

RESOLUTION NO. 422

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING  
THE PERSONNEL POLICIES AND PROCEDURES MANUAL EFFECTIVE ON  
JANUARY 1, 2005**

WHEREAS, it is central to the success of any organization to maintain a cohesive staff; AND

WHEREAS, the City Council wished to reward and reinforce good attendance and longevity; AND

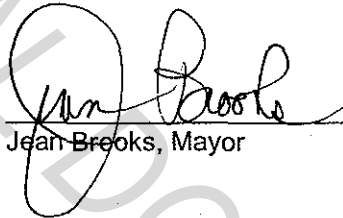
WHEREAS, allowing sick leave cash out is one way to enhance the appeal of the City of University Place as an employer without significant impact on the budget; NOW, THEREFORE,

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

Section 1. Actions. The Personnel Policies and Procedures Manual Section 7.03, "Sick leave", shall be amended effective January 1, 2005, as shown in Exhibit A.

Section 2. Effective Date. This resolution shall take effect January 1, 2005

**ADOPTED BY THE CITY COUNCIL ON DECEMBER 8, 2003.**

  
\_\_\_\_\_  
Jean Brooks, Mayor

ATTEST:

  
\_\_\_\_\_  
Catrina Craig, City Clerk

## EXHIBIT A

### 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 (eight hours per month); 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, regular 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. New employees hired on or before July 1 may have this incentive day prorated (with the exception of Exempt employees who would receive this incentive in a one-day increment, if hired on or before July 1).

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, spouse, or dependent child. Employees should try their best to schedule such appointments outside of normal work hours or 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 may 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, as a last resort, take leave without pay.

**Payment of Accrued Sick Leave:** Effective January 1, 2005, any employee in good standing with at least 5 years of regular employment with the city may cash out up to 40 hours per year of sick leave for 50% of its value in employee's current hourly wage if their remaining sick leave balance is over 100 hours.

For the purposes of sick leave payout, hourly wage will be calculated by dividing current monthly wage by 173.3333.

Example: Employee X hired on 1/1/2000 has a balance of 140 hours of sick leave on 1/1/2005 and is currently paid \$25.00 per hour. That employee could cash out 40 hours at 50% of their current hourly wage receiving \$500.00 taxable income and would retain a balance of 100 hours of sick leave.

In 2007, employees in good standing with 7 or more years of regular employment with the city may cash out up to 80 hours for 75% of its value in current hourly wage as long as their sick leave balance remains over 100 hours.

Donated leave will not be eligible for use in this provision.

**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. If sick leave hours are cashed out while still employed with the City according to the above "Payment of Accrued Sick Leave" provision, that employee shall be ineligible for payment of any remaining hours if leaving the City's employ for any reason prior to January 1, 2008.

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