

# ***CITY OF RICHLAND***

## ***COMPENSATION PLAN FOR UNAFFILIATED EMPLOYEES***

***2015 and Continuing***

**Adopted by Resolution No. 200-14  
December 16, 2014**



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## **Article I. Introduction**

As outlined in Chapter 2.28 of the Richland Municipal Code (RMC), this Plan serves to document and govern the wages, hours and conditions of employment for unaffiliated staff. This Plan shall be amended from time to time as desired by the City Manager or Council. It is understood that the City Manager maintains broad discretion in administering this plan and implementing subordinate policies and procedures required under this plan, by law or regulation, or to ensure the safe, efficient and professional operation of the City. These rules are subordinate to Chapter 2.28 Title 2 of the RMC, and where conflicts exist, the RMC shall prevail.

## **Article II. Term**

This Plan is adopted by Resolution No. 200-14, and shall carryover and remain in effect until such time it is amended by the City Council. This Plan shall be reviewed, but not necessarily amended, at least every four years.

## **Article III. Covered Classifications, Definitions and Employment Status**

### **Section 3.01 Covered Classifications**

Exhibit 'A' enumerates the classifications covered by this plan. All classifications have a title, classification status, EEO-4 group status, Fair Labor Standards Act (FLSA) exemption status, and pay grade. Except Special Appointees, all employees must be associated with a:

- a) Classification (i.e. position title) as enumerated in Exhibit 'A' and
- b) Position control number which enables accurate tracking and alignment with budget.

Classification Status is either classified or unclassified as defined by Chapter 2.28 of the RMC. EEO-4 Group Status defines the type of work a classification is responsible for performing as defined in the EEO-4 report, and is categorized as Officials and Administrators, Professionals, Technicians, Protective Service Workers, Paraprofessionals, Administrative Support, Skilled Craft Workers, or Service Maintenance. FLSA status is Exempt (Executive, Administrative, or Professional), or Nonexempt as outlined by Federal law. Pay Grade denotes the pay grade and associated minimum, midpoint and maximum, which is assigned to the classification.

The City Manager may add to, delete from or modify this list of classification titles and make changes to Group Status, FLSA status, and Pay Grade, as the needs of the City dictate, provided however, that such changes are within the City-wide budget approved by the City Council. Such amendments shall be ratified by the City Council as a part of the annual budget process or mid-year budget amendment process, or when this plan is amended from time to time.

**Section 3.02 Employment Status**

All employees of the City are categorized under an employment status which determines the length of service, hours scheduled, and benefit eligibility. Employment status categories include:

**Section 3.03 Regular Employment Categories**

- a) **Full-time – 40 Hours.** At time of hire or change in job classification, employee is reasonably expected to work, on average, 40 or more hours per week; employment is anticipated to be ongoing.
- b) **Full-time – 30 Hours.** At time of hire or change in job classification, employee is reasonably expected to work, on average, at least 30 but less than 40 or more hours per week; employment is anticipated to be ongoing.
- c) **Part-time.** At time of hire or change in job classification, employee is reasonably expected to work, on average, less than 30 hours per week. For administrative purposes, the City shall typically target no greater than a 28 hour per week average; employment is anticipated to be ongoing.

**Section 3.04 Contingent Employment Categories**

- a) **Variable-Hour (Intermittent).** At the time of hire or change in job classification, the City cannot reasonably determine whether employee will or will not average 30 or more hours per week. Normally a Variable Hour/Intermittent employee will not exceed an average of 17 hours per week. For administrative purposes, the City shall ensure no greater than a 28 hour per week average. Employment is not guaranteed for any length of time or hours per week.
- b) **Seasonal Temporary – 6 months.** At time of hire or change in job classification, employee is hired or re-hired into a position for which the customary annual employment is approximately six months or less, beginning in approximately the same season of each calendar year. Seasonal employees are subject to a mandatory annual break in service of approximately six continuous months. Employment is not guaranteed for any length of time or hours per week.
- c) **Temporary – 6 months.** At time of hire or change in job classification, employee is hired or re-hired into a position for which the employment is non-seasonal and is no more than 6 months. Employment is not guaranteed for any length of time or hours per week.

- d) **Temporary – 8 months.** At time of hire or change in job classification, employee is hired or re-hired into a position for which the employment is more than six months but no more than 8 months. Employment is not guaranteed for any length of time or hours per week.
- e) **Limited Term – Up to 2 Years.** At time of hire or change in job classification, employee is hired or re-hired into a position for which the employment is expected to be more than eight months but no more than two years. Employment is not guaranteed for any length of time or hours per week.
- f) **Provisional** – Provisional employees are hired for 4 months or less when staffing needs are urgent. The hiring of Provisional employees does not require a certification list. Employment is not guaranteed for any length of time or hours per week.
- g) **Special Appointee** – When an employee is hired or assigned and there is no applicable job classification pertaining to the assignment, the employee is in a Special Appointee status. The length of the assignment of a Special Appointee is subject to City Manager approval. Employment is not guaranteed for any length of time or hours per week.

## **Article IV. Performance Management Process**

### **Section 4.01 Performance Assessment System (PAS)**

The City utilizes a Performance Assessment System (PAS) to manage employee performance and results. Under the PAS, the City utilizes performance management software for regular evaluations, referred to as the Performance Evaluation (PE).

#### **(a) Competency-based and Goal-based Performance Management Model**

The PAS includes both competency-based and goal-based components of the performance management model. Combined, employees are evaluated both on *what* work is completed and *how* it is accomplished. Goals define specific work projects or deliverables which are derived from strategic and operational priorities. These define “what” work is to be completed within the performance model. The competencies define the behavioral expectations of employees at four levels within the organization: 1) Foundational; 2) Supervisory; 3) Managerial; and 4) Executive. These competencies, combined with the City’s Shared Values, define expectations for employee behavior, or the “how” the work is to be completed within the performance model.

(b) **Performance Ratings**

The PAS performance ratings are defined as follows:

**Exceptional** This rating should be interpreted as a job that goes "above and beyond". It is appropriate for employees who have achieved and exceeded expectations on their goals, competencies and the City's Shared Values. This rating means that performance expectations have been exceeded on a consistent basis.

**Successful** This rating should be interpreted as a "job well done". It is appropriate for employees who have achieved the expectations on their goals, competencies and the City's Shared Values. This rating means that performance expectations have been met on a consistent basis.

