RESOLUTION NO. R2018-13

A RESOLUTION OF THE CITY OF SEQUIM, WASHINGTON, ADOPTING AN UPDATED COMPREHENSIVE PERSONNEL POLICY MANUAL AND ASSOCIATED PROCEDURES AND REPEALING AND SUPERSEDING CONFLICTING RESOLUTIONS AND PROCEDURES

WHEREAS, the City has previously adopted a comprehensive Personnel Policy Manual applying to all employees and recognizing various collective bargaining agreements in R2012-05 on March 26, 2012; and

WHEREAS, updating the Personnel Policy Manual periodically helps to keep the City of Sequim in compliance with legislation and provide protection against employment claims; and

WHEREAS, the Personnel Policy Manual was updated with a lens that took into account the City's Organizational Values, which include: Integrity, Stewardship, Positive Attitude, Respect, Teamwork, Customer Service, and Continuous Improvement; and

WHEREAS, administrative changes to the Policy Manual are wholly within the City Manager’s authority unless such changes may be reflected in the City’s adopted budget; and

WHEREAS, the representatives for the City’s various collective bargaining agreements have reviewed the amended Personnel Policy Manual and associated procedures and expressed support;

WHEREAS, staff proposed vacation increases to unrepresented staff to achieve greater parity among unrepresented and represented groups, which affected the City’s adopted budget and required Council approval;

NOW, THEREFORE, be it resolved by the City Council of the City of Sequim as follows:

1. The attached Personnel Policy Manual and associated procedures are adopted. This Resolution repeals and supersedes R2012-05, adopted March 26, 2012 and any other policies, whether adopted by Resolution or not, that conflict with this Resolution.

2. Such repeals and amendments will not be construed as affecting any existing right acquired under the resolutions or policies repealed or amended, nor as affecting any proceeding instituted thereunder, nor any rule, regulation, or order promulgated thereunder, nor the administrative action taken thereunder. Despite the foregoing actions, obligations under such resolutions or policies or decisions issued and in effect on the effective date of this Resolution continue in full force and effect, and liability will not be in any way modified.

3. This Resolution does not affect any collective bargaining agreement or change any "at will" employment status.
Adopted by the Sequim City Council on this 14th day of June, 2018.

Dennis Smith, Mayor

ATTEST:

Karen Kuznek-Reese, City Clerk, MMC

APPROVED AS TO FORM:

Kristina Nelson-Gross, City Attorney
CITY OF SEQUIM
PERSONNEL POLICY MANUAL

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The City's primary goal is to provide quality service to the people who live and work in Sequim or visit our town for business and recreation. To accomplish this we all need to work together as a team.

The City places the highest value on our employees and their well-being. We want you to have the support and information necessary to achieve the objectives of your position and maximize your contribution to the organization in a manner you find personally rewarding. It is our belief that when consistent personnel policies are known and communicated to all, the opportunities for greater job satisfaction increase. We encourage you to read this Manual. If you have any questions about a policy, or have suggestions for improvements to this manual or to the way the City engages its employees, please bring them to your supervisor or department director. We are always open to ideas and often the best ones come from within. Regardless of your position within the organization, you are a valuable member of our team and we welcome your ideas.

The purpose of this Manual is to encourage fair, consistent terms of employment for all employees in compliance with the law, and to assist supervisors in the implementation of these practices. Employees are encouraged to ask their supervisor or the Human Resources Department any questions they may have regarding the interpretation of these policies; however, an interpretation will not be construed to change policy. These policies are guidelines to the City's current employment practices and procedures and not promises of specific treatment in specific situations. These policies are not intended to be a contract, expressed or implied, or a guarantee of employment for any specific duration.

Scope

This Manual applies to all City employees. It upholds our organizational values of integrity, respect, stewardship, teamwork, customer service, positive attitude and continuous improvement. This Manual is also intended to uphold our leadership philosophy and promote leadership at all levels. It explains rules of conduct, expectations for services the City provides, professionalism, confidentiality, and the prohibitions against any discrimination in the workplace. In a case where a policy may conflict with the provisions of a Collective Bargaining Agreement, a written contract of employment, other laws, the Sequim Police Department Policy Manual or civil service regulations, the provisions of those agreements, laws, or regulations govern.

