

**Subject: Ordinance No. 1557  
 Update of City’s Personnel  
 Policy Manual**

**Dept. Origin: Clerk’s Office**  
**Prepared by: Jennifer Robertson,  
 City Attorney’s Office**  
**For Agenda of: March 1, 2022**  
**Exhibits: Ordinance #1557**

**Proposed Council Action:**

This matter is on for First Reading. Unless Directed otherwise, this matter will return to Council on March 15<sup>th</sup> for Second Reading and Adoption.

Initial & Date

**Concurred by Mayor:** \_\_\_\_\_  
**Approved by City Planner:** \_\_\_\_\_  
**Approved as to form by City Atty:** 2/25/22/JSR  
**Approved by Finance Director:** \_\_\_\_\_  
**Approved by Department Head:** \_\_\_\_\_

**INFORMATION / BACKGROUND**

The last significant revision of the City’s Personnel Policies occurred in December 2007. Since then, there have been significant developments in personnel laws that have warranted a new review and update. The City contracted with an attorney whose practice is focused on personnel issues. She reviewed and revised the personnel manual consistent with best practices and current legal standards.

The updates to the policies since 2007 include the following significant features:

- The Whistleblower Policy has been expanded consistent with the Local Government Whistleblower Protection Act, Chap. 42.41 RCW.
- The Leave policies have been substantially revised to incorporate Washington’s new Mandatory Paid Sick Leave and Paid Family and Medical Leave provisions; and to expand upon provisions related to Military Leave and Domestic Violence Leave;
- The EEOC, anti-discrimination, and reasonable accommodation policies have been modified to better explain the rights available to employees and applicants and the processes in place for insuring such rights are protected;
- New polices have been added related to: Social Media Usage; Animals in the Workplace; and Drug-Free Workplace;
- There have also been several relatively minor changes to conform to current style standards and changes in wage and hour laws.

The personnel attorney, Beth McIntyre, recommends the City adopt the updated manual. This is being done by ordinance as the prior manual was adopted by ordinance and thus any revisions or repeal must likewise be done by ordinance.

**FISCAL CONSIDERATION**

None.

**RECOMMENDATION / MOTION**

This matter is on for First Reading. Unless directed otherwise, this matter will return to Council on March 15<sup>th</sup> for Second Reading and Adoption.

**ORDINANCE NO. 1557**

**AN ORDINANCE OF THE CITY OF RUSTON,  
WASHINGTON, ADOPTING A NEW RUSTON  
PERSONNEL POLICY MANUAL, REPEALING THE  
PREVIOUSLY ADOPTED PERSONNEL POLICY  
MANUAL, PROVIDING FOR SEVERABILITY, AND  
ESTABLISHING AN EFFECTIVE DATE.**

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WHEREAS, the City of Ruston maintains a personnel manual for its employees which is amended from time to time; and

WHEREAS, the most recently adopted manual was adopted via Ordinance No. 1119 on December 16, 2002; and

WHEREAS, this prior personnel manual was last amended by Resolution No. 453 on August 17, 2009; and

WHEREAS, the personnel manual is in need of updating; and

WHEREAS, the City has worked with an attorney specializing in personnel law to prepare a new City of Ruston Personnel Policy Manual, including making it consistent with both the current law and the current practices in Ruston; and

WHEREAS, the City Council finds it in the public interest to adopt this new manual and repeal the previously adopted manual; and

WHEREAS, on March 1, 2022, the City Council held the first reading on this Ordinance; and

WHEREAS, on March 15, 2022, the City Council adopted this Ordinance during its regular meeting at second reading; **NOW, THEREFORE,**

**THE CITY COUNCIL OF THE CITY OF RUSTON, WASHINGTON, DOES  
HEREBY ORDAIN AS FOLLOWS:**

**Section 1. Adoption of New Personnel Policy Manual.** The new Ruston Personnel Policy Manual which is attached hereto as Exhibit “1” is hereby adopted as the Personnel Policy Manual for the City of Ruston. This Personnel Policy Manual at Exhibit “1” is incorporated herein by reference as if set forth in full.

**Section 2. Repeal of Prior Personnel Policies.** All other personnel policy manuals previously adopted by the City, whether by Ordinance or Resolution, are hereby repealed.

**Section 3. No codification.** This Ordinance, being only focused solely on the internal operations of the City, will not be codified.

**Section 4. Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 5. Corrections.** Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

**Section 6. Publication.** This Ordinance shall be published by an approved summary consisting of the title.

**Section 7. Effective Date.** This Ordinance shall be effective five days after publication as provided by law.

ADOPTED by the City Council of the City of Ruston and attested by the City Clerk in authentication of such passage on this 15th day of March, 2022.

APPROVED by the Mayor this 15th day of March, 2022.

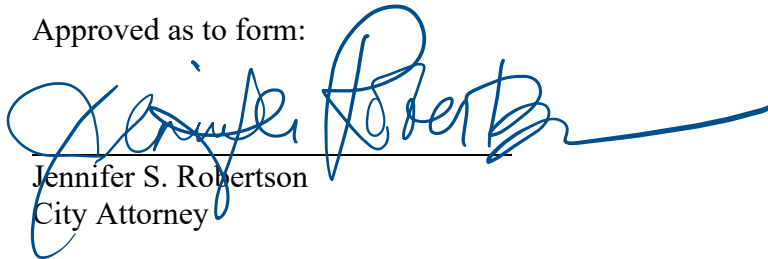
APPROVED:

\_\_\_\_\_  
Bruce Hopkins, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Judy Grams, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Jennifer S. Robertson  
City Attorney

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

ORDINANCE NO: 1557

**Exhibit “1” to Ordinance No. 1557**

**PERSONNEL POLICIES**

**CITY OF RUSTON**