**Needs Improvement** This rating is intended to focus the employee's attention on improving or changing performance on their goals, competencies and/or the City's Shared Values. A rating of Needs Improvement means that expectations were not achieved as expected.

**Overall Performance Rating** After individual components of employee performance are rated, the supervisor / manager provides an Overall Rating, utilizing the above rating categories. A Performance Improvement Plan (PIP) is required for an overall year-end performance rating of Needs Improvement. PIPs may also be used for individual goal or competency ratings of Needs Improvement.

(c) **Employee Participation in PAS**

All full-time 40, full-time 30, and part-time unaffiliated employees shall participate in the PAS process for the year provided their first day of work as an unaffiliated employee commences prior to July 1 of that year. Employees hired July 1 or later of each year do not participate in the PAS process for their initial year. However, these employees are eligible to participate in following years, and, with Department Director and City Manager approval, may receive up to a two percent (2%) salary increase for "exceptional" during his / her initial probationary period or first six-months.

Intermittent and temporary unaffiliated employees are not eligible to participate in the full PAS process; however, performance feedback sessions will be conducted by supervisors. Intermittent and temporary unaffiliated staff having worked for the City for a minimum of twelve (12) months may be eligible for an annual salary increase. The annual increase is to be determined by the City Manager and is subject to available funds.

(d) **Performance Based Salary Adjustments**

The performance-based salary adjustments shall be effective the first payroll period of the payroll year following the performance measurement period, subject to available funds.

PAS salary adjustments will be prepared by Directors.. The City Manager has the authority to amend the salary adjustments annually to ensure budget compliance and to meet the needs of the City.

The City Manager may issue one-time performance awards for exceptional performance on a major project, assignment, or accomplishment, subject to available funds. A request/approval form for performance awards must be submitted by the Department Director to the Human Resources Director for City Manager approval.

(e) **Pay Structure**

This pay structure entails a Pay Grade, each with a designated Minimum, Midpoint and Maximum as defined below:

<b>Pay Grade</b>	A common pay range which includes a Minimum, Midpoint, and Maximum which may be assigned to many classifications.
<b>Pay Range Minimum</b>	The lowest base pay rate payable to an employee. The Minimum is 80% of the Midpoint.
<b>Pay Range Midpoint</b>	The area of the range that typically represents the prevailing market pay level for a job. The Midpoint is tied to market for like classifications.
<b>Pay Range Maximum</b>	The highest level of base pay an employee can receive in a given job. Employees shall not exceed the Pay Range Maximum. The Maximum is 120% of the Midpoint.
<b>Base Pay</b>	The point within the Pay Range assigned to an employee, exclusive of any one-time performance award. All movement within the range is calculated on Base Pay.

(f) **Pay Range Adjustments**

Pay range adjustments will be made periodically. These adjustments will be based on multiple factors, such as market movement and cost of living, with due regard to ranges of pay for other classes, relative difficulty in responsibility of positions in the class, availability of employees in particular occupational categories, prevailing rates of pay for similar employment in private establishments in the Richland area, rates of pay in other jurisdictions, the financial policies of the City, and other economic considerations.

When the range is adjusted for a classification the employee's base pay stays at the same pay rate, except that he or she must be paid at least the minimum of the range.

(g) **Placement in Range Upon Hire**

The City's compensation system provides that employees are hired at a market-competitive rate which will suffice until they are eligible to participate in the annual PAS process. Employees may be hired at above minimum based on exceptional qualifications, or experience. Hiring above the minimum is subject to the approval of the Human Resources Director. When hiring above the midpoint is recommended by a Department Director, it is subject to the approval of the City Manager, in consultation with Human Resources Director.

(h) **Progression Through the Range**

Employees are able to progress through the range based on performance as documented via annual performance assessments.

(i) **Appeals**

Utilizing their regular reporting structure, employees may appeal performance assessments or the specific salary increase associated with that assessment up to their respective Department Director. Employees not satisfied with the resolution may then appeal to the Human Resources Director or City Manager.

(j) **Position Change**

When an employee is transferred, promoted, demoted, reinstated, rehired or reclassified, the rate of pay for the new position will be as follows:

(1) **Lateral (same grade) Transfers.** An employee will transfer at the same rate of pay when laterally transferred to another position in the same grade. Exceptions may be approved by the City Manager.

- (2) **Promotion/Reclassification.** An employee who is promoted or reclassified shall receive at least the minimum of the new pay grade. Promoted employees may receive a salary increase, generally four percent (4 %), but not to exceed the maximum salary of the new grade. Increases which move the base pay of the employee in the new pay grade above the midpoint are subject to City Manager approval, in consultation with the Human Resources Director.
- (3) **Demotion.** An employee who is demoted (voluntary or involuntary) shall be placed at a salary level deemed appropriate by the Human Resources Director and the Department Director.
- (4) **Reinstatement.** An employee who is reinstated to his/her position, after an authorized leave of absence, or suspension or layoff, shall be paid at the same salary – not to exceed the maximum in the grade for the class that the employee was receiving at the time of the leave of absence, suspension or layoff unless an increase is otherwise required by separate policy.
- (5) **Rehire.** An employee who has resigned from a position in the city service and is subsequently rehired shall be paid in accordance with the rules governing original appointments to a position in the City's service.
- (6) **Temporary/Acting Assignments and Additional Duties.** With the approval of the Department Director and Human Resources Director, employees performing significant additional duties or responsibilities in addition to their own classification, or those serving full-time in an acting capacity or temporarily in a higher capacity (at least one grade) due to the absence of another employee, may be eligible for temporary additional pay. Such assignments are generally only considered prospectively after the employee has performed the job for two (2) consecutive weeks. The employee must substantially fulfill essential responsibilities, as determined by the Department Director, to qualify for the additional pay. Temporary/Acting Assignment or Additional Duty pay shall be five percent (5%) or the minimum of the higher grade. At no time will an employee be placed higher than the maximum of the grade for the temporary/acting assignment.

## **Article V. Probationary Period**

Except as noted below, all original and promotional appointments for full-time 40, full-time 30 and part-time employees shall be tentative and require a probationary period of at least six (6) months (one thousand forty (1040) work hours, not to exceed twelve (12) months total), during

which time the employee's work shall be closely observed in order to determine the employee's qualifications for regular appointment. Employees voluntarily transferring to the same or lower level classification within a different department shall be subject to a new probationary period. The immediate supervisor, manager or director shall make a periodic written performance assessment during the probationary period as required to fully and fairly evaluate satisfactory performance for eligibility for regular employment. Upon successful completion of an initial (first-time) City probationary period, the employee will be eligible to apply for internal job opportunities.