Equal Employment Opportunity

The City is an equal opportunity employer, believing that better customer services are achieved when diverse employees work together toward a common goal.
It is our policy that all decisions involving any aspect of the employment relationship be made without regard to race, color, sex, religion, age, national origin, marital status, gender, sexual orientation, disability status, veteran status or any other status protected by local, State or federal law. The City assesses job applicants and employees based on job-related qualifications, competence and employment history.

Changes to Personnel Policy Manual

As the need arises, the City Manager may modify, supplement, clarify, or rescind any of these policies without the need for City Council approval in accordance with RCW 35A.13; however, the City Council retains authority to approve any changes to the Manual that affect the City's budget. The City Manager may deviate from this Manual in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the City of Sequim's citizens. Nothing in this Manual restricts the authority of the City Manager granted in RCW 35A.13. The City Council's duties related to setting compensation and working conditions are normally exercised in the budget and bargaining unit contract approvals. Employees may recommend specific changes to this Manual by submitting suggestions to their department director. This Manual supersedes all prior manuals, and employees retain no rights or privileges associated with any prior version. Employees will be notified of all changes in a timely manner.

The City Manager, or designee, is responsible for implementing these policies and procedures. Implementation includes posting the Manual in an area open to employees or on the City website, making the Manual available to employees upon request, and providing the Manual to all newly hired employees. Department Heads, supervisors and managers are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of these policies or procedures may result in appropriate disciplinary action, up to and including dismissal. This Manual does not change any Exempt/Non-represented employee status from that of an At-will employee.
DEFINITIONS

Abuse of Sick Leave - Excessive absenteeism or repeated absence from work without adequate medical documentation.

Anniversary Date - The original date of hire with the City in a Regular Full-Time or Regular Part-Time position (including the employee's Probation period). If a Temporary or Seasonal employee is later hired into a Regular position, the Anniversary Date for wage, health, accrual, and retirement benefit purposes begins with the date hired to the Regular position.

"At-will" - An employer may terminate a Non-represented employee at any time without due process, notice, cause, or a hearing.

Classification - A group of positions sufficiently similar in nature, duties and responsibilities, knowledge, abilities and skills, and other qualifications to permit combining them within a single job title for purposes of wages and selection.

Collective Bargaining Agreement - A contract covering employees represented by union(s).

Demotion - The assignment of an employee, voluntarily or involuntarily, to a job Classification generally having less responsibility and salary in a lower pay range.

Department Head - The supervisor, manager, or director, as applicable, of a particular department. This also means the City Manager for employees who directly report to the City Manager.

Discharge - Involuntary employment termination initiated by the organization.

Domestic Partner - The individual named in a current, valid Affidavit of Marriage or State of Washington Registered Domestic Partnership on file with the City's Human Resources Office.

Employment Status Types:

Probation - The initial 180 calendar day period of employment considered a continuation of the selection process, in which the employee's work is evaluated. During this period the employee may be dismissed at any time and is not subject to an appeal procedure. At-will employees remain At-will and gain no additional rights after any probationary period.

Regular - The period of employment after completion of the Probation period. Seasonal or Temporary positions do not have a Probation period.
Regular Full-Time – An employee hired to work a 40-hour week in a Regular position, which is established by the City budget and expected to be an ongoing position.

Regular Part-Time – An employee hired to work an average of at least 20 but fewer than 40 hours per week in a Regular position established by the City budget, which is expected to be an ongoing position.

Temporary – A position authorized to work on a special project or during peak workloads. Employment may be up to 40 hours per week and is dependent upon the needs of the special project or peak workload as determined by the City. If a Temporary position has worked 20 hours or more per week for six months, and the City considers extending said Temporary position, Human Resources will review benefit policies for potential eligibility thresholds with the Department Head.

Seasonal – An employee hired into a position for which the annual employment is for a specified period of time (180 calendar days or less). The Seasonal employee typically works each calendar year in approximately the same part of the year, such as summer or winter.

Exempt – An employee exempt from overtime provisions of the Fair Labor Standards Act (FLSA). A list of Exempt positions is maintained by Human Resources.


Non-represented – Employees not represented by a labor union for purposes of establishing wages, hours, and conditions of employment.

Salaried – A position that is exempt from overtime provisions of FLSA.

Insubordination – Expressed hostility or contempt for an employee’s supervisor or willful disregard of a supervisor’s reasonable directive or written City policy.

