpful.

The City's success in providing excellent service to its citizens and maintaining good relationships with the community depends on its employees. Certain conduct is considered detrimental to the City's goals and objectives and may lead to disciplinary action up to and including termination. Such conduct includes but is not limited to the following list:

1. Misrepresentation or withholding of pertinent facts in securing employment;
2. Theft, and/or unauthorized use or possession of the City's facilities and/or the property of the City or that of any individual or other group;
3. Unauthorized use of position with the City for personal gain or advantage;
4. Accepting gratuities or bribes;
5. Lying or dishonesty;

6. Smoking in any unauthorized posted area or in violation of any federal or state law or regulation, as well as creating fire hazards in any area;
7. Failure to properly secure City facilities or property as determined by City or Department procedures or work rules;
8. Disrupting the City's business or the work effort of other employees at any time;
9. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned;
10. Lateness for work without sufficient notice or reason;
11. Absence without proper notification to Department Head or designee, or the City Administrator.
12. Absenteeism without sufficient notice or reason;
13. Disorderly conduct, including fighting on the premises;
14. Spreading rumors or innuendo and gossip;
15. Rudeness, discrimination, intimidation, coercion, use of obscene language, gesture or lack of courtesy to the public or fellow employees;
16. Intentional falsification of records/paperwork required in the transaction of City business;
17. Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work;
18. Failure to observe safety practices, rules, regulations, and instructions;
19. Negligence or conducting unsafe practices that result or could reasonably be expected to result in injury to others;
20. Failure to promptly report to the Department Head or designee, or the City Administrator, an on-the-job injury or accident causing damage to or involving an employee, customer, visitor, City equipment or City property;
21. Unauthorized possession of explosives, firearms, or other dangerous weapons on City-owned property or while on work time;

22. Conviction of certain misdemeanors, or conviction of any gross misdemeanor or felony;
23. Using city equipment, facilities, time, or supplies to engage in political activities, in accordance with all state and federal laws.

312 Political Activities

No City employee may use City time or property in any manner to promote any political issue or candidate, to solicit funds for any political purpose, or to influence the outcome of any election.

No City employee shall be eligible for appointment or election to any public office, when the holding of such office would be incompatible or would substantially interfere with the discharge of the employee's official duties. In such case, the employee shall elect to continue employment with the City or continue in public office.

Any employee who is found to be in violation of this policy may be subject to disciplinary action, up to and including immediate termination.

313 Personal Financial Obligations

Employees should manage their personal finances so that they do not adversely affect job performance. The failure of employees to meet financial obligations may impose an administrative and financial burden on the City through extra bookkeeping and the need to respond to legal notices and court orders. The City will not disclose employee financial information to outside parties without the express written permission from the employee, except as required by law. The Finance Director is the only person authorized to receive a writ of attachment or garnishment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Finance Department will notify the affected employee and then deduct the required amount from the employee's earnings, as required by law.

314 Appearance/Work Attire

Employees are expected to dress neatly and appropriately for the type of work they are doing, and to present a good, professional image of the City to the public.

1. Clothing should be maintained in good condition and as the work environment permits, clean and free from tears, holes and visible stains.

2. Employees should ensure their personal hygiene does not offend others and does not detract from the high-quality service orientation of the City.
3. Safety clothing and accessories (e.g., boots, vests, hard hats) must be worn when safety rules require and/or when circumstances warrant it.

Should uniforms, safety apparel or equipment be required for a particular position, they will be provided at City expense. Except for exigent circumstances, uniforms identifiable with the City of Stanwood shall only be worn during hours of work or duty and will be returned to the City upon separation from City employment

315 Employee Files

Access to Employee Files

Employees shall have the right to inspect and obtain a copy of their personnel file as defined under RCW 49.12.240. The file includes job applications, performance evaluations, and disciplinary records, but excludes investigation materials, privileged attorney communications, and documents unrelated to job performance. Requests shall be honored within a reasonable timeframe, and copies may be provided at the employee's expense consistent with state law.

Inspection

Employees may inspect their own personnel records and may request copies but must not remove documents in the file. A request to inspect the official personnel file should be made to the Human Resources Department and will be scheduled at a mutually convenient time. All inspections of the employee's official personnel file must be conducted in the presence of a designated member of the Human Resources Department or designee.

Removal or Rebuttal of Information

An employee who believes that a document in their official personnel file contains incomplete, inaccurate, or irrelevant information may submit a written request to the City Administrator and/or Mayor requesting that the document be removed. If the employee's request is denied, the employee may place a written statement of disagreement in their official personnel file.

316 Outside Employment

This policy is intended to set forth guidelines to ensure that employees are not involved in any outside employment or activity that will affect the quality or quantity of their work at the City, create a conflict of interest, or create an appearance of impropriety. The purpose of this policy is to outline a process for approval of outside employment. The decision to approve or deny a request to engage in outside employment is the City's alone.

City employees shall not engage in any employment, enterprise, or outside activity which conflicts with the duties, functions, responsibilities, of the employee's position as an employee of the City. Nor shall the employee engage in any compensatory outside activity which will directly, or indirectly, contribute to the lessening of the employee's effectiveness as an employee of the City. The employee's position with the City is of priority consideration in making a determination as to outside activities. In deciding whether to approve outside employment, the Department Head, among other pertinent factors, whether the activity involves:

1. The use for private gain or advantage of City time or facilities, equipment and supplies; or the badge, uniform, prestige, authority, or influence of the City office or employment;
2. Receipt or acceptance of money or other form of compensation by an employee to perform duties normally performed or expected to perform as a regular function of the employee's position and for which the employee is already being compensated by the City;
3. Performance of an act other than the employee's capacity as a City worker, which may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by the City.
4. Conditions or factors which would directly or indirectly lessen the efficiency of the employee in the employee's regular City employment or conditions in which there is a substantial danger of injury or illness to the employee.
5. Solicitation of outside work in the name of the City.
6. Inconsistent, incompatible or in conflict with the duties, functions, or responsibilities of the employee's position.

Process

1. An AUTHORIZATION TO ENGAGE IN OUTSIDE EMPLOYMENT FORM must be completed and submitted to the Department Head.
2. The Department Head shall notify the City employee in writing of the final decision.

3. The Department Head may make any restrictions on outside employment consistent with the operation of the department.
4. A copy of the AUTHORIZATION TO ENGAGE IN OUTSIDE EMPLOYMENT shall be filed in the employee's personnel file.
5. The decision to approve or deny requests is the City's alone.
6. Outside employment shall cease when, in the opinion of the City, the outside work interferes with performance of the employee's City job, or if the employment appears to generate a conflict of interest.
7. Any violation of this policy may result in disciplinary action up to termination.

317 Discipline

In the event discipline is necessary because of a violation of the City's Code of Conduct, any policy within this manual, or for any other reason as determined by the City, the following types of disciplinary actions may be used, depending on the particular situation:

1. Oral Warning.
2. Written Reprimand.
3. Suspension.
4. Demotion.
5. Termination.

The choice of what discipline to apply in any particular case is solely the City's. The use of discipline less than termination in any particular case does not change, or should not be construed to change, the at-will nature of the employment relationship.

400 HEALTH AND SAFETY

401 Workplace Violence

The City is committed to providing a safe workplace for its employees, guests, contractors, vendors and the public. Therefore, to help prevent or reduce the possibility of violence in the workplace, the City has implemented this policy on workplace violence.

Workplace Violence Procedure

The City strictly prohibits threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct associated in or around the workplace, or otherwise related to employment:

1. Threatening injury or damage against a person or property
2. Fighting or threatening to fight with another person
3. Threatening to use or having possession, custody, storage, or control of a weapon (an instrument or device of any kind which may be used to inflict bodily harm or injury or to establish fear simply due to its presence on the scene) on City premises unless the person is engaged in official law enforcement business.
4. Abusing or injuring another person
5. Abusing or damaging property
6. Using obscene or abusive language or gestures in a threatening manner
7. Raising voices in a threatening manner

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

"Premises" Definition: The term "premises" means all areas within the ownership and/or control of the City, including, but not limited to, buildings, offices, work areas, lounges, parking lots, desks, cabinets, lockers, storage areas, and any other City owned property on which employees may work. The City reserves the right to search all facility premises when it is determined that such a search is a reasonable and necessary precaution for workplace safety to the extent permissible by law.

