

ORIGINAL

RESOLUTION NO. 325

**A RESOLUTION OF THE CITY OF SHORELINE,
WASHINGTON, ADOPTING REVISIONS TO PERSONNEL
POLICIES TO ESTABLISH RULES FOR COMPENSATING
EMPLOYEES ASSIGNED TO WORK DURING STORM EVENTS.**

WHEREAS, the City Council has adopted benefits and working conditions in the Employee Handbook first adopted in 1999; and

WHEREAS, in staff debriefing this winter's storms, Directors of Public Works (PW), Parks, Recreation and Cultural Services (PRCS) and Human Resources (HR) conducted several meetings with the PW and PRCS staff assigned to Hamlin Yard and with Customer Response Team staff; and

WHEREAS, as a result of this evaluation, staff recommends compensation rules be amended for employees assigned to 12-hour shifts typically used during storm events to avoid inequities to those employees; now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. New Section . A new section 5.045 of the Employee Handbook is adopted to read as set forth in Exhibit A hereto.

ADOPTED BY THE CITY COUNCIL ON MAY 14, 2012.


Keith A. McGlashan, Mayor

ATTEST:



Scott Passey, City Clerk

5.045 Twelve Hour Shift Policy (Non-Exempt Employees)

From time to time the City Manager may determine the need to assign City employees to work 12-hour shifts in order to effectively respond to inclement weather, natural disasters or other similar emergency events. The provisions of this policy apply in the case where the City Manager makes a declaration assigning employees to a "City Manager designated 12-hour shift".

- A. **Pay to transition assigned employees into the 12-hour shift.** When employees are working at the time the City Manager declares a 12-hour shift, night shift employees shall be sent home with pay to rest and prepare for the night shift. This period of pay shall cover the time between the declaration of the 12-hour shift until the end of their regularly scheduled work day.
Example: An employee is at work and is scheduled to work until 4:00 pm. The employee normally takes a half hour lunch at noon. At 11:00 am the City Manager declares a 12-hour shift. The employee, assigned to the night shift, is sent home at 11:00 to rest and report to work at 9:00 pm for the night shift. The employee receives 4½ hours pay—1 hour from 11:00 to noon and 3½ hours from 12:30 pm – 4:00 pm.
- B. **Shift Differential.** In recognition of the inconvenience of having to work unusual hours with very little notice and under conditions that are generally difficult due to weather or other uncomfortable conditions, employees assigned to the declared 12-hour shift shall receive an additional \$3 per hour shift differential for all hours worked beyond their normal assigned shift. When an employee is working a 12-hour shift on a day they are not normally scheduled to work, all hours worked shall be considered to be "beyond their normal assigned shift". *An example of how the policy would apply:* Assume the following facts:
- Both Employee A and Employee B normally work a schedule of 7:00 am – 4:00 pm (with an hour unpaid lunch break).
 - Employee A is assigned to the 9:00 pm – 9:00 am night shift. For each full night shift worked, Employee A will receive 10 hours of shift differential pay from 9:00 pm until 7:00 am to compensate for hours that Employee A does not normally work. This same amount of differential pay will apply regardless of which day of the week the work is being performed.
 - Employee B is assigned to the 9:00 am – 9:00 pm day shift. For each full day shift worked, Employee B will receive 5 hours of shift differential pay from 4:00 pm until 9:00 pm to compensate for hours that Employee B does not normally work. This same amount of differential pay will apply regardless of which day of the week the work is being performed.
- C. **Pay for meal breaks.** During the declared 12-hour shifts, employees shall be paid for required meal breaks.

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D. **Premium Pay for work on days when City Hall is closed.** In the event that the City Manager closes City Hall for any period of time during any normal work day during the period of the declared 12-hour shift, any employee assigned to the 12-hour shift who works during the calendar day the City Hall is closed shall receive straight time “comp time” for the time that City Hall is closed, in addition to their pay for their shift. For the purposes of a full day City Hall closure, the “time closed” shall be 8 hours.

Example: The City experiences severe snow storms and the City Manager declares a 12-hour shift beginning on Monday and the 12-hour shifts continue through the weekend. During the work week, due to the snow, the City Manager closes City Hall for the entire work day on Wednesday. In addition the City Manager closes City Hall 2 hours early on Thursday to allow employees at work to drive home safely.

- Employee A is assigned to the night shift and works the night shift on both Wednesday and Thursday as scheduled. In addition to appropriate pay for the hours worked, Employee A will receive 10 hours of comp time. (8 hours for having worked on Wednesday and 2 hours for having worked on Thursday).
- Employee B is assigned to the day shift and works the day shift both Wednesday and Thursday as scheduled. In addition to appropriate pay for the hours worked, Employee B will receive 10 hours of comp time. (8 hours for having worked on Wednesday and 2 hours for having worked on Thursday).
- Employee C is assigned to the day shift and is scheduled to work both Wednesday and Thursday; however, Employee C works Wednesday but then calls in sick and does not work as scheduled Thursday. Employee C will receive 8 hours comp time. (8 hours for having worked on Wednesday but 0 hours for Thursday).