Manual or Personnel Policy Manual – The compilation of all policies contained in this document and all procedures identified in Chapter 6.

Merit Increase Date – The date on which an employee receives an incremental step increase based upon performance, as recommended by the Department Head and approved by the City Manager.

Step Increase Date – Based on date hired to position, used for the purpose of annual performance reviews and step increases.
Standby – Specific assignment of an employee during off-hours to be available to come to work if needed.

Suspension – Temporary removal from employment without pay.

Transfer – The assignment of an employee from one position to a different position within the same Classification or similar Classification with the same salary range and having similar qualifications.

Work Week – A fixed and regularly recurring period of seven consecutive 24-hour periods. The standard Work Week for employees consists of the period from 12:00 a.m. Sunday to 11:59 p.m. the following Saturday. Different work schedules may be established by the City or by bargaining agreements to meet job assignments and provide necessary City services.

Alternative Work Week, such as 4/10s or 9/80s, is a fixed and regularly occurring period of seven consecutive 24-hour periods that differ from the standard times referenced above. 4/10s consist of four 10 hour days each week. 9/80s consist of 9 hour workdays on 4 consecutive days during each calendar week plus an additional 8 hour workday every other week. The work week will begin midpoint of the bi-weekly 8 hour workday so that the first 4 hours of the 8 hour workday fall within the first work week, and the last 4 hour of the 8 hour workday fall within the next or second work week.

EMPLOYEE ETHICS

The City’s primary function is to serve the citizens of Sequim. A central tenet of achieving that goal relies on treating the public as its most valuable customer.

Consistent with our core values, the City expects that all employees will serve our citizens in a professional manner that is professional, fair, courteous, effective, efficient, and helpful. The City trusts and expects that its employees’ decisions and actions will be guided by sensible judgment, personal responsibility, and the following ethical principles:

- Tact and courtesy in all interactions, including members of the public, City officials, and fellow employees;
- Uphold the City’s policies in a clear and consistent manner at all times;
- Make unbiased decisions and use authority fairly and responsibly;
- Avoid decisions or actions that might result in or give the impression of providing preferential treatment or privileged information to any person;
- Conduct City business in an impartial manner, disclosing all potential conflicts of interest;
- Advocate for an environment of public trust by upholding our core values;
- Be good stewards of the City’s resources, grounds, facilities and equipment;
- Use position or City resources only for legitimate City business and not for personal gain; and
- Be mindful of how actions may be perceived by others.
Employees must also comply with all applicable requirements of RCW 42.20 and 42.23. No City employee may engage in any act which is in conflict with, or creates an appearance of conflict with, the performance of official duties.

Conflicts of Interest

Employees who become aware of an actual or apparent conflict of interest regarding any matter in which they have decision-making authority must disclose the conflict to their immediate supervisor. If their supervisor agrees a conflict exists after consultation with the City Attorney or the Human Resources Department, employees must excuse themselves from decision making on the matter. The disclosure and steps taken to avoid the conflict will be documented in writing, dated and signed by the employee and supervisor.

Employees are prohibited from receiving gifts, loans, or favors from suppliers, contractors, consultants, or anyone else who may gain from an employee’s decision that may induce or give the appearance of obligating them to compromise their job responsibilities. Examples of acceptable employee gifts of small value from vendors include gifts of food consumed at City offices, a business meal at a scheduled professional association or training event, or donations to an employee event. [See also “Gifts and GRATUITIES”]

Workplace Relationships

The City does not prohibit consensual relationships between employees that occur outside the workplace. If a potential conflict of interest arises due to that personal relationship, the City will address the workplace concerns. The City reserves the right to terminate one of those employees in accordance with City policy if such relationships become disruptive to the workplace, interfere with normal supervisory duties, or have an impact on employee morale. If a consensual relationship occurs outside the workplace between a supervisor and an employee they supervise, the supervisor must promptly disclose this to the Human Resources Department.

