

Employee Handbook Updates

Personnel Policies



Initiative 1433, Part 2 eff. 1/1/18, requires:

- 1 hour of sick leave for every 40 worked,
- Use of sick leave after 90 days,
- Carryover of sick leave, up to 40 hours,
- Use of sick leave for immediate family (as defined by the initiative), and
- Reinstatement of sick leave if rehired within 12 months.

Update to Current Sick Leave Policy for Regular Employees

H. Sick Leave – Regular and Limited Term Employees

6. Rehired

Employees who are rehired within twelve months of a separation in service shall have their unused sick leave balance restored.

A Sick Leave Policy for Extra Help Employees

I. Sick Leave – Extra Help Employees

This section becomes effective January 1, 2018.

Extra Help employees perform work that is seasonal, variable, intermittent, or part time for a few hours each week; their sick leave benefit is based on actual hours worked.

1. Accrual and Eligibility to Use Sick Leave

Employees will accrue one hour of sick leave for every forty hours worked.

Beginning on the ninetieth calendar day after being hired, employees may use accrued sick leave for an illness or disability that requires the employee to be absent from their scheduled work hours. The illness or disability may be their own or that of an immediate family member.

2. Maximum Carryover

The maximum unused sick leave that may be carried over from one calendar year to the next is forty hours.

3. Separation from Service

Sick leave hours are not cashed out upon separation from service and may not be used to extend employment beyond the last scheduled day of work.



A Sick Leave Policy for Extra Help Employees

4. Rehired within Twelve Months

Employees who are rehired within twelve months shall have their unused sick leave balance restored and will have satisfied their eligibility to use sick leave as required in section one of this policy.

5. On-the-job Injury

An employee who has an on-the-job injury and receives time loss payments from the Washington Department of Labor and Industries (L & I) may not use sick leave for the same hours for which the employee receives the time loss payment. An employee may use sick leave to supplement the time loss payment for the purpose of continuing to receive his or her pay for scheduled hours of work. If an employee is awarded time loss payments for a period that the employee has already used sick leave, the employee shall submit the L & I check to Finance and 'buy back' the equivalent amount of sick leave used. While on time loss, the employee's pay may not exceed the employee's normal pay when not on time loss.

Definitions related to sick leave policies:

H. De Facto Parent

A person who has been found by the court to have assumed, on day-to-day basis, the role of the parent, fulfilling both the child's physical and psychological need for care and affection, and who has assumed that role for a substantial period.

R. In Loco Parentis

A person who acts in the place of a parent with legal responsibility to take on some of the functions and responsibilities of a parent.

T. Normal Pay

Pay for scheduled hours of work at 1.0 (one) times the hourly rate of pay.

V. Separation from Service

Any case where employment ends through death, retirement, resignation, layoff or otherwise a termination of employment.

Definitions related to sick leave policies:

O. Immediate Family

Unless defined otherwise in these policies, immediate family is:

- A spouse or domestic partner.
- A child, parent or sibling of the employee, employee's spouse or domestic partner.
 - Child includes adopted, biological, foster, grand, step, child of a legal guardian or a person standing in loco parentis or a de facto parent; regardless of age or dependency status.
 - Parent includes adoptive, biological, foster, grand, step and a person who was a legal guardian or stood in loco parentis or was a de facto parent.
 - Sibling includes adopted, biological, foster, or step.

~~the employee's grandparent, parent, parent-in-law, foster parent, spouse, domestic partner, biological child, adopted child, step child, child of domestic partner, foster child, a legal ward or child of a person standing in loco parentis if the child is younger than 18, grandchild, sister, sister-in-law, brother or brother-in-law.~~

In appropriate circumstances, an employee may believe that another individual should be considered a member of the immediate family for the purpose of applying these policies. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of the immediate family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is different in certain approved benefit plans or policies; the provisions of those plans or policies will govern.)

Housekeeping Update

What to do if an employee receives a subpoena or notice of deposition directly.

C. Subpoenas and Depositions

Sometimes an employee may receive a notice that they are being subpoenaed regarding City business, such as being required to give a deposition. If an employee receives such a notice directly, the employee is to immediately notify the City Attorney's office. The City Attorney's office will assist the employee in preparing for the deposition and will accompany the employee to the deposition, providing the appropriate defense for the employee during the deposition as provided by court rule and law.