Reporting Violent Conduct: Any workplace violence incidents or incidents indicating a potential for violence are to be reported by an employee to their Department Head or designee, and/or the City Administrator or designee, as soon as possible, verbally or in writing. VIOLENCE REPORT FORMS made available by the City can be used to report violence, and are to be completed, as appropriate. If the City determines that an employee has violated this policy, the employee will be subject to immediate disciplinary action, up to and including termination. Concerns with members of the public or other parties shall be handled by the City as it determines under its policies and procedures.

Employees are strongly encouraged to report the existence of restraining orders and protection orders, particularly if the employee fears that the person restrained may attempt to visit him or her at work. Such notice may be essential to protect the safety of all employees at the City.

Imminent Danger/Violence Incident Procedure

Any employee who believes that a situation with an aggressive employee, resident, guest, contractor, vendor, or other party (e.g., any person who uses obscene or abusive language or gestures, makes threats or acts in a violent or threatening manner) may become violent, thereby putting the employee or others in imminent danger, the employee should promptly leave the work area and report to their Department Head or designee, or the City Administrator. In certain circumstances, an immediate call to 9-1-1 will be warranted. No disciplinary action shall be taken against any employee who leaves a work area when the employee has a belief that an emerging situation with an aggressive person is likely to become violent. The Department Head or designee should take immediate action and/or contact the City Administrator as soon as possible. The timing and circumstances of possible return by the employee to the area should be coordinated by the employee with the Department Head or designee, or the City Administrator or designee. The employee, Department Head or designee, or the City Administrator, will follow the City's procedures in response to such events, including incident reporting and the appropriate action deemed necessary.

Security Precautions

All City security rules should be adhered to at all times. To prevent inappropriate outsider access, facility solicitation and access rules must be strictly followed. It is especially important that building security rules are specifically enforced at all times (e.g., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including termination.

402 Drugs and Alcohol

The City is very proud of its commitment to provide service of the highest quality and a safe and productive work environment for its employees. Consistent with this commitment is the City's goal to maintain a drug and alcohol-free workplace.

Drug Policy

The following rules represent the City's policy concerning substance abuse. They will be enforced uniformly with respect to all employees.

1. Employees are prohibited from the use, possession, manufacture, distribution, or sale of illegal drugs on City property or while performing City business.
2. Employees are prohibited from being under the influence of illegal drugs during working hours, on callback, or on standby duty.
3. Employees who are taking prescription drugs or any medications that could adversely affect the employee's alertness, coordination, reaction, response, or safety should discuss the situation with the Human Resources Manager, Department Head or designee, or the City Administrator.
4. Prescription drugs should be used only in the manner, combination, and quantity prescribed and only by the person for whom they are prescribed.
5. For purposes of this policy, "drug" means any substance other than alcohol, capable of altering an individual's mood, perception, pain level, or judgment. A "prescription drug" is any substance prescribed for individual consumption by a licensed medical practitioner. An "illegal drug" is any drug or controlled substance the sale or consumption of which is illegal.
6. Employees who are required, as a condition of their employment, to obtain and maintain a valid Commercial Driver's License are subject to the Department of Transportation (DOT) drug and alcohol testing requirements, including all other applicable DOT regulations, and as outlined in the Collective Bargaining Agreement.

Alcohol Policy

Employees must not report for duty (including callback and standby duty) or perform service under the influence of alcohol. Use of alcohol on City property or while on duty is strictly prohibited. Possession of alcohol in City vehicles is strictly prohibited.

403 Safety

The City strives to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the City or federal, state, or local law

All employees are responsible for ensuring that they understand and comply with all City safety rules, regulations, and procedures.

All employees are responsible for:

1. Being familiar with all safety and health procedures relevant to their areas of operation;
2. Inspecting their work areas periodically;
3. Identifying conditions that are recognized as being unsafe, and;
4. Reporting accidents and injuries to the Department Head or designee in writing by filling out an EMPLOYEE ACCIDENT REPORT FORM as provided by the City.

Employees should report to their Department Head or designee, or the City Administrator, all observed safety and health violations and potentially unsafe conditions.

Violations of City safety rules, regulations, or procedures may result in disciplinary action, up to and including termination.

404 Stay-at-Work and Preferred Worker Program

The City participates in the State's Stay-at-Work and Preferred Worker programs to support injured employees returning to modified duty. Wage reimbursements, equipment costs, and training expenses will be requested consistent with Labor and Industries guidelines, with maximum reimbursement per claim of \$25,000. Supervisors shall coordinate with Human Resources to identify suitable work assignments.

405 Fitness for Duty

When an employee has been absent from work due to impairment, injury or illness, caused on or off the job, the Department Head may require that the employee provide a written release from their medical provider to full unrestricted work status before the employee is allowed to return to work without limitations. Should the treating health care provider determine that the employee has temporary limitations which may prohibit an unrestricted return to full duty, the City may elect to return the employee to any temporary limited duties which the Department Head determines the employee can safely perform. The City may determine that the employee's limitations do not permit a return to work, even if the employee desires to return to work prior to full recovery. Should the treating health care provider determine that the employee has permanent or prolonged limitations which may prohibit an unrestricted return to full duty, the City may consider reasonable accommodations to the employee's limitations in compliance with the requirements of the Americans with Disabilities Act.

The City may also require an employee to undergo a fitness for duty evaluation where the City has a reasonable belief that the employee's ability to perform essential job functions are or will be impaired by a medical condition or where the employee will pose a direct threat to self or

others. If this evaluation results in an assessment that the employee is unable to safely and effectively perform job duties, the City will consider leave or reasonable accommodation as described above.

500 HOURS AND ATTENDANCE

501 Hours of Work

A normal working schedule for regular, full-time employees consists of forty hours each workweek. Different work schedules may be established by an employee's Department Head or designee to meet job assignments and provide necessary City services. The Department Head is responsible for advising employees of their specific working hours.

Part-time and temporary employees will work hours as specified by their Department Head or designee, or the City Administrator.

All non-exempt employees are responsible for accurately reporting all hours worked in a manner provided by the City. Employees failing to accurately record time worked are subject to discipline. Exempt employees must submit leave requests in accordance with the City's leave policies and financial management procedures.

502 Alternative Work Schedules

The City provides options for flexible and alternative work scheduling. Alternative work scheduling is used to accommodate special scheduling needs. While these opportunities are available, implementing or continuing a flexible scheduling option is within the sole discretion of the City. Adopting alternative work schedules enables employees to integrate personal and professional lives, reduces or eliminates travel during certain days of the week in compliance with the Washington Clean Air Act (*RCW 70.94.521-551*) and may enhance the ability of the City to recruit and retain qualified individuals.

Flex-time is a work schedule that permits flexible starting times and quitting times for employees other than the standard workday, with a standard number of core hours. The following is the flex-time model adopted for the City of Stanwood:

<u>FLEXIBLE TIME</u>	<u>CORE TIME</u>	<u>FLEXIBLE TIME</u>
6 am - 9 am	9 am - 4 pm	4 pm - 6 pm

A compressed work week changes the employee's schedule from a standard 8-hour day. Possibilities include:

1. **9/80** - The eighty (80) hours in a two-week period are scheduled over nine (9) working days. Example: The normal workday is extended by

one hour, four (4) days one week and four (4) days the next week, with one regular eight (8) hour day. This produces one extra day off every two weeks.

Mon.	Tues.	Wed.	Thurs.	Fri.
9	9	9	9	8
9	9	9	9	Off

Note: In the above example the work weeks would end after the fourth worked hour on the first Friday, and the second work week would end at the conclusion of the day on the second Thursday to comply with the Fair Labor Standards Act (FLSA).

2. **4/40** - The forty (40) hours in a one-week period is scheduled over four (4) working days rather than the standard five (5). Example: The normal workday is extended by two hours, four (4) days of the week. This produces one extra day off each week.

Mon.	Tues.	Wed.	Thurs.	Fri.
Off	10	10	10	10
Off	10	10	10	10

Note: In the above example the work week would start on Tuesday and end on Friday.

Eligibility

All regular full-time employees are eligible to request alternative work scheduling options. Final decision for participation will be made by the Department Head or designee. The City Administrator will determine the participation of Department Heads.

An employee with a documented performance problem may be denied their request for an alternative work schedule, depending on the nature of the performance problem.