The Department Director may terminate a probationary employee at any time during the probationary period with approval by the City Manager.

Employees with a status of Unclassified who were hired on or after July 1, 1999 are considered "at will" and not subject to these provisions. Unclassified employees subject to civil service protections (i.e. Police Captain and Fire and Emergency Services Chief), and hired after July 1, 1999 are "at will" to the extent permissible by law.

## **Article VI. Hours of Work and Working Schedules**

For all nonexempt employees covered by this Plan, the regular work schedule shall involve service of eight (8) hour days, five (5) days per week, total not to exceed forty (40) hours per week without authorization. Subject to such forty (40) hour per week maximum, Department Directors may vary work schedules within their respective departments upon a determination that a change would increase the efficiency and effectiveness of overall City services. Exempt and nonexempt classified employees may be required to attend work on specific schedules to achieve operational and service needs.

### **Section 6.01 Unclassified Employees**

The provisions related to working schedules shall not apply to the City Manager, Assistant City Manager, Department Directors, Directors, Division Managers, and all other unclassified positions. Due to the particular nature of their respective offices and employments which require varying schedules in the performance of their respective services and duties, such unclassified personnel adapt themselves, their schedules and their services as conditions may arise.

### **Section 6.02 Departure from Schedules in Emergencies**

The City Council by resolution, or the City Manager by administrative order, may authorize departure from the working schedules provided in this section for such periods of time as necessary in emergency situations. The Department Directors, in consultation with the City Manager, shall designate modified work schedules for the employees over whom they have jurisdiction, including those persons classified as exempt or nonexempt.

## Article VII. Overtime

### Section 7.01 Definition of Terms

(a) Overtime

For full-time nonexempt employees, overtime shall be considered hours worked in excess of employee's scheduled forty (40) hour work week (holiday, sick, paid time off and compensatory time off are to be considered as hours worked for purposes of overtime calculation).

(b) Call back

Time worked when a nonexempt employee has left work or is on the employee's day off and is called back to work by the employee's supervisor or an authorized agent.

(c) Compensatory Time (comp time)

Paid time off to reimburse a nonexempt employee for time worked in lieu of overtime pay.

(d) Standby

Off-duty time when a nonexempt employee is 'engaged to wait' at the direction of the employer.

### Section 7.02 Overtime Pay - Nonexempt

(a) Time and One-half Rate

For nonexempt employees, one and one-half (1 1/2) times the employee's fixed rate of hourly pay times the number of overtime hours worked yields the amount of overtime pay earned at this rate. Time and one-half will be paid for hours in excess of employee's scheduled forty (40) hour work week as defined in Section 7.01(a).

*Note: In extraordinary cases, the City Manager may approve straight time or lump sum payments to exempt employees when they are required to work additional hours beyond their regular work assignment.*

(b) Administration

Overtime worked, as designated and approved by the appropriate authority, will be accrued in tenths of hours (each tenth equals six (6) minutes). Employees working in nonexempt job classifications may choose between compensation (pay) or compensatory leave for overtime worked. Compensatory leave will be subject to the following:

- (1) Leave is earned at a time and one-half rate.
- (2) Leave may be accrued to a maximum of eighty (80) hours.
- (3) Leave to be taken must be done so with supervisory approval, following the normal department time off request process established by the employee's director, manager or supervisor.

(c) **Call Back**

When a nonexempt employee is called back to duty after completion of a normal work schedule or is on a day off, the employee shall be guaranteed a minimum of one and one-half hours of overtime, whether worked or not, beginning with the time of arrival on the job. All time worked over one and one-half hours on call-back assignment shall be compensated at the appropriate overtime rate of time and one-half except if the conditions specified above are applicable, and accrued in increments of one-tenth hours (six (6) minutes).

(d) **Meals**

The Director may allow reimbursement for or the direct payment of the cost of meals eaten by employees who have worked at least four (4) hours overtime.

(e) **Standby Pay**

In those cases where it is necessary to ensure continued operation of essential services, the City Manager may authorize incumbents of certain essential classified positions to standby during off-duty hours for immediate return to work. Standby shall normally be for a seven-day (7) period. Compensation for such standby time shall be thirty percent (30%) of the base annual salary afforded the classified position of the incumbent standing, divided by fifty-two (52). In those special cases where standby is less than seven (7) days, a pro rata compensation shall be computed and paid.

**Section 7.03 Administrative Leave**

Employees in job classifications that are exempt from overtime under FLSA regulations, are eligible for Administrative Leave. Administrative Leave does not compensate employees on an hour-for-hour basis. Accordingly, exempt employees do not accrue a balance of Administrative Leave. Administrative Leave is not compensated upon separation of employment. Use of Administrative Leave is to be approved by an individual's supervisor.

**Article VIII. Reduction in Force / Reduction of Hours**

An employee may be laid off or have hours reduced due to lack of work, lack of funding or reorganization. An employee who is to be laid off or hours reduced will be given at least fourteen (14) calendar days' notice in advance. Payment in lieu of notice shall satisfy this requirement.

In determining which employees shall be laid off or have hours reduced (when more than one employee holds the classification), the Director shall give consideration to the employee's job function, documented records of the employee's performance, length of service in the job classification and total length of service with the City. The City Manager shall approve any lay off or reduction of hours. The name of any employee laid off from the City's service shall be placed on a recall list maintained by Human Resources, in order of continuous service, and retained for a period of ninety (90) days.

Employees on a recall list shall be notified of the opportunity for recall when vacancies arise in the same or substantially similar classification occupied prior to lay off. Consideration for recall will be based on knowledge, skills, abilities, experience and job performance, not ranking on the list. Should those criteria be equal, the employee with the most total length of service with the City will be recalled. Should the employee refuse the opportunity for recall, their name shall be removed from the recall list.

Nothing in this section shall limit the City's ability to demote or utilize other means of responding to issues related to lack of work, reorganization, or lack of funds.

