

RESOLUTION NO. 197

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING RESOLUTION NO. 161 ESTABLISHING
PERSONNEL POLICIES & PROCEDURES, AMENDING TWO
SECTIONS OF THE PERSONNEL POLICIES & PROCEDURES**

WHEREAS, the City of University Place adopted Resolution No. 161 on December 15, 1997 repealing Resolution No. 33 and 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. Personnel Policies Amended. The Personnel Policies and Procedures are amended as shown in 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 NOVEMBER 16, 1998.


Debbie Klosowski, Mayor

Attest:


Susan Matthew, City Clerk

Exhibit A
Resolution No. 197

voluntarily or involuntarily terminate employment prior to the successful conclusion of the working test period will not be paid for accrued vacation leave.

Vacation credit does not accrue during leave without pay or on overtime hours.

Merit Vacation Days: The City Manager may, on recommendation from the department head, grant up to ~~three~~ five vacation days per year, based on the employee's performance.

7.02 ADMINISTRATIVE LEAVE

The City Manager, at his/her discretion, may grant additional paid leave to FLSA exempt employee(s) when, in his/her judgment, the employee(s) have expended exceptional effort during periods of seasonal or otherwise extraordinary workload.

7.03 SICK LEAVE

Regular full time and regular part time employees are eligible to accrue sick leave on the first day of the first full month of employment. Full time employees shall accrue sick leave at the rate of four (4) hours per pay period; part time employees shall accrue on a pro-rata basis. Sick leave is available for use following its accrual. Sick leave is credited following completion of each pay period.

Vacation Incentive: As an incentive, employees who use 40 hours or less of sick leave in a calendar year (beginning January 1) will be awarded one (1) additional day of vacation.

Temporary employees do not accrue sick leave. Employees do not accrue sick leave benefits during a leave without pay.

Reasons for Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

- (1) Physical injury or illness of the employee;
- (2) The need to care for immediate family members who are ill or recovering from a temporary disability or child birth;
- (3) Medical or dental appointments for the employee or dependent child. Employees should try their best to schedule such appointments at times that least interfere with the work day;

- (4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (5) Use of prescription or non-prescription medication which impairs job performance or safety;
- (6) Periods of temporary disability directly associated with pregnancy or childbirth;
- (7) Additional leave beyond bereavement leave for a death in the immediate family, if authorized by the City Manager.

Doctor's Documentation: A doctor's certificate may be required when an employee is absent for a period of three (3) or more consecutive days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens by the City. Reasonable accommodation shall include consideration by the city of retraining or reassignment.

The City may require a doctor's certificate that the employee is able to perform the duties of his/her job and released to return to work.

Minimum Sick Leave Use: Sick leave may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) employees. Exempt employees (not covered by FLSA) are required to use sick leave at a minimum rate of one (1) day.

When Sick Leave is Exhausted: Employees who use all their accumulated sick leave and require more time off due to illness or injury may, with their department head's prior approval, use vacation, compensatory time, floating holiday or take leave without pay.

Payment for Sick Leave upon Termination: Employees who have worked for the City for two (2) or more years and terminate employment in good standing are eligible to be paid for twenty-five percent (25%) of accrued and unused sick leave to a maximum of 120 days at termination. Included in termination for these purposes are voluntary resignation, retirement, layoff or death.

7.04 FAMILY AND MEDICAL LEAVE

Recognizing the importance of family and out of concern for the well being of its employees, the City of University Place's leave program enables employees to use time off to take care of family matters. This family leave policy shall apply to regular

employees who have been employed by the City at least 12 months and have worked at least 1,250 hours in the preceding 12 months and shall be administered in accordance with the Federal and State Family and Medical Leave Acts. All approved time away from work in excess of three (3) consecutive work days constitutes a leave of absence for calculation of family and medical leave benefits. This applies to sick leave and other leaves but does not apply to vacation leave.

No benefits such as vacation or sick leave are earned when the employee is on unpaid leave. Dependent on the type of leave taken, group health insurance coverage may terminate at the end of the month in which an unpaid leave of absence begins. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment. The employee may be required to repay to the City contributions to benefits paid on behalf of the employee by the City.

A qualifying regular employee may request leave for up to twelve (12) weeks for the following reasons:

- (1) A medical disability directly related to pregnancy or childbirth. Pregnancy/childbirth disability that occurs following the birth of a child will be calculated along with leave to care for a new baby to determine the total allowable leave time;
- (2) To care for a new born or newly adopted child. See note (1) above;
- (3) To care for a spouse, child or parent who has a serious health condition;
- (4) To care for self, if the employee has a serious health condition that makes the employee unable to perform the functions of the position.

Continuation of Benefits: During all leaves noted in items (1) through (4) above of this family and medical leave policy, the City will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave. An employee may be required to use any accrued paid leaves before a leave without pay commences.

Notification and Return to Work: A leave of absence shall be requested in writing and submitted to the department head 30 days prior to the date on which the employee wishes to begin the leave; or as soon as the need for such leave is known, whichever occurs earliest. Determination of applicability of accrued leave time or leave without pay to be used during a leave of absence will be made by the Human Resources Manager and communicated to the employee as soon as possible following receipt of the leave request. They should also provide the supervisor with their intended date of return.

Upon return from family and medical leave, an employee shall be entitled to return to his/her position, unless the City Council has abolished the position. If the employee chooses not to return to work for any reason, he/she should notify the City as soon as possible.

7.05 BEREAVEMENT LEAVE

Any regular employee who suffers a death in the immediate family shall receive up to three (3) days leave with pay. If additional time is needed, the City Manager may authorize use of accrued sick leave, vacation leave or compensatory time for up to five (5) days.

7.06 SHARED LEAVE PROGRAM

The City Manager may authorize employees to donate their accrued vacation and/or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

1. To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten (10) days of accrued vacation or sick leave, depending on which leave they are donating. In no event shall a leave transfer result in the donor employee reducing their vacation or sick leave balances to less than ten (10) days. Transfer of leave will be in increments of one day of leave. Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient. All donations of leave are strictly voluntary and confidential.
2. The employee receiving donated leave shall have exhausted ~~all their leave accruals including accumulated compensatory time, vacation and sick leave.~~ The employee receiving donated leave may retain up to eighty (80) hours of accrued vacation leave.