An alternative work schedule may be implemented for any eligible employee where the proposed schedule will not materially interfere with business operations of the department or compromise the City's ability to provide service to the public. *Application Process*

1. An employee interested in establishing an alternative work schedule will complete an ALTERNATIVE WORK SCHEDULE REQUEST FORM as provided by the City, which will include the proposed alternative work schedule, the employee circumstances leading up to the request, potential problems identified and recommended solutions. Additional information may be attached to the standard application.

2. The Department Head, designee, or the City Administrator, will approve or disapprove the application and respond back to the employee.

Trial Period

The Department Head or designee, or the City Administrator, may discontinue the alternative work schedule at any time or for any reason. If the alternative work schedule is discontinued, the employee may submit a new application should circumstances of the employee, the department, or position significantly change.

503 Telecommuting / Remote Work

Telecommuting is a voluntary alternative work arrangement in which part of the weekly scheduled work is performed at an alternative work location. Telecommuting is neither a benefit nor an entitlement and, in no way, changes the terms and conditions of employment. Telecommuting is an option when a City employee and the Department Head mutually agree the job duties are well suited to an alternative work location. Telecommuting may be appropriate for some employees and jobs, but not necessarily everyone. Telecommuting may be ongoing, such as working a set number of hours from an alternative location each week, or it may be limited in duration, such as working from home for a few days or intermittently. In cases where an employee anticipates limited durations of telecommuting, the individual should propose specific reasons and particular work plans for consideration. A telecommuting agreement may be part of an ADA reasonable accommodation process. Telecommuting may not be available during an illness when an employee is expected to be recovering versus working.

Nothing in this Telecommuting policy shall diminish any terms and conditions of employment provided for in a Collective Bargaining Agreement covering a union-represented employee.

Advance Approval

Telecommuting agreements must be approved in advance by the Telecommuter's Department Manager/Director and the City Administrator. The conditions of Intermittent or unplanned telecommuting days should be documented in advance by the Manager.

Manager or Director Oversight

Evaluation of Telecommuter performance requires frequent interaction. This may include daily emails, phone calls or other approved forms of communication. The Manager will verify that the Telecommuter is working and resolving any problems that may arise. The Manager and Telecommuter will communicate at a level consistent with the employee's working at the office or in a manner and frequency appropriate for the job.

Managers shall consider the criteria, some basic and some specific, to the Telecommuter's position to determine whether a telecommuting arrangement is appropriate.

Telecommuting Agreement

Availability. Telecommuters must be available by phone, e-mail, and other electronic communication during the scheduled hours of work. Schedule changes should be agreed upon in advance and made in compliance with any applicable Collective Bargaining Agreement requirements. Telecommuters must be available to come into the office or other worksite locations as directed by their supervisor.

Discontinuation. Telecommuting agreements can be terminated at any time at the sole discretion of the Department Director and the City Administrator. The Telecommuter may also terminate the Agreement. Every effort should be made to provide at least ten calendar days' notice of such a change to accommodate problems that may arise. Although rare, and during times of disaster or other crisis, there may be instances when no advance notice is possible.

Equipment and Alternative Work Environment. Equipment needs will be evaluated under standard policies and procedures, regardless of location. If standard policies and procedures do not address every need, the Manager and Telecommuter will explore potential options and solutions, including reasonable disability accommodation if needed. There may be times when the required equipment presents an unbudgeted or duplicative cost or requires support that the City cannot provide. The Manager shall make a budget request after reviewing with the City Administrator.

The Telecommuter will establish an appropriate work environment for work purposes. The City will not be responsible for costs associated with the initial setup of the Telecommuter's work environment, such as remodeling, furniture or lighting, nor for repairs or modifications to the environment.

Workplace Health and Safety. The Telecommuter represents that the alternative workplace is a safe and healthy work environment, including proper ergonomics. The Telecommuter shall act responsibly to avoid injury. The Telecommuter must certify that the alternative workplace is free from safety hazards. The Manager must review and verify that the Telecommuter's identified workplace is a safe workplace. (See Checklist in Telecommuter Agreement) Failure to take proper health and safety precautions in the alternative workplace may result in discontinuation of the Telecommuting Agreement. The Telecommuter will observe the required meal and rest periods as per the City personnel policy or collective bargaining agreements.

Injuries. Injuries sustained by the Telecommuter while at their alternative work location, and in conjunction with regular work duties, are generally

covered by workers' compensation. Telecommuting employees are responsible for notifying their Manager and Human Resources of such injuries in the same manner as if the injury occurred at a work location on the City's premises. The City may visit the alternative work location site where the injury occurred. The City is not liable for any injuries sustained by family members or other visitors to a Telecommuter's alternative work location.

Inspection. Under the Telecommuting Agreement, the City has the right to inspect the alternative workspace with two business days' notice. The inspection is to verify safety conditions, or to repair, maintain, or inspect any City equipment issued to that location. An inspection is required should a workspace injury occur.

Security and Confidentiality. Consistent with the City's expectations of information security and compliance with public records laws, the Telecommuter will ensure the safety and protection of information accessible from their alternative work location. The Telecommuter will check with their Manager when security matters are at issue.

Downloading confidential information to a data storage device is not permitted (including but not limited to a hard drive, CD, DVD, or USB stick). Examples of confidential information are administrator passwords, social security numbers, credit card numbers, and health information. Any information that is considered confidential or protected will not be removed from the regular office without the Manager and City Administrator specific express approval in writing. Telecommuters found to have downloaded confidential information will be subject to discipline up to and including termination of employment.

Files and Records Management. Management of all files and records is important so that documents are not lost / misplaced. Original documents must remain at City Hall so that they are available for public viewing if requested during the time the employee is telecommuting. Employees must use electronic files uploading in IWorQ's, BIAS, OneDrive or network Drive. Copies of an original document must be clearly marked as a copy, so that the original document is never ruined or lost. All checklists, staff reports or other working documents should be uploaded into IWorQ's, BIAS and OneDrive and placed in the official City file when the employee has completed work.

Office Supplies and Business Expenses. The City will provide appropriate office supplies and reimbursement for business-related expenses approved by the Manager that are reasonably incurred per job responsibilities and in compliance with the City's business expense policy on the same basis as when working at the regular work location.

Non-Exempt Employees. Telecommuters who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be

required to record all hours worked in the same manner as if they were working on City premises. Telecommuters must also comply with the policy on rest and meal periods. For purposes of time entry and to enable the City to track telecommuting employees' hours, employees are required to record hours as "Telecommuting Hours". Accrual of overtime or compensatory time will be administered under standard provisions regardless of work location. Advance authorization for overtime or compensatory time is required. Telecommuters must complete a daily log of work activity and submit it to their Manager on a weekly basis.

Exempt Employees. Telecommuters who are exempt from overtime provisions under the FLSA must be able to demonstrate accountability to their agreed-upon work schedule. Telecommuters must complete a daily log of work activity and submit it to their Manager on a weekly basis.

Leaves of Absence. Use of leave (paid time off, compensatory time, personal holiday, military, bereavement, jury duty, or other leaves) on a planned telecommute day is administered under the same provisions as leave used at the regular work location.

Dependent Care. Telecommuting is not a replacement for childcare. Although a Telecommuter's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

Assignments and Evaluation. The Telecommuter and the Manager mutually agree to adhere to and evaluate a work plan. The Manager shall verify the quality and quantity of work done per the work plan. The quality and amount of work delivered should be equivalent to work performed in the regular work location.

The Manager and Telecommuter shall evaluate, in writing, the telecommuting arrangement after thirty days, and every three months thereafter. At each evaluation point, the Manager will evaluate the continuation of the telecommuting agreement and submit an update to the City Administrator every six months.

Regular Office Space. Telecommuters may be required to forfeit the use of a personal office or workstation in favor of a shared arrangement to maximize organizational space needs. Managers will be required to establish proper shared workspace arrangements.

504 Attendance

Punctual and consistent attendance is a condition of employment and an essential function of each job. Each Department Head or designee is responsible for maintaining accurate attendance records of their employees.

An employee unable to work or unable to report to work should notify their Department Head or designee, or the City Administrator, as soon as possible, ordinarily before the workday begins or within thirty (30) minutes of the employee's usual starting time.

If an absence continues beyond one day, the employee is responsible for reporting each day or as requested by the Department Head or designee, or the City Administrator. If that person is unavailable, the employee may leave a message stating the reason for being unable to report to work and providing a number where they can be reached. An employee who is absent from work without authorization or notification is subject to disciplinary action up to and including termination.