## **Article IX. Insurance and Benefits**

As described herein, the City shall, subject to the availability of funds, maintain certain coverages as a part of employee benefits, dependent on employment status. Coverage generally begins the first of the month following the employee's date of hire. The exact terms of coverage are outlined in the respective plan documents, and are available through the Human Resources Office. **Unless otherwise specifically stated, all benefits in this Comprehensive Plan (life insurance, PTP, etc.) pertain only to Full-time-40 Hour employees.**

### **Eligibility for Primary or Essential Health Plans**

**Full-time – 40 Hours.** Full-time 40 hour employees are eligible for the City's Primary health coverage and will be enrolled in this health coverage as specified in the Plan documents. In no event shall the date of enrollment be later than 30 days following the date of hire or the date of change in job classification.

**Full-time – 30 Hours.** Full-time 30 hour employees are eligible for the City's Essential Plan health coverage (and other benefits as specified in this Compensation Plan or other City policies) and will be enrolled in health coverage as specified in the Essential Plan. In no

event shall the date of enrollment be later than 90 days following the date of hire or the date of change in job classification.

**Part-time.** Part-time employees are subject to monthly and annual hours limitations and are generally not eligible for health coverage. If a part-time employee averages 30 or more hours per week during a measurement period, the employee will be deemed a Full-time 30 employee, eligible for health coverage as specified in the Essential Plan during a subsequent stability period.

**Variable-Hour (Intermittent).** Variable Hour/Intermittent employees are generally not eligible for health coverage. If a variable-hour employee averages 30 or more hours per week during a measurement period, the employee will be deemed a full-time 30 employee, eligible for health coverage as specified in the Essential Plan during a subsequent stability period.

**Seasonal Temporary – 6 months.** Seasonal employees are not eligible for health coverage.

**Temporary – 6 months.** Temporary 6 month employees are not eligible for health coverage.

**Temporary – 8 months.** Temporary 8 month employees are eligible for the City's Essential Plan health coverage and will be enrolled in health coverage as specified in the Essential Plan. In no event shall the date of enrollment be later than 90 days following the date of hire or the date of change in job classification.

**Limited Term – Up to 2 Years.** Limited Term employees are eligible for the City's Essential Plan health coverage and will be enrolled in health coverage as specified in the Essential Plan. In no event shall the date of enrollment be later than 90 days following the date of hire or the date of placement in a Limited Term job classification (which is expected to last more than 8 months).

**Provisional – Up to 4 Months.** Provisional employees are not eligible for health coverage, unless and until the Provisional employee is later hired into an eligible status.

**Special Appointee.** Special Appointee employees shall be entitled to Essential health benefits if and when the assignment is reasonably expected to meet the criteria for eligibility.

**Section 9.01 Full-time 40 Hour Employees – Primary Health Coverage**

For Full-time 40 hour employees, the City shall contribute a percentage per month to the monthly premium for the City-sponsored Primary health plan. The Primary plan is a Preferred Provider Organization Plus (PPO+). The plan shall provide coverage for the employee and his or her eligible dependents. Employees may not opt out of health coverage, but dependents may be enrolled at the employee’s option.

Employees will contribute the following percentages and the City shall contribute the balance percentages per month towards the employee and dependent health care premiums, based on the tier elected. The monthly employee premium contribution will be split equally and payroll deducted from the employee’s first two paychecks of each month.

Employee’s Elected Tier*	2015	2016	2017 (continuing until amended)
<b>Employee Only</b>	10%	11%	12%
<b>Employee &amp; Spouse</b>	10%	11%	12%
<b>Employee &amp; Child /Children</b>	10%	11%	12%
<b>Employee, Spouse &amp; Child /Children</b>	10%	11%	12%

*\*See Annual (issued by Calendar Year) Benefit Rate Sheet for actual rates and employee contributions.*

Effective January 1, 2016, the PPO+ deductible will be \$500 Individual/\$1500 Family, and the Office/Specialty Co-pay will be \$20. The City may choose to implement additional health plan options or modify the existing plan design. Employees selecting a plan with a higher premium than the PPO+ plan shall be required to pay any additional premium.

**Section 9.02 Essential Plan Health Coverage**

The City shall provide an Essential Health Plan which meets the requirements for qualified health coverage. Employees eligible for the City’s Essential Plan Health Coverage (eligibility specified above) will contribute 50% of the premium when the employee chooses to enroll in the Plan (the employee may opt out of all coverage under the Essential health plan).

Employees enrolled in the Plan may also enroll one or more eligible children in the Plan, and shall pay 50% of the premium for each child enrolled. Employees enrolled in the Plan may also enroll a spouse or domestic partner in the plan, and the employee shall pay the full premium.

**Section 9.03 Dental**

The City will pay for a plan which covers full-time 40 hour employees and all of his or her eligible dependents. Coverage for dental shall be equivalent to the tier elected for medical coverage.

**Section 9.04 Vision**

The City will pay for a plan which covers full-time 40 hour employees and all of his or her eligible dependents. Coverage for vision shall be equivalent to the tier elected for medical coverage.

**Section 9.05 Long Term Disability**

The City will pay the entire premium for a Long Term Disability policy for full-time 40 hour employees. The policy shall have an elimination period of 90 days.

**Section 9.06 Life and Accidental Death & Dismemberment (AD&D)**

The City will maintain Life and AD&D policies which provide a death benefit equal to two (2) times an employee's annualized base salary for full-time 40 hour employees. The City will pay the entire premium for this coverage.

The AD&D policy covers serious injuries and death resulting from an accident which occurs during a business trip.

**Section 9.07 Retirement**

Employees covered by this plan shall be subject to the retirement system appropriate to their employment classification and status as provided for by Washington State law.

**Section 9.08 Deferred Compensation**

In accordance with the City's plan document and limitations of federal law, full-time 40 hour, full-time 30 hour, and part-time employees are eligible to voluntarily participate in the City-designated Internal Revenue Code (IRC) section 457 plan or, at initial eligibility only, the City's IRC section 401(a) plan.

For eligible unaffiliated employees, the City will match an employee's contribution up to four percent (4%) of base pay into either the 457 or 401 (a) plans.

In lieu of a one-to-one match, the employee may elect to contribute on a two-to-one basis to the 457 plan; for example, employee may elect to contribute only two percent (2%) to receive the maximum City contribution of four percent (4%). This option is not applicable to the 401 (a) plan due to the irrevocable election required under the plan.