If two employees develop a voluntary romantic relationship, marry, become registered Domestic Partners, become related, or voluntarily become part of the same household, and where one holds a supervisory position over the other, it is considered an ethical conflict of interest. Such relationships create a business necessity for removing the supervisor/subordinate situation. Employees in supervisory positions have a higher duty of responsibility in representing the City and may not use their supervisory position to influence the working conditions of a subordinate employee in any way. The City Manager or designee reserves the right to Transfer or reassign either employee to another position as deemed necessary to avoid such conflicts. If a conflict exists that cannot be resolved as set forth above, the City reserves the right to terminate one of the employees. The decision as to which employee remains employed with the City must be made by the affected employees within 30 calendar days of becoming married, registering as Domestic Partners, or sharing the same household. If no decision is made during this time, the City retains its right to choose which employee will be terminated. Termination will occur only when required as a business necessity and in conformance with WAC 162-16-250.
Outside Employment

Employees will not, directly or indirectly, engage in any outside employment or financial interests which may conflict, in the City’s opinion, with the best interests of the City. Examples include but are not limited to:

1. Outside employment that prevents the employee from being available for work beyond normal working hours, such as in emergencies or peak work periods, when availability is a regular part of the employee’s job;
2. Outside employment that is conducted during the employee’s work hours;
3. Outside employment that uses City telephones, email accounts, computers, cell phones, supplies, or any other resources, facilities or equipment;
4. Employment with a firm that has contracts with or otherwise does business with the City where the Employee will be working on City business in any way or the Employee or business may seek to influence City business; or
5. Employment and volunteer work that includes activities that may reasonably be perceived as a conflict of interest, compete with City services, or otherwise discredit the City.

An employee who does perform outside work has a special responsibility to avoid any conflict with the City’s business interests. Prior to accepting an outside employment activity, employees must obtain approval from their supervisor, department director, and the Human Resources Department.

Confidentiality of business information

City of Sequim employees have job responsibilities that include access to personal information regarding taxpayers, ratepayers, other employees, officials, and City business. Employees are obligated to keep this information confidential except as may be authorized by law, such as the Public Records Act (RCW 42.56). Confidential information includes, but is not limited to, computer, cell phone and other City account passwords, City building and equipment access codes, medical information, personal identity information such as social security number, personal phone numbers, and home addresses.

The City trusts its employees to be good stewards in handling confidential information in a responsible manner. This responsibility continues indefinitely, including after employment with the City ends. Employees who violate this confidentiality are subject to discipline up to and including termination and may also be subject to civil liability.

Public records requests

Public Records Requests must be immediately forwarded to the City Clerk who is the responsible official designated in our Public Disclosure Code provision. Under Washington Law, all documents are presumed accessible to the public unless an exemption exists. Employees are asked to be mindful of this when communicating with fellow employees and members of the public. The City expects that each employee will communicate in a manner that promotes the level of professionalism expected from City
employees. For further information, please refer to the City's Public Records Compliance Policy.

HARASSMENT PREVENTION

The City desires to create and maintain a work environment free from all forms of harassment and expects that all employees will be treated in a professional manner. Any harassing conduct relating to a person’s race, religion, age, sex, marital status, sexual orientation, disability, or ethnic background is unacceptable and a violation of City policy.

All City employees are expected to show respect for each other and toward those with whom the City does business, whether the employee is on or off duty. Employees are responsible for ensuring that their behavior in the workplace promotes a professional atmosphere, free from harassing and discriminatory conduct. Any employee found in violation of this policy is subject to disciplinary action, up to and including Discharge.

City policy prohibits employee behavior that may rise to a level of unlawful discrimination or harassment – behavior that is ongoing in nature and has the effect of creating a hostile or abusive work environment for the affected employee. City policy also prohibits any physically threatening conduct.

Harassment reporting procedure:

1. The employee should clearly inform the person he/she believes to be acting inappropriately that the behavior is inappropriate, offensive, unwelcome, and should immediately cease. If that does not work or if the employee is uncomfortable confronting the offending individual, the employee must report the incident promptly in accordance with 2 below.

2. The employee must report all instances of perceived harassment or discrimination as soon as possible to the City Attorney or any supervisor or department director, who will notify the Human Resources Department without delay. The employee must report the specific allegation (orally or in writing), the date(s) of occurrence, the individual(s) involved and any witnesses. Prompt reporting of concerns causes rapid and constructive action to be taken. The City will make every effort to stop alleged harassment before it continues, but can only do so with employee cooperation.

3. Any supervisor who witnesses an act of harassment and fails to take prompt, appropriate action or who receives a complaint of harassment and fails to investigate in a prompt, serious, and complete manner is subject to disciplinary action.