An employee having excessive absences or otherwise violating the City's attendance policy may be subject to disciplinary action up to and including termination. Total attendance may also be considered relative to disciplinary action. Failure to call in for three consecutive days will be treated as job abandonment.

505 Meal and Rest Periods

Employees will receive all meal and rest periods in accordance with federal and state laws and regulations. All meal and rest periods shall be arranged so as not to interfere with City business or service to the public. All meal and rest periods are scheduled by the employee's Department Head or designee. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid.

506 Lactation Breaks

Employees are allowed reasonable break time to express breast milk for up to two years following the birth of a child.

Effective January 1, 2027, all lactation breaks will be paid. Prior to that date, lactation break time may be unpaid unless it runs concurrently with otherwise paid rest periods or the employee uses available paid leave.

The City will make reasonable efforts to provide a private, non-bathroom space that is shielded from view and free from intrusion for the purpose of expressing milk. The space will include seating, a flat surface, and where feasible, access to electricity and nearby running water.

Employees requesting lactation accommodations should contact their supervisor or Human Resources to coordinate arrangements. The City prohibits retaliation against any employee for requesting or using lactation accommodation.

507 Callback

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. An unjustified refusal to respond to a call back may be grounds for immediate disciplinary action up to and including termination. Employees may volunteer for tasks outside their normal duties that would not be subject to this policy.

508 Overtime

The City overtime pay policy conforms to the overtime provisions of the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA). Exemption from these provisions will be claimed for an employee only when it can clearly be established that the position, duties, and responsibilities meet the requirements for such exemption. Therefore, all City positions are designated as either “exempt” or “non-exempt.”

Non-exempt Employee

Non-exempt employees are entitled to additional compensation, either in wages or compensatory time off, when they work more than the maximum number of hours during a regular work week as recognized by the FLSA. All overtime must be authorized in advance by the employee’s Department Head or designee. Overtime pay is calculated at one and one-half (1.5) times the employee’s regular rate of pay for all time worked in excess of 40 hours in the applicable work week.

Exempt Employees

Exempt employees are not covered by the FLSA or WMWA overtime provisions and do not receive overtime pay. An exempt employee is paid to perform a job which may not necessarily be completed in a regular work week.

509 Compensatory Time

Non-exempt employees are entitled to overtime pay but may agree to compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee’s Department Head or designee. The City is not required to grant compensatory time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half (1.5) times the hours worked as overtime. Maximum accruals of compensatory time are set in the collective bargaining agreement for represented employees.

Employees may use compensatory time after making a request to their Department Head. The Department Head may deny the use of compensatory time if its use would unduly disrupt City operations. The

employee would instead receive the overtime pay. Non-represented staff are not eligible to receive overtime or compensatory time pay.

600 WAGE AND SALARY ADMINISTRATION

601 Salary Ranges and Levels for Non-represented Employees

Each non-represented position within the City shall be assigned a salary range following approval by the City Council.

Salary ranges will be reviewed on an annual basis. Several factors can be considered when adjusting salary ranges, including but not limited to: level of responsibility, working conditions, skill required, potential hazard, amount of supervision given or received, market conditions, and the ability of the City to pay.

No employee shall be paid above the high point of their salary range without authorization from the City Council. When warranted, new employees will start their employment at the minimum wage rate for their salary range. However, a new employee may be employed at a higher rate, after approval from the City Administrator, when the employee's experience, training or proven capability warrant, or when prevailing market conditions require, a starting rate greater than the minimum.

602 Pay for Performance

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City will conduct employee performance appraisals. The appraisal may be a factor in determining employee development, training needs, validating selection procedures, determining wage increases or decreases, promotions, demotions, and/or transfers.

Employees should be evaluated by their Department Head or designee six months after their hire date and then at least once every twelve months. The City Administrator will evaluate and assess the performance of Department Heads.

Upward or downward movement within the steps of an employee's salary range is contingent on their performance and the City's ability to pay, as determined by their Department Head or designee and approved by the City Administrator.

603 Cost of Living Adjustment

The City Administrator, with the approval of the Mayor, may propose a pay adjustment based on cost-of-living indicators no more than once per year, raising the salaries of all non-represented positions by a specified amount. Such adjustments, if any, will not change an employee's pay anniversary date. All cost-of-living increases must be approved by the City Council as part of the annual budget process.

604 Paydays

City employees are paid monthly on the eighth (8th) working day of each month for employment activity through the end of the previous calendar month. If a regularly scheduled payday falls on Saturday or Sunday or on a holiday, paychecks will be distributed on the previous scheduled working day.

605 Draws

Except for temporary employees, employees may, upon written request, be allowed a draw. A payroll draw is a temporary advance on an employee's earned monthly pay that is later deducted from their regular paycheck. The draw will be paid on the twenty-third (23rd) day of each month. If the twenty-third (23rd) day of the month falls on a Saturday, Sunday, or city-recognized paid holiday, payroll draws will be issued on the previous scheduled working day.

606 Deductions from Pay

The City will withhold from the employee's paycheck those deductions required by law and any City approved voluntary deductions authorized by the employee, applicable union contract, or statute.

An employee who believes that any improper deduction has been made from pay should immediately contact your supervisor, the finance manager or human resources.. Every complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that an improper deduction from pay occurred, the employee will be reimbursed, and the City will take whatever action it deems necessary to ensure compliance with pay requirements in the future. No employee who raises a good faith concern about an improper pay deduction will be subjected to retaliation.

607 Payroll Records

The official payroll records are maintained by the City as required by state law. Each Department Head shall electronically submit on a monthly basis a work record for each non-exempt employee within their department, noting hours worked, compensatory time or leave used, as well as overtime worked and in accordance with financial management procedures.

608 Pay upon Separation

Upon separation of employment for any reason, the employee will be paid all wages owed. Payment shall be made no later than the last day of the month in which separation occurs.

700 EXPENSE REIMBURSEMENT

City employees will be reimbursed for reasonable and customary expenses actually incurred while performing official City business in accordance with financial management procedures. The City will not reimburse for expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization.

701 Reimbursable Expenses

Expenses such as meals, conference or training fees, lodging, mileage, parking, bridge tolls, and ferries may be reimbursed according to financial management procedures.

Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable.

702 Meal and Travel Reimbursement

Meal and travel reimbursement shall be processed according to financial management procedures and shall be paid at the Federal Domestic Per Diem Rate as posted by the U.S. General Services Administration.

800 EMPLOYEE BENEFITS

801 Retirement Benefits

All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington. Employees intending to retire should notify their Department Head, or the City Administrator, of their intent to retire at least three months prior to the date of retirement.

The City offers a Deferred Compensation Plan for eligible employees. The purpose of this plan is to extend to employees certain benefits which ordinarily accrue from participation in a deferred compensation plan. The City does not and cannot represent or guarantee that any federal or state income, payroll or other tax consequence will occur because of an employee's participation in this plan. A participant should consult with their own attorney or other representative regarding all tax or other consequences of participation in this plan. The City reserves the right to end this program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

All non-represented employees shall receive a City contribution to their deferred compensation account in a monthly amount determined annually by city resolution and approved by the City Council. Part-time employees will receive contributions on a pro-rata basis. Enrollment and continued

participation shall be in accordance with the rules and regulations of the Deferred Compensation Program and administrative requirements of the Employer.

802 Social Security

All employees are automatically included as participants in the Social Security System (FICA), as required by federal laws. These benefits are in addition to Public Employees' Retirement System benefits for which the employee may be eligible.

Financing of the FICA program is accomplished by employee payroll deduction contributions and through a match paid by the City in amounts required by law. The City is not responsible for employee retirement or disability benefits except as prescribed by law and regulations. Employees are urged to contact the Social Security System for a full explanation of employee benefits and obligations.

803 Worker's Compensation

All employees are covered by the State Worker's Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illness. For qualifying cases, State Industrial Insurance will pay the employee for work loss and medical costs due to job-related injuries or illness. All job-related accidents should be reported immediately to the employee's Department Head or designee, or the City Administrator. After all job-related accidents or near misses will be documented on an EMPLOYEE ACCIDENT REPORT FORM and filled out by the employee and an ACCIDENT INVESTIGATION REPORT will be completed by the Department Head or designee.

When an employee is absent for one or more days or receives medical attention due to an on-the-job accident, they are required to file a claim for Worker's Compensation. If the employee files a claim, the City will continue to pay (by using the employee's unused sick leave or PTO) the employee's regular salary pending receipt of Worker's Compensation benefits.