In addition to the City's matching contribution to the above plans, the City shall provide certain Unaffiliated job classifications additional deferred compensation contributions into the City's 401(a) plan (not subject to employee match) between 1% and 4%, as specified in Exhibit A.

**Section 9.09 Post-Employment/Retiree Medical Plan & Retirement Health Savings (RHS) Plan**

The City provides various retirement benefits to Unaffiliated full-time 40 hour employees.

- a) **Employees hired January 1, 2013 or later.** The Post Employment Health / Retiree Medical Plan put into place for regular full-time (40 hour) employees on January 1, 2003 no longer accepts enrollment for new full-time 40 hour employees hired on or after January 1, 2013. In lieu of eligibility in the Post Employment Health / Retiree Medical Plan, a contribution of one percent (1%) of base salary will be made each payroll period to a City Retirement Health Savings (RHS) Account by both the City and the employee hired on or after January 1, 2013 into a full-time 40 hour status, or who later becomes eligible for full-time 40 hour status.
  
- b) **Buy-Out Option - Incumbent employees as of December 31, 2012 Who Previously Chose to Remain in Post-Employment Health / Retiree Medical (PEHRM) Plan.** Employees who previously chose to remain in the PEHRM, and who remain enrolled as of December 31, 2015 (those who did not chose to opt out of PEHRM during prior Opt Out options) will have a new option of remaining eligible for the PEHRM plan or choosing to terminate their eligibility and participate in a buy-out (“opt-out”) program established on the years of service since January 1, 2003 prior to their decision to relinquish future eligibility. The one-time opt-out payment will be contributed to the employee’s RHS account. Additionally, for those electing the opt-out during 2015 or in a prior offering, a City contribution of one percent (1%) of base salary and an employee contribution of one-half percent (0.5%) of base salary will be made each payroll period to the employee’s RHS account. This opt-out option will be available to employees only during the 2015 open enrollment period for 2016 benefit plan year. Once an employee chooses the opt-out option, it is an irrevocable decision.
  
- c) **Employees remaining eligible for Post-Employment Health / Retiree Medical (PEHRM) Plan.** The City will continue to contribute to the Post Employment / Retiree funding program. The employee will continue to contribute 1% of base salary into his/her RHS account while still an employee and eligible for the Post Employment Health / Retiree Plan. The employee and City will share equally in monthly tiered premiums upon employee’s enrollment in the Post Employment / Retiree Medical Plan. Retirees enrolling on or after January 1, 2013 shall contribute 50% of the PPO 5 Comp Plan premium established by the City for the tier elected by the retiree.
  - (1) **Grandfather Provision:** Retirees who are grandfathered by enrolling in the PPO 5 Comp Plan prior to January 1, 2013 will pay 50% of the composite rate for the plan (not a tiered rate).

**Section 9.10 IRC Section 125 Flexible Spending Account**

Employees may voluntarily participate in the IRC Section 125 Flexible Spending Account program when offered by the City. The City will pay the administrative fee.

**Section 9.11 Optional Coverages**

Eligible employees may voluntarily contribute to and participate in other optional benefits offered by the City. It is understood that the City may unilaterally add, delete, increase or decrease optional plans or benefits at any time.

**Article X. Leaves**

**Section 10.01 Paid Time Off and Extended Sick Leave Program**

Effective January 1, 2001, Paid Time Off (PTO) and Extended Sick Leave (ESL) were provided to regular full-time and part-time employees. Effective January 1, 2015, the titles of eligible categories changed to full-time 40, full-time 30 and part-time. No other employment statuses are eligible for PTO or ESL accrual.

**Grandfather Provision:** Employees in statuses other than full-time 40, full-time 30 and part-time who are employed on January 1, 2015 and who had been receiving PTO and/or ESL accrual prior to January 1, 2015 shall continue to receive such accrual(s) on the same basis, while continuously employed.

(a) **Paid Time Off (PTO)**

The purpose of PTO is to compensate employees for absences due to injury, illness, vacation and personal business. In addition, the program is designed to provide employees with personal flexibility regarding the use of leave.

The PTO accrual rates are stated below. Refer to Section 10.03 for Holiday Leave.

(i) **Full-time 40, Accrual Rate**

<u>Years of Continuous Service</u>	<u>Maximum Hours Per Month</u>
0 months through 6 months	13.33 hours per month
6 months through 9 years	20.33 hours per month
10 years through 15 years	22.33 hours per month
16 years through 20 years	24.33 hours per month
Over 20 years	26.33 hours per month

Employees covered by the LEOFF I pension system shall be eligible for the above PTO accrual, less six (6) hours per month per category. For example, an employee covered by the LEOFF I pension system with over twenty (20) years of service with the City shall be eligible for 20.33 hours of PTO accrual per month.

(ii) **Accumulation Limit**

Accumulation of PTO shall be limited to 500 hours for PERS I employees and 800 hours for all other employees. Employees will be responsible for ensuring that they do not exceed the 500/800-hour limit by December 31 of each year. Any balances in excess of 500/800 hours will be reduced to 500/800 hours at that time.

(iii) **Pro-ration**

The accrual rate for full-time 30 and part-time statuses is prorated based upon the position's scheduled (i.e. budgeted) hours.

(iv) **Authorized Uses**

Use of PTO is either Scheduled or Unscheduled (see definitions below). Leaves not meeting the below criteria will be considered unexcused absences and may result in disciplinary action. When use of PTO for unexcused absences occurs, it does not indicate approval of the absence itself.

(1) **Scheduled**

Scheduled uses are those not defined as unscheduled. Requests for scheduled PTO must be submitted at least five (5) work days in advance. Once PTO has been scheduled, it may not be changed except for reasons authorized by the Director or Manager. Depending on the workload of the unit, the supervisor may waive all or part of the five (5) work day notice requirement. Obtaining prior approval constitutes scheduled leave.

(2) **Unscheduled**

Unscheduled uses of PTO must be compelling and of an emergency/urgent nature. Preventative health and dental appointments are not considered unscheduled and must be requested in advance in accordance with the provisions for scheduled uses above.

An employee who is unable to report to work due to an unscheduled absence must contact their supervisor in accordance with department/division policy, or absent such a policy, within two (2) hours of the beginning of their scheduled work shift.

With the exception of HR-approved medical leaves (Family Medical Leave Act leaves, ADA accommodation, etc.), excessive unscheduled use of PTO may be a basis for consideration in performance evaluations and/or disciplinary action.