4. No employee will suffer retaliation for reporting a concern or participating in the investigation of a complaint made under this policy. All complaints will be handled as confidentially as possible under the circumstances; however, it
may not be possible to keep all the allegations confidential when the subject of the complaint is provided the opportunity to respond.

If the City determines that the accused employee(s) engaged in harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Because employee discipline is a confidential matter, the complaining party may not always know of the specific action taken in response to the complaint. Such action may include warnings, verbal and/or written reprimands, a permanent letter to the employee's file, Transfer, Demotion, Suspension, or Termination. To the extent reasonably prudent, as determined by the Human Resources Department, the complaining party may receive information as to the steps taken to address alleged inappropriate or harassing behavior.

Prevention of sexual harassment

Sexual harassment is a form of discrimination and will not be tolerated by the City of Sequim. Sexual harassment is sexually suggestive conduct directed at the recipient and when such conduct is not welcomed by the recipient. Examples of sexual harassment includes without limitation: requests for sexual favors, sexually suggestive comments or behavior, discussions of one's private sexual life, sexually explicit jokes, and physical behavior such as kisses, hugs, sexually suggestive pats or squeezes. Unwelcome sexual advances and other verbal or physical conduct constitute sexual harassment when:

1. Submission to or rejection of such conduct is used as a basis for making employment decisions affecting the recipient; or
2. The conduct unreasonably interferes with the recipient's work performance; or
3. The conduct creates an intimidating, hostile, or offensive work environment.

STANDARDS OF CONDUCT

Reporting Improper Governmental Action/Whistleblower Protection (RCW 42.41)

In the unlikely event improper governmental action is taken by an employee or the City, it is the City's policy to encourage prompt reporting of any improper governmental action. An improper governmental action is defined in RCW 42.41.020. Generally, it is any action by City employees or elected officials that is undertaken in the performance of their official duties (regardless of whether such action is within the scope of their duties) and in violation of any Federal, State or Local law that is an abuse of authority, a substantial and specific danger to the public health or safety, or is a gross waste of public funds.

Procedure for Making a Complaint:

1. If an employee becomes aware of any improper governmental action, he/she must bring the matter to the attention of his/her supervisor in a written report stating in detail the basis for his/her belief that an improper action has occurred. Except in an emergency, this must be done as soon as the employee becomes aware of the improper action, but no later than 30 calendar days from the date of
the action in question. If the employee believes the improper action involves the supervisor, the employee must give the written report to the City Manager or City Attorney.

2. The City Manager, City Attorney or designee will promptly investigate improper governmental action. Such investigation may include delegating the investigation to a City of Sequim Police supervisor, Department Head, Human Resources Department or an outside investigator. After the investigation is completed within 30 calendar days of the employee's report, the employee will be advised generally of the results of the investigation. Any personnel actions taken as a result of the investigation may be kept confidential in certain circumstances. If the investigation results in a finding of improper conduct, the identity of the reporter and the investigation may be disclosable pursuant to the Public Records Act (RCW 42.56).

In case of an emergency, where the employee believes damage to persons or property is imminent if action is not immediately taken, the employee may report the improper action directly to the appropriate government agency responsible for investigating the issue. Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that the City did not perform an adequate investigation, that insufficient action was taken to address the improper action, or that for other reasons the improper action is likely to reoccur. Outside agencies include, without limitation, the Clallam County Prosecuting Attorney's Office, the Washington State Auditor, and the Washington State Attorney General's Office.

It is unlawful for a government agency to take retaliatory action because an employee, in good faith and in accordance with the above procedures, complained about an improper government action. A retaliatory action is defined as any material adverse change in the terms and conditions of an employee's employment that is substantially motivated by the employee's decision to participate in a whistleblower complaint. An employee who fails to make a good faith effort to follow this policy is not entitled to the protection against retaliation. The reporting employee has the responsibility to ascertain the correctness of the information furnished; if knowingly false information is furnished, as determined during the course of the investigation, the employee is subject to disciplinary action, not limited to but including termination. This policy does not protect employees regarding their own improper conduct nor does it grant additional rights. (See RCW 42.41.050).

**Procedure for Seeking Relief from Retaliation:**

1. An employee seeking relief from retaliatory action under this section must provide a written complaint to his/her supervisor within thirty (30) calendar days of the alleged retaliatory incident. If the supervisor is involved, the complaint should go to the City Manager or the City Attorney. The complaint must specify the alleged retaliatory action and the relief requested.