When the employee receives Worker's Compensation benefits, they are required to repay the City the amount covered by Worker's Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave or PTO is available, while ensuring that no employee receives more than they would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave or PTO shall be restored to the employee's account.

804 Health Insurance Benefits

Regular full-time employees and their dependents are eligible to participate in the City's health insurance programs. Information regarding City programs and the criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of premiums in amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

805 Benefits for Part-time Employees

For part time employees normally scheduled to work one thousand and forty (1,040) hours or more, the City will pay the employee-only rate for medical, dental, and vision coverage. If there is a medical, dental, or vision plan where there is no difference between the employee-only rate and employee plus dependent(s) rate, part-time employees will also be allowed to add dependents to that plan.

806 Life Insurance

The City currently participates in a life insurance program. Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of life insurance at a level authorized by the City Council. If available, employees may at their own cost purchase a higher level of life insurance through the City's program. The City reserves the right to end the life insurance program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

807 Long-Term Disability

The City currently participates in a Long-Term Disability Program. Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of long-term disability at a level authorized by the City Council. The City reserves the right to end this program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

808 Employee Assistance Program

The City currently participates in an Employee Assistance Program (EAP). Information regarding the program and criteria for eligibility will be provided to the employee upon hire. The City contributes toward the cost of the EAP at a level authorized by the City Council. The City reserves the right

to end the program or make changes in the carriers and provisions when deemed necessary or advisable, with prior notice to affected employees.

The City recognizes that personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal difficulties are encouraged to seek assistance from the EAP. Any individual seeking information about the EAP can contact the Human Resources Department. Employees will not be asked any questions concerning the reasons EAP services are being sought. Furthermore, any request for information about the EAP will be kept strictly confidential.

809 Employee Wellness Program and Committee

The City of Stanwood recognizes that its employees are critical to the quality and efficiency of local government services. The health of its employees directly affects their ability to perform their job duties and provide services to its citizens. The health of employees also has a direct effect on the costs to the City. The City recognizes its need to contribute in a positive way to the health and wellbeing of its employees. This policy is established to provide information and activities to City employees to encourage health and safety in the work environment.

- **Goal.** To support wellness in the workplace by creating a wellness program of health education and fitness activities that meets the needs and interest of the employees.
- **Scope.** All City of Stanwood employees including full-time, part-time and temporary.
- **Voluntary Participation.** Employee participation in the programs and activities is voluntary.
- **Wellness Program Committee.**

Membership: The Wellness Committee is made up of at least five (5) members representing each department and the City Administrator's Office, one of which shall be the Committee's chairperson. Membership on this committee is voluntary.

Members of each department shall be appointed by the department director.

- **Duties:** The duties of the committee are to:
 - Provide enthusiastic support for the purpose and goal of the Wellness Committee.
 - Act as a liaison between the Wellness Committee and the employees to represent the interest, needs, and opinions of the employees.

- Help plan, implement, and promote wellness programs.
- Provide peer support and advocacy to boost wellness program participation.
- Prepare an annual budget for program support.
- Share responsibilities to lessen the workload impact on the Chairperson.
- Perform evaluation of ongoing programs and activities.

The duties of the chairperson include:

- Setting the time and place of the meetings.
 - Communicating with all members of the Committee to coordinate meeting dates and times.
 - Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
 - Managing the agenda and discussion of the meeting.
 - Provide communication to the City Administrator.
- **Meeting Schedule.** The Wellness Committee shall meet monthly, or as needed during regular business hours.
 - **Term.** Members of the Wellness Committee will serve an indefinite term.
 - **Attendance/Termination.** If a member has more than three (3) unexcused absences, the Committee may vote to remove that member from the Committee.
 - **Incentives.** Employees are permitted to participate in wellness activities for a maximum of two (2) hours per month during regular working hours provided the activities are not in direct conflict with daily operating or needed public services. Employees who participate in three (3) or more activities annually, are eligible to win a "Wellness Paid Day Off" through a random drawing conducted each December.
 - **Program Activities.**
 - Behavior changes programs such as nutritional information, stress reduction, smoking/tobacco use cessation and weight management.
 - Motivational programs such as interdepartmental employee group challenges and awards for healthful eating, exercise and stress reduction programs.
 - Information and awareness programs such as flyers, paycheck stuffers, bulletin boards, brown bag lunch sessions, wellness seminars, workshops and classes.
 - Participate in the AWC Well Check programs, when offered.

- To explore opportunities to develop and institute additional wellness incentives and policies that contribute to the health and wellbeing of employees and their family members.

Participation in City-Sponsored Wellness Activities

To support employee well-being, the City offers a variety of sponsored wellness activities and events. Employees who attend these events during work hours are expected to actively participate in the scheduled activities rather than simply being present.

Participation expectations include:

- Engaging in the planned activity to the best of their ability;
- Following facilitator instructions and contributing in a respectful, constructive manner; and
- Remaining involved for the duration of the event unless excused by supervisor.

Reasonable accommodation:

Employees who are unable to participate in a specific activity due to a medical limitation, disability, or religious restriction must speak with their supervisor or Human Resources in advance so alternative arrangements or accommodation can be made in accordance with applicable state and federal law.

Non-participation:

Employees who choose not to participate may be asked to return to their regular work duties. Attendance without participation does not constitute wellness-event involvement for purposes of release time.

810 Employee Recognition Program

Program Goal

The goal of the Employee Recognition Program is to provide a means to formally honor and recognize City employees who have demonstrated excellence and extra effort in their job performance.

Award Categories

There are two award categories: demonstration of a superior, extra effort performance in the areas of 1) external customer service and 2) internal customer support

Criteria

External Customer Service:

- Creative solutions to customer problems
- Regularly going the “extra mile” to exceed customer expectations

- Developing customer loyalty and support (evidenced by oral or written comments)

Internal Customer Support:

Providing staff with information or backup assistance

- Offering support and useful advice, even when not requested
- Helping peers avoid or solve problems outside their normal scope of duties

Timing of Awards

The awards are given annually in June, totaling two awards.

Description of Award

Each award will consist of the following:

- A certificate to be presented to the individual
- Formal mention on City of Stanwood social media platforms
- One day paid time off *

** Employees must obtain supervisory permission when scheduling their time off.*

Awards Committee

The awards committee will be comprised of four city staff members; one from each Division. In the event consensus cannot be reached, the Mayor/City Administrator shall appoint one at-large staff person to serve on the awards committee.

Member Selection

There will be an annual Citywide vote to elect members to the Awards Committee. All City employees will vote for one person within their respective division to be on the committee. City managers and directors may also be nominated.

Survey results will be sent directly to the Mayor/City Administrator who will tally the votes by division. The person with the most votes in each division will be that division's representative on the Awards Committee.

Award Nominations

Award nomination survey ballots will be distributed Citywide one month prior to award presentation time. Only regular City employees are eligible to vote and to receive awards. Members of the Awards Committee cannot be nominated for awards during their year of service.

The Awards Committee is responsible for reviewing all ballots and making the final decision on the award winners. The Awards Committee will establish the criteria for final selection of award winners. The committee may choose to do it by number of votes, by quality of reasons for nomination, or a combination of both, depending on the number and type of nominations received each year.

The Awards Committee reserves the right not to select any winners during an award period.

811 Continuation of Insurance Coverage

Workers Compensation Leave

When an employee is receiving workers' compensation benefits for a work-related injury or occupational disease, the City will continue the employee's group medical insurance coverage in accordance with this policy, applicable collective bargaining agreements, and benefit plan requirements, provided the employee remains otherwise eligible.

Employees remain responsible for their normal employee premium contributions, unless otherwise required by law or collective bargaining agreement. Failure to make required contributions may result in loss of coverage. Continuation of medical insurance coverage does not replace or duplicate workers' compensation benefits.

COBRA Rights

Upon an employee's separation from City employment, an unpaid leave of absence, or other qualifying event, at the employee's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee and/or their dependents should they elect to exercise their COBRA continuation rights.

812 Unemployment Compensation

City employees may qualify for Washington State Unemployment Compensation after separation from City employment depending on the reason for separation and if certain qualifications are met.