Prior to submitting time in the time entry system, an employee, if requested, must provide his or her supervisor with satisfactory explanation/documentation as to the nature and extent of unscheduled PTO uses. However, an employee on approved FMLA need only identify an absence to their supervisor/manager as associated with the approved FMLA, and it must be noted as such in the time entry system.

The employee must inform the supervisor or Human Resources when a condition of the employee or qualified family member may result in the need for medical leave. The employee is not required to report the specific nature of the condition to the supervisor, but must follow the requirements of the City's family leave policy in order to receive the protections of that policy.

Below are eligible unscheduled uses:

Personal Sick

Unscheduled PTO is available for employees who need to take leave for personal illness or non-work related physical disability.

Work Related Illness or Injury

While unscheduled PTO is not intended for work-related injuries, employees may elect to use such leave to cover the first three (3) days of absence due to an work related illness or injury. Such use is not permitted when City Disability Leave or State time loss benefits are available for this time period. In addition, employees may use scheduled PTO for follow-up medical appointments related to an industrial injury, or to make up differences between State-mandated benefits and regular pay as outlined in the Disability Leave section herein.

Family Sick

Unscheduled PTO is available when employees are required to provide temporary assistance in situations where injury or illness of an immediate family member prevents them from coming to work. Immediate family members include spouse, registered domestic partner; child (includes step, adopted, natural or adult child); parent (includes step, adoptive or natural); grandchild (includes step, adopted or natural); guardian or grandparent; sibling (step, natural or adopted); or in-laws (includes parent-in-law, son-in-law and daughter-in-law). It does not include uncle, aunt, niece, nephew or cousin.

**(3) Exempt Employee Absences and Use of PTO**

Exempt employees who are absent equal to or greater than 4 hours in a day must use PTO to substitute for the time away from work. Even though entitled to Regular pay when absent less than 4 hours in a day, exempt employees on approved FMLA must still record in the time recording system when any absences of less than 4 hours are due to FMLA (recorded as Regular FMLA).

**(v) PTO Cash-Out and Buy-Out / Transfer**

**(1) Optional PTO Cash-out**

Full-time 40, full-time 30 and part-time employees may cash-out a minimum of forty (40) hours and maximum of eighty (80) hours of PTO per calendar year. The City Manager may override this limit based on exceptional circumstances, anticipated workload and the needs of the service.

The employee must have at least 200 hours of PTO remaining in his or her accumulation account after cash-out.

Approved requests for cash-outs must be submitted as a part of the regular payroll with written approval from the Division Manager and Department Director.

Employees are responsible for understanding the tax implications of such a cash-out.

**(2) Optional PTO Buy-out (Transfer) to ICMA-RC 457 Deferred Compensation Plan**

Full-time 40, full-time 30 and part-time may buy-out / transfer an additional forty (40) to eighty (80) hours of PTO per year for purposes of funding the ICMA-RC 457 Deferred Compensation Plan.

The employee must have at least 200 hours of PTO remaining in his or her accumulation account after buy-out / transfer.

Approved requests for buy-outs / transfers must be submitted as a part of the regular payroll with written approval from the Division Manager and Department Director.

(3) **Mandatory PTO Buy-Out (Transfer) to Retirement Health Savings (RHS) Plan**

Effective the second payroll each payroll year, full-time 40 hour employees with current balances as listed below will have an annual PTO buy-out / transfer to the employee's RHS Account. This buy-out / transfer will be processed by Payroll.

20-hours for employees with a PTO balance of 400-599 hours

40-hours for employees with a PTO balance of 600-800 hours

All PTO cash-outs and buy-outs / transfers will be made at the employee's base straight time hourly rate of pay.

PTO cash-outs and buy-outs / transfers must not exceed one-hundred sixty (160) hours total. The Mandatory PTO Buy-Out / Transfer to the RHS Plan will be included in this total.

The employee must have taken at least five (5) consecutive PTO days off in the twelve (12) months preceding eighty (80) hours or more of a PTO cash-out and/or buy-out / transfer to ICMA-RC 457 Deferred Compensation Plan. The Mandatory PTO Buy-Out / Transfer to the RHS Plan does not require the employee to meet this condition.

(vi) **Pay-Off Upon Termination**

Employees who have successfully completed their initial probationary period with the City shall be cashed out PTO accruals up to 500 hours for PERS I employees and 800 hours for all other employees. The cash out shall be processed with the employee's final paycheck at the employee's straight time base rate of pay. At-will employees are not subject to a probationary period and shall be cashed out PTO accruals as stated above without the need to meet the probationary period. Employees who have completed their initial probationary period and are subsequently subject to a new probationary period due to promotion or other circumstance shall be cashed out PTO accruals as stated above, without the need to meet the additional probationary period.

(vii) **Donation and Transfer of Paid Time Off**

The policy of the City is to allow employees to donate PTO to co-workers facing personal emergencies who have exhausted all accrued leave.

An employee is eligible for Donated Leave when 1) he or she has suffered an extraordinary injury or illness (from other than a work-related cause) which exceeds sixty (60) calendar days in duration and has exhausted all applicable accumulated leaves; or 2) when an attending physician determines the presence of an employee is necessary

because of an immediate family member's medical condition which exceeds sixty (60) calendar days in duration and the employee has exhausted all other available leaves.

Recipients are limited to receiving 240 hours of Donated Leave for any one incident or illness and may not request Donated Leave more than one time in any concurrent five (5) year period.

The leave recipient must pay the employee portion of insurance premiums while using Donated Leave, and will not accrue PTO or Extended Sick Leave while using Donated Leave.

An eligible employee requiring use of Donated Leave shall notify his or her Division Manager in writing that the use of donated leave is required, explaining and providing written documentation as to the circumstances.

The Division Manager shall forward the request to Human Resources for approval.

Human Resources is responsible for approving the request and forwarding the PTO/Vacation Donation Transfer Form (see Exhibit 'B') to Payroll for organizational wide notification, distribution, and processing.

City employees may donate PTO leave to other employees under the following conditions:

- (1) A PTO balance of at least 200 hours is maintained after the transfer, and, employees may not donate more than 100 hours per year of their PTO balance.
- (2) PTO is transferred based on the dollar value of said leave. For example, the requesting employee earns \$10.00 per hour base. The donating employee earns \$20.00 per hour, and wishes to transfer ten (10) hours. As a result, \$200 worth of leave is transferred. The requesting employee will be credited with twenty (20) hours (\$200 divided by \$10/hour).