2. The City Manager, City Attorney, or designee will investigate the complaint and provide a written response within thirty (30) calendar days of receipt of the complaint. Additional time to respond may be necessary depending on the
nature and complexity of the complaint. If such an extension is necessary, the employee will receive written notice explaining the reason for such delay and an estimated time in which a response can be expected.

3. After receiving the City's response, the employee may request a hearing before a State administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The hearing request must be delivered within fifteen (15) calendar days of receipt of the City's final response in section 2 or forty-five (45) days after the time in which the City should have responded (in the case of no response).

4. Within five (5) business days of a hearing request, the City will apply to the State Office of Administrative Hearings for an adjudicative proceeding before an ALJ.

5. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence admitted in the hearing. The ALJ will issue a final decision within forty-five (45) calendar days after the date of the request for hearing, unless an extension is granted.

Political Activity

Employees may participate in political or partisan activities of their own choosing if City resources and property, including the employee's City work time, are not utilized. Further, activities must not adversely affect employees' responsibilities in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way.

Any employee who meets with or may be observed by the public, or otherwise represents the City to the public, may not wear or display any button, badge, sticker, or any other signage relevant to any candidate or ballot issue during working hours.

Employees may not use City facilities, supplies, equipment or vehicles for any campaign purpose. Employees may not solicit money, influence, or service for any political election to public office or other ballot measures during working hours. Employees may not allow others to conduct such activities except as may be allowed under City policy. Note: If a City position is funded by federal funds, the federal Hatch Act bars state and local government employees in such positions from running for partisan public office (see RCW 42.17 and 42.17A).

Except as otherwise noted in this policy, employees are free to exercise their First Amendment rights.

Solicitations

Public facilities may not be used for private purposes.

A solicitation is the requesting of an employee's time or resources for any cause, whether by an individual or group, regardless of whether for financial or non-financial reasons. Solicitation may involve individuals or groups engaging in sales, recruitment, placing of signs and posters, and other activity that results in the anticipated benefit of
the individual or group. A solicitation by an employee of another employee is prohibited during the work time of either person.

Generally, distribution or display of printed materials is not allowed. An employee may, however, place employee-related contribution material to charitable or non-profit community causes in an employee lunch room or on a bulletin board for up to two weeks.

Persons not employed by the City may not solicit or distribute items on City property. Literature cannot be posted anywhere on City premises without the authorization of the City Manager's designee. If and when authorized, posted literature will only be for local events of interest to employees or charitable fund raising involving participation of employee family members (e.g., Girl Scout cookie sale) and limited to non-work areas.

Note: This section is not intended to prohibit statutorily or contract authorized organized labor activities.

**Gifts and Gratuities**

As a public employee, it is against the law to receive or solicit, directly or indirectly, a gift or gratuity that could be viewed as reasonably expected to influence, intended to influence, or which appears to influence a vote, action, inaction, or judgment of any officer or employee, or which could be considered a reward, in whole or part, for such action or inaction. Employees must keep public perception in mind.

If companies provide promotional incentives for purchases, the "gifts" that are received belong to the City, not to the employee.

Gifts received in cultural exchanges as part of an employee's official duties belong to the City and not the individual. Certain gift items of a value less than $50 are not considered likely to influence behavior and may be accepted on behalf of the City for use by the City.

Items that may be accepted are those specified in RCW 42.52.150 with an aggregate value of less than $50 from a single source or a single gift from multiple sources in a calendar year. For purposes of this section, "family", "gift", and "person" as defined in RCW 42.52.010, as enacted and amended, are adopted by this reference. A "single source" means any person acting directly or through any agent or other intermediary, and "single gift" includes any event, item, or group of items used in conjunction with each other or any trip including transportation, lodging, and attendant costs, not excluded from the definition of gift. The value of gifts given to an officer's or employee's family member or guest will be attributed to the official or employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member or guest.

Any gifts received should be kept at the City for use by all City employees. If you have a question about whether or not you should accept a gift or gratuity, check with the City Attorney.
Electronic Communications Policy reference

Please see Chapter 6-A for the City's "Electronic Communications Policy".