813 Benefits for Temporary Employees

In accordance with the Washington State Paid Sick Leave law, temporary employees earn one hour of paid sick leave for every 40 hours worked. Beginning on the 90th calendar day after the commencement of employment, accrued paid sick leave will be available for use. Temporary employees usually are not eligible to receive other benefits, unless

otherwise authorized by the City Administrator and/or benefit providers, including holidays and insurance with the exception of any position that is required to enroll in the Public Employees Retirement System, per state law.

814 Training and Development

The City recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages staff to pursue applicable training opportunities. Training decisions will be based upon availability, need, time away from work and funding. Whether training time is paid or unpaid depends on the nature of the training and will be determined in accordance with state law.

815 Tuition Reimbursement

Eligibility

Regular, full-time employees who have completed six months of continuous employment are eligible to apply for the tuition reimbursement program.

Covered Expenses

Tuition costs, examination fees and required laboratory fees at an accredited institution may be covered. The annual dollar limit on reimbursable tuition expenses is \$2,000, or as mutually agreed upon. Books, travel, parking, lodging and extraneous fees are not reimbursable expenses. There are no advance payments. Reimbursements are made after a course is completed. Employees who quit a course, quit employment, or are terminated, with or without cause, are not eligible.

Grade Requirements

The eligible expenses that the City will reimburse to eligible employees for courses are based on the employee's final grade received for the course, as follows:

Grade-Amount refundable (up to allowable maximum):

1. Undergraduate coursework C or better: 100%
2. Graduate coursework B or better: 100%
3. Pass/Fail: 100% if "Pass" but only if regular letter grade system is unavailable.
4. No reimbursement for grades less than C.

Approval

To be eligible for tuition reimbursement, employees must obtain written approval in advance from their Department Head and the City

Administrator. Approval of any course for reimbursement is at the discretion of the City and contingent on the availability of funds, evaluation of the benefit to the City, and other relevant considerations.

816 Waiver of Medical Insurance Benefits

This program allows all eligible employees to remove themselves, spouse and/or dependent children from City provided medical insurance if they have alternative medical insurance.

Incentive Amount:

- The insurance premium (that would have been paid on the employee's behalf for the employee or eligible dependents) will be split with the employee.
 - o The City benefits from a 50% cost savings. The employee receives the other 50% cost savings. This incentive is included in the employee's paycheck. The incentive becomes taxable wages.
 - o The incentive is capped at employee, one spouse and two children.

900 LEAVES AND HOLIDAYS

901 Paid Time Off (PTO) – Non-Represented Employees Only

Purpose

The City of Stanwood recognizes that employees have diverse needs for time off from work and, as such, the City of Stanwood has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick and other forms of leave (i.e., Bereavement). Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

For non-exempt employees entitled to Washington Paid Sick Leave (WPSL), the City's PTO benefit provides a more generous accrual than what the WPSL law requires, and this PTO benefit will be administered in compliance with the WPSL law.

Eligibility

PTO is accrued upon hire or transfer into a benefits-eligible position, currently non-represented positions. Eligible employees must be scheduled to work at least 20 hours per week on a regular basis. Employees working less than 20 hours per week on a regular basis, on-call and temporary employees are not eligible to accrue PTO.

Procedures

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2,080 hours per year. Employees working less than 40 hours per week and at least 20 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

Years of Service	PTO Credit (based on full-time hours)		Credit hours per Regular Hours Worked*
	Days	Hours	
0-4	22	178	0.08558
5-9	29	234	0.11250
10-13	32	258	0.12403
14-19	34	274	0.13173
20+	37	298	0.14327

* Hourly accruals shall be used only in determining pro-rata PTO credit.

** Annual PTO accruals are based on an employee having 2,080 paid hours per year (40 hours per week).

*** No PTO hours will accrue beyond the maximum accruals listed.

Maximum Allowed Balances

Non-Represented Employees - The maximum accrual for PTO is 760 hours. Once an employee's balance reaches 760 hours, all PTO accruals will stop. When the employee uses some PTO and brings the balance below 760 hours, the accruals will resume. This means, in pay periods where the maximum accrual of 760 hours is reached, only full accrual amounts will be granted, so if a full accrual amount will bring the balance over 760, there will be no PTO credited for that pay period. Employees are expected to manage their PTO balances and plan the use of PTO during non-peak operational times.

Use and Scheduling of PTO

Employees are generally required to use available PTO when taking time off from work; failure to use PTO to cover an absence may result in an unexcused absence subject to discipline. PTO may be taken in increments of as low as one hour for non-exempt staff.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. Unless absences are covered by Washington Paid Sick Leave or other protected leave, an employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.

When PTO is used, an employee is required to use PTO hours according to their regularly scheduled workday. For example, if an employee works a six-hour day, they would request six hours of PTO when taking that day off. PTO is paid at the employee's regular rate. PTO is not part of any overtime calculation.

~~An employee may run a negative PTO balance during the year, to the extent that the PTO balance is not less than zero (0) on the 31st of December. Employees who terminate their employment for any reason and have a negative PTO bank shall have such amount deducted from their final paycheck.~~

Exempt employees may not use their paid leave (PTO) in excess of the amount accrued and available in their leave bank. Leave requests that would result in a negative leave balance shall not be approved.

An employee may elect to cash out PTO hours of one week (40 hours) annually, with their June 8 or December 8 paycheck. In order to be eligible to cash out PTO, an employee must have a minimum of two-hundred forty (240) hours in their PTO bank after the cash out. Part-time employees shall be eligible for PTO cash out on a pro rata basis. PTO bank requirements shall be on the same pro rata basis.

Payment upon Termination

An employee will be paid up to 320 hours for PTO hours accumulated, but not used, upon resignation or separation. Upon completion of ten (10) years of service or retirement, an employee will be paid up to 550 hours for PTO hours accumulated but not used. All PTO in excess of the hours listed above must be taken prior to separation or forfeited. All PTO must be taken prior to taking any time off without pay (except on approved voluntary unpaid furloughs).

PTO Accrual Conversion Election — Non-Represented Employees

Eligibility and Request Process

Non-represented employees who are eligible and have submitted written notice to Human Resources of their intention to retire within five years may request to waive accrual of a portion of their future Paid Time Off (PTO) in exchange for additional taxable compensation.

Election Submission and Approval

Employees are generally expected to submit their elections in October for the upcoming calendar year, unless an exception is approved by the City Administrator. Mid-year elections may be permitted but will only apply to future PTO accruals. Once approved, the election remains in effect until one of the following occurs: the employee separates from employment, submits written notice to discontinue or modify the election, reaches the maximum election period allowed (5 years), or the City discontinues the election as outlined in this section. The employee must identify the amount of PTO accrual to be waived at the time of election. Once approved, the elected waiver amount will remain in effect unless the employee submits a written request to modify or discontinue the election and the modification is approved by the City Administrator. Any approved modification will apply to future PTO accruals only, and will not apply retroactively.

Election Period and Retirement Date

Participation in the PTO Accrual Conversion Election is limited to a maximum of five years during an employee's tenure with the City. Any changes, delays, or extensions to the anticipated retirement date will not extend the maximum election period or provide eligibility for additional conversion payments beyond the approved period.

Minimum PTO Balance Requirement

To participate, the employee must maintain a minimum PTO balance of 240 hours. Employees participating in this election are expected to use at least four weeks of PTO or executive leave annually for vacation/restoration time away from work.

Calculation and Payment of Waived PTO

The value of waived PTO accruals is calculated by multiplying the number of PTO hours waived by the employee's regular base hourly rate. Payment will be made as an hourly payroll adjustment, the annual value of the waived PTO is divided by 2,080 hours and paid as additional taxable wages over the approved election period.

City Authority to Modify or Discontinue Election

The City reserves the right to deny, modify, suspend, or discontinue an election if the employee's PTO balance falls below the required minimum, the employee changes employment status, changes or withdraws their anticipated retirement date, reaches the maximum election period, separates from employment, or if continuation of the election results in operational, payroll, legal, or compliance concerns.

902 Executive Leave

All City Directors and Assistant Directors will be granted up to ten (10) days of executive leave each calendar year. Other exempt employees who work substantially in excess of the general work schedule on an ongoing and regular basis (as determined by their supervisor), with the approval of the City Administrator, may also receive up to ten (10) days of executive leave. To determine eligibility, a written request form shall be completed by the supervisor on behalf of the employee and submitted to the City Administrator.