No City employee may intimidate, threaten or coerce any other employee with respect to donating, receiving or using leave under this program.

If the recipient does not use all the leave donated, the remainder will be returned to the donors as nearly as possible in the ratio of each employee's donation to the total amount.

(b) **Extended Sick Leave (ESL)**

The purpose of ESL is to compensate employees for long-term illness/injury or for grieving and bereavement of a family member. ESL is not available to employees participating in the LEOFF I pension system.

(i) **Full-Time 40 Hour Employee Accrual Rate**

**Probationary employees.** Employees subject to a probation period of 6 months begin accumulating ESL at a rate of four (4) hours per month after the probationary period has been successfully completed. Upon successful completion of probation, these new employees will be credited with twenty-four (24) hours of ESL.

**At-will employees.** Employees who are at-will begin accumulating ESL upon hire.

(ii) **Accumulation Limit**

Effective the first payroll period of 2012, accumulations of ESL shall be limited to 800 hours.

(iii) **Proration**

Leave accrual limits for scheduled Full-time 30 hour and part-time employees are prorated based on the position's scheduled (i.e. budgeted) hours.

(iv) **Authorized Uses**

ESL is available when employees are required to provide long-term assistance in situations where injury or illness of self or an immediate family member prevents them from coming to work. Immediate family members include spouse, registered domestic partner; child (includes step, adopted, natural or adult child); parent (includes step, adoptive or natural); grandchild (includes step, adopted or natural); guardian or grandparent; sibling (step, natural or adopted); or in-laws (includes parent-in-law, son-in-law and daughter-in-law). It does not include uncle, aunt, niece, nephew or cousin.

This leave is only available once the employee has been on approved leave (for illness/injury) for over ten (10) continuous working days. ESL may be used retroactively if the condition persists for over ten (10) working days and PTO was originally requested.

In accordance with state law, when an employee returns from an approved leave which has triggered ESL use, the employee may continue to use ESL for subsequent intermittent absences related to the same illness or injury if the originating leave pertained to an immediate family member. If the originating leave's ESL use pertained to the employee's condition, the employee must use PTO for subsequent intermittent absences.

ESL is authorized for up to forty (40) hours for bereavement purposes (immediate family as defined above) per occurrence for full-time 40 hour employees. ESL is authorized for up to twenty (20) hours for bereavement purposes (immediate family as defined above) per occurrence for full-time 30 and part-time employees.

Additional time off may be requested using PTO.

(v) **ESL Upon Termination**

There is no cash out available for ESL upon termination or retirement.

(vi) **Donation of ESL**

ESL cannot be donated.

**Section 10.02 Treatment of Grandfathered Sick Leave**

All existing sick leave accumulated prior to January 1, 2001 is considered "grandfathered". Authorized uses for Grandfathered Sick Leave include any scheduled or unscheduled health-related absence for a family member, and, for an employee, only long term illness or injury, or scheduled health-related related appointments. Upon service-related retirement, the City shall pay twenty-five percent (25%) of unused Grandfathered Sick Leave, not to exceed five thousand dollars (\$5,000.00). Alternatively, upon non-disciplinary termination with five (5) or more years of service, the City shall pay twenty-five percent (25%) of the employee's unused Grandfathered Sick Leave not to exceed two thousand dollars (\$2,000.00).

**Section 10.03 City Holidays and Faith-Based Leave**

(1) Holidays

Below are the City's ten (10) designated holidays:

- (1) New Year's Day
- (2) President's Day (celebrated the third Monday of February)
- (3) Memorial Day
- (4) Fourth of July
- (5) Labor Day
- (6) Veterans' Day;
- (7) Thanksgiving Day
- (8) Day after Thanksgiving
- (9) Christmas Eve
- (10) Christmas Day

Full-time 40 hour employees receive a total of eighty (80) hours of Holiday Leave. Holiday Leave for Full-time 30 hour and part-time employees will be pro-rated according to their

scheduled (i.e. budgeted) hours per week. An employee approved to work an alternative work schedule will be required to take PTO on a holiday to make up for a work schedule of more than eight (8) hours per day.

Nonexempt employees eligible for holiday pay will receive time and one-half pay in addition to holiday pay for working on a holiday when the total hours worked exceeds 40 in a work week. Holiday work must be pre-approved by the Director.

(2) **Faith-Based Leave**

Pursuant to Washington State law, employees may take two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which they desire to take the two unpaid holidays, after consultation with their supervisor. The City will allow the employee to take the days off as requested, unless the employee's absence would impose an undue business hardship or the employee's presence is necessary to maintain public safety. An undue hardship is defined as an action requiring significant difficulty or exposure to the employer as defined in WAC 82-56-020.

Each unpaid holiday must be taken in whole day increments (e.g. a partial day off requested under this requirement will count as a full day toward the allotment of two (2) days per calendar year).

An employee requesting time off under this provision shall request time off in advance in accordance with the requirements for scheduled PTO or established departmental policies.

If an employee wishes to be compensated for the time off, they must follow the City's policy for requesting paid time off, and ensure the request is designated a Faith Leave/PTO. Employees electing to take unpaid holiday leave will continue to be eligible to participate in the City's benefit programs while on leave without pay status, to the extent allowed by benefit eligibility rules or City policies and practices. Thus, benefits that are calculated based on hours worked or base pay (i.e., deferred compensation match) will be affected when an employee chooses to take Faith Leave without pay.

**Section 10.04 Occupational Disability Allowances and Restricted Duty**

(a) **Disability Leave**

Any employee injured on the job who is approved for time loss payments under the State Workers' Compensation Law shall, for the duration of such time loss payment by the State or the City's self-insured third party administrator (TPA), shall receive only that portion of

the employee's accumulated leave pay as elected at the employee's option which, together with said time loss payments received, will not equal more than 100% of the regular base rate of pay for any one day.

All applicable payroll deductions, voluntary or otherwise will be subtracted from the accumulated leave allowance in excess of mandated time loss compensation as indicated under the Revised Code of Washington Title 51, Industrial Insurance or paid by employee reimbursement.

For the purposes of this section, leave pay is defined as any accumulated leave available to the employee including PTO, Grandfathered Sick, and ESL.

