

RESOLUTION NO. 49

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING RESOLUTION NO. 33
ESTABLISHING PERSONNEL POLICIES & PROCEDURES,
AMENDING SECTION 4.01 WORKING HOURS.**

WHEREAS, the City of University Place adopted Resolution No. 33 on July 24, 1995 establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and

WHEREAS, the City Council wishes to amend these Personnel Policies and Procedures as guidelines for City employees;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

Section 1. Working Hours. Section 5.03, entitled "Working Hours," of the Personnel Policies and Procedures, is amended as shown on Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON AUGUST 28, 1995.


Stanley L. K. Flemming, Mayor

Attest:


Susan Matthew, Interim City Clerk

ATTACHMENT 'A' TO RESOLUTION NO. 49

HOURS AND ATTENDANCE

4.01 WORKING HOURS

The City's standard workweek is Sunday 12:01 a.m. through Saturday midnight. The scheduled work week for most full-time employees is Monday through Friday from 8:00 am to 5:00 pm, normally with a one hour (but not less than one-half hour) unpaid lunch period and two fifteen (15) minute paid rest periods. A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established upon recommendation of the department head to the City Manager.

Each employee's supervisor will advise employees of their scheduled work hours.