Executive leave may be used for any reason. The Department Head must schedule and receive approval for the use of executive leave from the City Administrator. Executive leave must be used in the calendar year granted and shall not be carried into the next calendar year, nor cashed out at any time. Executive leave must be taken in full-day increments. The number of days of executive leave that an employee will earn shall be approved by the City Administrator. The City reserves the right to reduce, eliminate, or increase executive leave at any time.

903 Leave without Pay

Leave without pay may be granted for absence from work not covered by any other type of leave or if other leave balances are exhausted.

The following requirements apply:

1. Leave without pay may be granted to an employee for a period of up to three calendar months, upon the approval of the City Administrator. Leave without pay requests may be denied for any reason at the sole discretion of the City with exception to requirements provided by state or federal law.
2. Accrued compensatory time, vacation leave, Paid Family Medical Leave or paid time off (PTO) must be exhausted prior to taking any leave without pay. Sick leave must be exhausted if the leave is for reasons to which sick leave is applicable. Time spent utilizing accrued paid leave or compensatory time is included in the three-month maximum leave.
3. An employee's benefits are suspended during the period of leave without pay until the employee returns to work. In certain circumstances, self-payment of medical benefits may apply.
4. Vacation, paid time off (PTO), sick leave and/or any other leaves do not accrue while an employee is on leave without pay
5. An employee who fails to report promptly at the end of the leave without pay is presumed to have voluntarily resigned. An employee returning from leave without pay may, at the City's

option, return to the same position or similar position at a comparable rate of pay.

6. If the leave without pay is due to illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position, with or without reasonable accommodation.
7. Parental Leave: In appropriate circumstances either parent may take leave without pay for parental leave related to birth or adoption of a child. Monetary benefits may be available during parental leave through the State of Washington. Parental leave must be taken within one year from the time of childbirth or adoption.

904 Maternity Disability Leave

Under Washington State law (WAC 162-30-020), pregnant employees are entitled to leave without pay for the period that they are physically disabled due to pregnancy and/or childbirth. Monetary benefits may be available during parental leave through the State of Washington. The leave period of temporary disability will typically last no more than eight (8) weeks if the pregnancy and childbirth are without complications. If complications exist, such as required bed rest before childbirth, the leave period may be extended.

The City may require a doctor's note or other documentation to substantiate the need for leave.

The employee must exhaust all accrued sick leave, paid time off, vacation leave, or compensatory time, unless receiving PFML benefits from the State. Only after all leave has been exhausted is the employee entitled to leave without pay.

The City will not pay the premiums on the employee's health care benefits during any leave without pay. The employee may, however, continue such benefits during leave without pay by paying COBRA premiums.

Upon returning from approved leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

905 Washington Paid Family and Medical Leave

The City of Stanwood participates in Washington State's Paid Family and Medical Leave (PFML) program administered by the Employment Security Department (ESD) under RCW 50A.05–50A.60. PFML provides partial wage replacement for eligible employees who must take leave for certain family or medical reasons, including the birth, adoption, or placement of a

child; the employee's own serious health condition; the care of a family member with a serious health condition; or certain military-related events as defined by state law.

Employer Size and Premium Contributions

As of the adoption of this policy, the City employs thirty-eight (38) employees and is classified as a small employer under RCW 50A.10.030. Accordingly:

- The City is not required to pay the employer portion of PFML premiums.
- The City will withhold and remit the employee portion of PFML premiums as required by the Employment Security Department.
- The City may voluntarily pay the employer share or apply for reimbursement grants as permitted by state law.

Job Protection and Benefit Continuation

Under House Bill 1213 (2025 amendments), PFML job-protection and benefit-continuation obligations are phased in by employer size as follows:

- Employers with 25 or more employees — January 1, 2026
- Employers with 15 or more employees — January 1, 2027
- Employers with 8 or more employees — January 1, 2028

Because the City employs 38 employees, it meets the 25-employee threshold beginning January 1, 2026. Therefore, the City will be required to restore employees returning from approved PFML leave to the same or an equivalent position and continue health-insurance benefits during PFML-covered absences consistent with RCW 50A.35.010.

Employee Eligibility

Beginning January 1, 2026, employees are eligible for PFML benefits after 180 calendar days of employment. The previous 1,250-hour work requirement has been eliminated. Employees must apply directly to the Employment Security Department for PFML benefits. ESD will determine eligibility, benefit amount, and duration.

Minimum Claim Duration and Coordination with Other Leave

Effective January 1, 2026, the minimum PFML claim duration is reduced from eight (8) hours to four (4) hours.

Continuation of Benefits

For the duration of approved PFML, the City will continue the employee's health-insurance coverage under the same terms as if the employee had continued to work. Employees are responsible for their regular share of premiums during PFML leave. Benefit continuation ends when the employee's PFML entitlement expires, or employment terminates.

Notice and Documentation

Employees must provide the City reasonable advance notice of their intent to apply for PFML and coordinate leave dates with their supervisor and Human Resources. The City will provide employees with required PFML informational notices and maintain current state-mandated posters at all worksites.

Non-Retaliation

The City strictly prohibits retaliation against any employee for requesting, applying for, or using PFML benefits or for exercising rights protected under RCW 50A.05–50A.60.

906 Family Care Act

Employees may use their choice of any available accrued leave in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent as described below.

An employee may use available accrued leave to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical, or immunization services.)

An employee may use available accrued leave when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition” which are conditions:

- Requiring an overnight stay in a hospital or other medical care facility;
- Resulting in any period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Where the need for family care leave is unexpected, the City understands advance approval of the use of leave (as is required for certain kinds of accrued leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The City reserves the right to require verification or documentation confirming a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.

907 Jury Duty

The City provides all employees with leave for jury duty service. Regular full-time and regular part-time employees receive paid jury duty leave of up to ten (10) business days each time they are called for jury service. In general, if jury duty extends beyond ten business days in any one instance the additional leave will be unpaid. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

Exempt salaried employees who are asked to serve longer than two weeks should contact the City Administrator or designee to discuss whether future paid leave will be provided. Payments provided by the courts during period of paid jury duty leave must be turned over to the City, excluding expense reimbursements, such as mileage. The employee must provide the City with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, the employee is required to provide the City with proof of jury service.

908 Witness Duty

All employees summoned to testify in court are allowed time off for the period they serve as a witness. In general, witness duty leave is unpaid unless the employee is a witness in a case involving the City.

909 Administrative Leave

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time, to be used in the best interest of the City as determined by the City Administrator.

910 Military Leave

The City provides all employees leave while performing military service in accordance with federal and state law. Eligible employees receive paid military leave of up to twenty-one (21) business days per year for military service. In general, if military service extends beyond twenty-one (21) business days, the additional leave will be unpaid unless an employee elects to use available accrued leave. Military service may include active military duty and Reserve or National Guard training. An employee should provide the City with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

911 Military Leave for Spouses

During a period of military conflict, military spouses are entitled up to total of fifteen (15) days of unpaid leave per deployment. The leave can be taken:

- (a) When the soldier/spouse is on leave from their deployment; or
- (b) After the soldier/spouse learns of the deployment, but before they commence active duty.

Military spouse leave is unpaid, although an employee may elect to use accrued vacation leave, paid time off, floating holiday, or comp time. Only after all leave has been exhausted is the employee entitled to leave without pay.

The employee is responsible for payment of all health premiums during any leave without pay. The employee may, however, continue such benefits during leave without pay by paying COBRA premiums.

Employees must give notice of intention to take leave to their Department Head or designee, or the City Administrator, within five (5) days of the soldier/spouse receiving official notice of the order to active duty, or official notice of receiving leave from active duty.

Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

912 Leave for Domestic Violence, Sexual Assault, or Stalking

Washington law requires reasonable leaves without pay from work (either in a continuous block of time or intermittently), or continued employment on a reduced work schedule, when the reason for the leave is one or more of the following:

1. An employee seeks assistance from a lawyer or law enforcement to prepare for or participate in a civil or criminal proceeding related to incidents domestic violence, sexual assault, or stalking that involved either the employee or a family member of the employee.
2. An employee seeks or attends treatment for physical or mental injuries of the employee or a family member caused by domestic violence, sexual assault, or stalking.
3. An employee obtains services from a domestic violence shelter, rape crisis center, or similar facility for the employee or a family member.

4. An employee obtains mental health counseling for domestic violence, sexual assault, or stalking for the employee or family member of the employee who has been a victim.
5. An employee participates in safety planning or relocation for the employee or a family member.
6. An employee who is the victim of a hate crime may take reasonable leave to seek legal, medical, counseling, or relocation assistance for themselves or qualifying family members. Such leave may be paid or unpaid.