(b) **Restricted Duty Program**

Restricted Duty is a temporary modification of an employee's regularly assigned duties, or performance of unrelated duties to accommodate a temporary work related illness or injury. City employees incurring job related injuries with restrictions that cannot be integrated into their regular duties, or, that prohibit the temporary performance of their regular duties may be eligible for modified work assignments, when available. Participation in the program is generally contingent upon being released for modified duties by the occupationally injured employee's attending healthcare provider or other qualified healthcare provider as appointed by the City.

Eligible employees who are offered and refuse a modified work assignment may suffer the loss of all temporary disability (time loss) benefits. The Restricted Duty program may not be extended to any employee for more than 260 calendar days inclusive of time loss issued by the Workers' Compensation TPA. Exceptions to extensions of restricted duty limits may be approved by the employee's Director and the Human Resources Director.

Eligibility is also contingent upon a prognosis that does not exclude the employee's return to his or her former position. Employees must be temporarily injured and expected to return to their regular duties.

Hours worked in the program are considered productive hours in the computation of fringe benefits. It is the employee's responsibility to perform the assignment in a productive, professional manner as expected in any regular assignment. Employees may be transferred to another medically appropriate assignment or removed from the program.

The City may allow employees with non-occupational injuries or illnesses to participate in the Restricted Duty Program when the temporary restrictions as documented by the

employees attending healthcare provider match the available light duty and when the assignment is also approved by the Director and the Human Resources Director.

**Section 10.05 Leave to Attend Funerals of City Employees**

Except for temporary and provisional employees, all City employees may be allowed to take necessary time off with regular pay, at the discretion of their supervisor, to attend a funeral of a City employee.

**Section 10.06 Jury Duty and Witness Service**

An employee who is called for jury duty or is subpoenaed as a witness in a case to which the employee is not a party is entitled to Jury / Witness Service pay. The employee shall be paid their normal base salary during the absence due to the jury or witness service, provided the employee pays the City the amount of jury or witness pay received (exclusive of mileage and other allowable expenses, e.g., lodging and meals).

**Section 10.07 Military Leave**

Eligible employees who are members of the State National Guard or a Federal Reserve military unit shall be entitled to time off with normal pay for up to twenty-one (21) calendar days each fiscal year (October 1<sup>st</sup> through September 30<sup>th</sup>), in accordance with RCW 38.40.060, while participating in officially ordered military duty.

The City Manager shall issue a policy for state and federal family, medical and military leaves which defines eligibility and ensures employees receive the full protections under laws and regulations.

**Section 10.08 Family and Medical Leave**

The City Manager shall issue a policy which provides for state and federal family, medical and military leaves.

**Section 10.09 Leave of Absence Without Pay**

The Department Director may grant a leave of absence without pay up to thirty (30) calendar days for full-time 40, full-time 30 and part-time employees who are past probation. The City Manager may authorize an unpaid leave of absence up to a maximum of one (1) year.

Upon expiration of an approved leave of absence in excess of thirty (30) days without pay, an employee may be reinstated to the same or similar position, if available, when the leave was granted. The City cannot and does not make any commitments to holding a position open in hopes that the employee will return. If no positions are available, the employee will be

considered as "laid off" in accordance with the Recall List provisions in the Reduction in Force article of this Plan.

During an approved leave of absence without pay, an employee shall not be eligible for any City-paid benefits or leave accrual.

## **Article XI. Drug Free Workplace and Drug and Alcohol Testing Policy**

### **Section 11.01 Drug Free Workplace Policy Statement**

The City of Richland is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. Under a policy issued by the City Manager, we have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The City encourages employees to voluntarily seek help with drug and alcohol problems.

### **Section 11.02 Employee Assistance Program**

The City recognizes a need to provide an opportunity for employees to deal with issues and problems. The Employee Assistance Program (EAP) is a resource to employees needing assistance with family matters, personal or family drug and alcohol related problems, or other difficulties. Information on the EAP is available from Human Resources, the employee's supervisor, or the City's intranet.

## **Article XII. Aggregate City Service**

The City service date for each employee shall be the employee's date of hire or rehire to an authorized position. For the purpose of leave accrual and other benefits, when an employee changes job status from an ineligible to an eligible position, City service is counted from the date of eligibility, not the date of hire. An employee who separates service from the City and is later rehired within one (1) year of the employee's separation date will be credited with previous eligible City service.

City-sponsored employee recognition events and retirement plaques are for eligible status employees, defined as full-time 40, full-time 30 and part-time employees. Recognition shall be based on calendar years of eligible service, and shall not be prorated based on actual hours worked. In appreciation for employees who have served the City in other employment statuses that are ineligible for City-wide recognition, Departments may recognize such employees with departmental awards or events, upon Director approval.

### **Article XIII. Concerns and Complaints**

Employees covered by this Plan are encouraged to bring concerns through their reporting structure (supervisor/manager/director). Usually an employee's direct supervisor or manager is in the best position to address issues that arise in the workplace. However, employees may choose to utilize an alternate channel to raise concerns, either through Human Resources or the City Manager's office. Generally, the alternate channel would not be utilized for questions or concerns that pertain to operational matters.

**Article XIV. Exhibits**

**Section 14.01 Exhibit 'A' – Unaffiliated Staff Classifications, Pay Grades and Salaries**

*(Exhibit A – Pages 1 through 5)*

**Section 14.02 Exhibit 'B' – PTO/Vacation Donation Transfer Form**

**TO BE COMPLETED BY EMPLOYEE WISHING TO DONATE PTO/VACATION:**

Information for Employee Requesting Donated PTO/Vacation

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Information for Employee Donating PTO/Vacation

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Title: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Current PTO/Vacation Balance (hours): \_\_\_\_\_

Donation/Transfer Request (not to exceed 100 hours): \_\_\_\_\_

Balance After Transfer (hours – must be at least 200 PTO/100 Vacation): \_\_\_\_\_

I hereby request that the above PTO/Vacation hours be transferred and understand that my PTO/Vacation accruals will be reduced by the number of hours indicated above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT:**

Date Request Received: \_\_\_\_\_

(Hours transferred \_\_\_\_\_ multiplied by donating employee's hourly rate \$\_\_\_\_\_) divided by the hourly rate of the requesting employee \$\_\_\_\_\_ Equals the Total Hours Transferred \_\_\_\_\_.

Approved  Denied

\_\_\_\_\_  
Human Resources Director or designated representative Date

cc: Personnel File