

Subject: Ordinance No. 1572 -- Repeal Of Chapter 1.12 RMC regarding Update of City's Personnel Policy Manual

Dept. Origin: Clerk's Office
Prepared by: Jennifer Robertson, City Attorney's Office
For Agenda of: September 19, 2023
Exhibits: Ordinance #1572

Proposed Council Action:

This matter is on for First Reading. Unless Directed otherwise, this matter will return to Council for Second Reading and Action on October 3, 2023.

	Initial & Date
Concurred by Mayor:	_____
Approved by City Planner:	_____
Approved as to form by City Atty:	<u>JSR/9-13-23</u>
Approved by Finance Director:	_____
Approved by Department Head:	_____

INFORMATION / BACKGROUND

The City has expressed an interest in recognizing Juneteenth as a holiday for City employees. As proposed, this will replace the Columbus Day holiday. In order to implement this change, an update to the City's personnel policy manual is required.

The most recent update was on March 15, 2022. At that time, the City adopted a new personnel policy manual by adoption of Ordinance No. 1557. Section 3 of Ordinance No. 1557 specified that it was not to be codified as it was for internal use only. Unfortunately, the code reviser codified Ordinance No. 1557 notwithstanding Section 3 of the Ordinance. Therefore, in order to update the manual, repeal of Ordinance No. 1557 and Chapter 1.12 of the Ruston Municipal Code is recommended. In addition, in order to avoid issues in the future, the personnel policy manual will be adopted by City Council Resolution going forward.

This Ordinance is on for First Reading. The resolution adopting the updated personnel policy manual will come forward on October 3, 2023 when Ordinance No. 1572 is on for Second Reading and Action.

FISCAL CONSIDERATION

None.

RECOMMENDATION / MOTION

This matter is on for First Reading. Unless directed otherwise, this matter will return to Council for Second Reading and Action on October 3, 2023. At that time, the Resolution updating the personnel policy manual will also be on the Council Agenda.

ORDINANCE NO. 1572

AN ORDINANCE OF THE CITY OF RUSTON, WASHINGTON, RELATING TO ADOPTION OF THE CITY'S PERSONNEL MANUAL, REPEALING CHAPTER 1.12 OF THE RUSTON MUNICIPAL CODE, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

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

WHEREAS, on March 15, 2022 the City adopted a new personnel policy manual by adoption of Ordinance No. 1557; and

WHEREAS, Section 3 of Ordinance No. 1557 specified that it was not to be codified; and

WHEREAS, the code reviser codified Ordinance No. 1557 notwithstanding Section 3 of the same; and

WHEREAS, the City desires to update the personnel policy manual to provide a holiday on Juneteenth to City employees and thus it is timely to repeal Ordinance No. 1557 and Chapter 1.12 of the Ruston Municipal Code; and

WHEREAS, in order to avoid issues in the future, the personnel policy manual will be adopted by City Council Resolution going forward; and

WHEREAS, on September 19, 2023, the City Council held the first reading on this Ordinance; and

WHEREAS, on October 3, 2023, 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. Repeal of Ordinance No. 1557 and Chapter 1.12 RMC. Ordinance No. 1557 and Chapter 1.12 of the Ruston Municipal Code are hereby repealed.

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. 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 4. 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 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 6. 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 3rd day of October, 2023.

APPROVED by the Mayor this 3rd day of October, 2023.

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: 1572

Exhibit “1” to Ordinance No. 1557

PERSONNEL POLICIES

CITY OF RUSTON