Regarding audits of City-issued cell phones: The Information Technology Department is responsible for auditing the use and expense of technology resources. Each Department Head can establish departmental review and record keeping procedures for wired and wireless communication device usage and expense to ensure compliance with the above policy. Additional guidelines specific to personnel working in the Sequim Police Department may be found in the Sequim Police Department General Operating Manual.
CHAPTER 2 – RECRUITMENT AND SEPARATION

The City values employees who are competent, motivated, productive, team-oriented, and customer-oriented. To achieve this, the City of Sequim seeks to hire the best qualified candidate for any job vacancy through a fair and consistent selection and screening process. Selection decisions will be based on job-related criteria that measure knowledge, skills, abilities, and attributes that relate directly to the work responsibilities of the position and successful job performance. Hiring decisions will be based on merit so that fairness and impartiality govern the recruitment process.

The City is committed to providing equal opportunity in employment for qualified persons with disabilities. The City does not discriminate against qualified applicants with a sensory, physical or mental disability. The Human Resources Department is responsible for managing the recruitment and selection process. The City will provide equal opportunity to all job applicants. The recruitment policies set forth in this Policy Manual are not intended to grant any rights to applicants or create any causes of action against the City.

RECRUITMENT PROCESS

When a position vacancy occurs, the decision to fill the position will be based on operational needs and financial resources as approved by the City Manager. Once a Regular position vacancy is approved to recruit, the process is as follows:

Job posting:
  1. The hiring authority and Human Resources Department review the job description for needed updates and discuss strategic sources for placement of job ads.

  2. Human Resources Department places all job advertisements. Advertising in diverse publications is highly recommended. Jobs are typically posted with a firm closing date; however, jobs may be posted “open until filled.” When a position vacancy occurs, Human Resources will notify all employees via email. Departments with staff that are not recipients of regular City email will post the vacancy on the bulletin board(s) at department locations. All position vacancies for Regular positions will be advertised outside of City Hall; the City may elect not to advertise outside of City Hall for Temporary and Seasonal positions. Applications will not be accepted after any posted closing date. If there are insufficient qualified applicants, the position will be re-opened and re-advertised. Applications are retained in accordance with Washington State Records Retention policies and requirements.
Application review:
3. A completed City of Sequim job application form is required; a cover letter and resume is optional. The process used to screen applicants must be job-related and assess the experience, knowledge, abilities, and skills needed to perform the job. Applicants must meet the minimum qualifications in the job description to be eligible to participate in the selection process.

4. Human Resources may conduct an initial screening of candidates for minimum qualifications. The hiring authority will identify the most qualified candidates to continue in the process.

Testing and interviews:
5. The Human Resources Department and the hiring authority will jointly determine if job skills testing will be conducted, and if so, jointly determine the weighting of all selection criteria prior to testing. Any test administered must be based on job content and the knowledge, skills, and abilities to do the job.

6. It is the Human Resources Department's responsibility to design and conduct uniform selection procedures for each job Classification. Management has the responsibility to use, analyze, and interpret data from the various selection procedures in a fair and consistent manner.

7. Interviews will typically be conducted with a team approach with a minimum of three panelists, including the hiring supervisor, a representative from Human Resources Department and one employee from a customer department. Depending on the position, external customers may be added to the interview panel. Objective selection procedures using structured questions will be used to select the best qualified candidate. Human Resources will draft interview questions and the hiring supervisor will assist by adding some technical duty-specific questions.

8. If, through the test/interview process, an internal candidate and external candidate are determined to be equally qualified, the internal candidate will be given preference.

Out of area candidates:
9. For qualified out of area job candidates, the hiring manager may conduct a telephone pre-screen interview to determine if an in-person test or interview is desired.

Police positions:
10. For additional recruitment requirements for civil service commissioned officers, we refer to the Sequim Police Department Policy Manual. All civil service recruitments will be handled in connection with the Civil Service Board.
Temporary hires:

11. Occasionally due to peak workloads or a special project, the City may need to hire someone on a short-term temporary basis (i.e., fewer than 180 calendar days, part time, not benefit eligible). Management reserves the right to post a vacancy or appoint a qualified individual.

Seasonal Employees

12. Seasonal employees are required to have a minimum of a 180 calendar day break in service before eligible for rehire.

Pre-employment references and background checks

Prior to making a conditional job offer, a minimum of three work-related reference checks should be completed. Current employers should not be contacted without prior consent of the job candidate. Depending on the position job description, additional background checks (such as verification of educational qualifications, driving record, criminal history) will be conducted.