The following documentation may be requested by the City in support of a leave request:

1. police report,
2. court order of protection,
3. documents supporting a court appearance,
4. statement from a domestic violence advocate, attorney, clergy member, or medical "or other professional," or
5. an employee's written statement.

The City will maintain the employee's health benefits while the employee is on leave for the purpose of this policy.

Employees may use accrued vacation leave, paid time off, comp time, or floating holiday before taking leave without pay. Sick leave may also be used if it applies.

If possible, employees are required to give advance notice. If the situation does not allow for advance notice, the employee must notify their Department Head or the City Administrator no later than the end of the first day that the employee takes leave.

For the purpose of this policy, family members include children, spouses, parents, parents-in-law, grandparents, or anyone with whom the employee has a dating relationship. The City may require proof of a family relationship, such as a birth certificate, a court document, a statement of the employee, or other similar documentation.

The City will maintain the confidentiality of all documents associated with leave requested or taken. These documents can be disclosed only with the consent of the employee, by order of court or administrative agency, or otherwise required by federal or state law.

Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

913 Immigration Proceedings – Use of Sick Leave/PTO

Employees may use accrued paid sick leave or PTO to prepare for or attend judicial or administrative immigration proceedings involving themselves or a family member. Verification may be satisfied through documentation from an appropriate authority or by a written statement from the employee. All other sick-leave provisions, including accrual and carryover, apply in accordance with City policy or applicable bargaining unit agreement. RCW 49.46.210.

914 Inclement Weather

Purpose

The citizens of Stanwood expect the City to offer continued public service and emergency services during periods of inclement weather. This policy covers conditions that limit transportation or mobility such as snowstorms, ice storms, windstorms, earthquakes, floods or any other event as defined by the City which may cause unsafe driving conditions for both public and private transportation.

Attendance

Because of the public safety nature of those positions in the Police and Public Works Departments, employees in those departments should assume City business will proceed as normal even when the City offices are closed and other employees are not required to come to work. However, if employees within these departments decide that weather conditions prohibit them from coming to work safely, they may contact their Department Head or designee, or the City Administrator, and request leave per the provisions of this policy.

Compensation

1. During a significant weather event, the City may close administrative offices to the public for the safety of its employees upon approval of the Mayor and/or the City Administrator.
2. Closure of City offices does not constitute a City paid non-workday; it is expected that employees work from home or take vacation leave or paid time off. If an Employee chooses not to report to work or utilize the work from home option during inclement weather conditions, then accrued leave must be used, or the time may be taken unpaid. Employees on pre-approved paid leave or sick leave shall have time off charged to the applicable leave allotment.
3. Department heads may permit employees to make up short periods of absence due to inclement weather within the pay period the

absence occurs, provided such activity does not conflict with City policy or labor agreements, and that such adjusted work time does not result in additional overtime payments.

Notification

On days when poor weather conditions exist, the Mayor or the City Administrator may place the City under the inclement weather policy, close City offices, or limit hours City offices are open for business. To be notified about these decisions, administrative employees may contact their supervisors at 6:00 a.m. directly or refer to the City's official webpage. If no notices have been posted, employees shall assume that City business will proceed under normal policies and procedures.

915 Pandemic or Public Health Emergency Response

It is the policy of the City of Stanwood to take all appropriate measures needed to address a pandemic and protect public health. Protecting the community and City staff is a top priority and this policy establishes some of the actions that may be taken, and the authority, granted to address a pandemic.

Procedures: The following procedures are established to minimize disease exposure and maintain continuity of City operations if a pandemic becomes a threat to the health or safety of City employees, their families, and the community at large.

1. *Declaration of Pandemic and/or Public Health Emergency:* Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, Washington State Governor, and/or Snohomish County Health Department may declare that a pandemic, outbreak, or public health emergency exists. Such declarations may contain instructions or recommendations to both private and public sector entities. The City will follow all mandatory instructions and will implement recommendations to the extent it determines these to be applicable and/or feasible or practicable under the circumstances.
2. *Procedures to help minimize the spread of germs:* Employees are urged to practice standard Non-Pharmaceutical Interventions ("NPI's"), including covering coughs by coughing into a tissue or, if a tissue is not available, into their elbows, regular hand washing, regular use of alcohol hand sanitizer, and avoiding touching eyes, nose, or mouth. Hands and work surfaces should be disinfected frequently. Employees are also urged to utilize social distancing such as maintaining six feet from others when practical to do so.

3. *Proclamation of Emergency/Disaster Due to Pandemic:* Upon the City's proclamation of emergency/disaster due to pandemic, the following shall apply:
- i. Employees who have a communicable illness or are experiencing flu-like symptoms (as then-defined by the applicable health authorities), are prohibited from coming to work and are encouraged to consult their physician.
 - ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home and encouraged to consult their physician. Unless otherwise provided by law, the employee shall be required to utilize accrued leave, pursuant to these policies, or applicable collective bargaining agreement, if they are sent home due to symptoms of an illness.
 - iii. If the illness of an employee or member of an employee's household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, etc.) for at least 24 hours (or any longer applicable incubation period determined by the appropriate health authority) or are deemed no longer infectious by a medical professional.
 - iv. Except as otherwise prohibited by law, employees are required to first utilize their accrued sick leave and then any other accrued paid time off (vacation, paid time off, compensatory time, or floating holidays) while recovering from or caring for a spouse or dependent recovering from illness.
 - v. If the school or place of care of an employee's child is closed due to pandemic, the employee may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave), to care for the child.
 - vi. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, employees may use accrued sick leave (or other accrued paid time off, to the extent the employee does not have sufficient sick leave) for the period of quarantine.
 - vii. At the discretion of the Mayor or City Administrator, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:

- a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include greater use of e-mail, phone, and teleconferences, including telecommuting (see policy), as opposed to in-person meetings and contact.
- b. *Reduced Reception and Front Counter Service:* The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
- c. *Partial Work from Home Schedules:* Some staff may be permitted or assigned to work from home.
- d. *Full or partial City Hall Closure:* City Hall may be partially or fully closed. During closure, staff who can reasonably work from home, whether in full or partial shifts, will be allowed to do so, and City managers and supervisors will coordinate this directly with the subject employees (See Telecommuting Policy).

916 Volunteer Emergency Services Personnel Leave

In accordance with RCW 49.12.460, an employee who is a volunteer firefighter, reserve peace officer, or member of the Civil Air Patrol will not be subject to discipline or termination when an emergency call, fire alarm, or emergency service operation prevents them from showing up to work on time.

In the case of a volunteer firefighter working at, or returning from, a fire alarm or emergency call that causes the employee to be late or miss work, the on-scene commander must order the firefighter to remain at the scene. Training and other non-emergency activities do not qualify. Volunteer firefighters cannot be paid and must be away from their regular job when the fire alarm or emergency call comes in to qualify for this leave.

A reserve peace officer, as defined in RCW 41.24.010, must be called to an emergency to be late or miss work. A member of the Civil Air Patrol must be involved in an emergency service operation, as defined in RCW 49.12.460, to be late or miss work.

Notice Requirements

An employee shall make every reasonable attempt to give his or her department head advance notice of the need to take leave.

Type of Leave

An employee who is absent from work pursuant to this policy may elect to use his or her accrued vacation leave, paid time off, floating holiday, compensatory time or unpaid leave time.

Verification

The department head may require the request for leave be supported by verification from the agency at which the employee volunteers.

917 Holidays

The following eleven (11) days are recognized as paid holidays for regular full-time and part-time employees:

<u>Holiday</u>	<u>Day Observed</u>
New Year's Day	January 1 st
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Day Immediately following Thanksgiving
Christmas Day	December 25 th

Except for those employees normally scheduled to work on a weekend day, City-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday.

Regular part-time employees receive holiday pay on a pro-rated basis. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.

Work on Holidays

If a non-exempt employee is required to work a holiday, they will be paid for the holiday plus one and one-half times his/her regular rate of pay (two and one-half total) for all hours worked on the holiday. Such time must be pre-authorized by the Department Head or designee, or the City Administrator.

918 Unpaid Holidays for Reasons of Faith or Conscience

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their

Department Head's approval or the approval of the City Administrator, take the day off using vacation leave, paid time off, or compensatory time.

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of two (2) weeks prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. A day is defined as a 24-hour period.