We refer to the Sequim Police Department Policy Manual for commissioned police officer reference check and hiring procedures.

Job offer

When pre-employment references and background checks are successfully confirmed, the Department Head recommends a hiring wage to the Human Resources Department. In most circumstances, a newly hired employee will be placed in the lower half of the hiring range. Before recommending a starting wage, the Department Head will carefully consider the candidate's education and work experience, salary history, the wages of current employees in similar positions, and economic parameters impacting City finances. Generally, for entry-level positions the starting wage is recommended by the department director and approved by the Human Resources Department; whereas, for salaried, management level positions, an additional step of final approval by the City Manager is required. Individuals with extraordinary qualifications may be hired at a higher placement in the salary range, with the approval of the City Manager.

The City Manager will approve all job offers in advance. The City will administer all compensation consistently, within appropriate guidelines and approved budget.

Recruitment expenses – out of area candidate reimbursement

Candidates for highly specialized positions invited to interview onsite, who reside more than a day's drive from Sequim, may request some travel reimbursement. Any
reimbursement is at the discretion of the department director, depending partially upon budgetary resources and consistency with other department practices.

Moving expenses are a negotiable expense at time of job offer requiring department director approval, to be stated in the written job offer. If a new hire voluntarily leaves employment less than one year from hire date, he/she may be required to reimburse the City for all relocation expenses paid to them by the City.

Family Members

Individuals who are part of the same family or reside in the same household as a current City of Sequim employee or official are eligible for employment at the City, provided no direct reporting or supervisor-to-subordinate relationship exists. This relationship exists when one family member's work responsibilities, salary, hours, career progress, discipline, benefits, or other terms and conditions of employment could be influenced by the other family member. Family member has the same definition as immediate family contained in RCW 42.17A.005(24).

SEPARATION FROM EMPLOYMENT

Employment Separation

Employees who resign from employment will give reasonable advance written notice (two weeks or more) to their supervisor so that service to the community is not disrupted. The resignation letter should specify the last day of work and the reason for resignation. Exempt employees are asked to provide at least three or four weeks’ notice. The ability to meet this request will be noted as a resignation in good standing.

Employees who do not give two weeks’ written notice are not entitled to the benefits given employees who do give such notice. Human Resources will conduct an exit interview with the employee to provide the opportunity to discuss questions, suggestions, or complaints.

Employees planning to retire are asked to give their supervisor as much advance written notice as possible, preferably at least six months, because the City relies on such notices for budgeting and recruiting purposes.

The employee is responsible for returning all City property and material in his/her possession to his/her supervisor on or before the last day worked. This includes any City-issued property such as keys, credit cards, cell phones, tools, uniforms, documents, files, records, information stored on a personal computer or disk, office
supplies, or equipment. Computerized data generated in the course of employment is considered confidential information and the City's property.

**Payout of vacation accruals at employment separation**

When an employee retires or resigns with at least two weeks' prior written notice, he/she will receive wages for hours worked up to time of separation on the next regularly scheduled payday, including cash payment of accrued vacation and any remaining accruals. Following the last day worked, employees may elect to use up to a maximum of three weeks of accrued vacation time as their final weeks of service with the remainder of vacation accrual being paid out as a cash payment. If an employee is terminated for gross misconduct, the City may elect not to pay accrued vacation time at the City Manager's discretion.

**Payout of sick leave at employment separation**

For Non-represented employees hired before July 1, 2012, any remaining balance of the 50% of sick leave accrued through 6/30/2012 will be paid out at the employee's 6/30/12 hourly wage at future date of employment separation; no other sick leave will be cashed out. Non-represented employees hired on or after July 1, 2012 are not eligible for payout of accrued sick leave at employment separation.

An employee terminated for gross misconduct or cause will not receive any accrued sick leave payout. Employees who fail to return City property upon their last day of work may have the value of such property deducted from their final paychecks pursuant to WAC 296-126-025.

**Layoffs**

The City Manager may lay off employees for lack of work, budgetary reasons, reorganization, or other changes that have taken place. The City Manager reserves the right to determine layoffs in a way that provides the best mix of skills and resources available to provide City services. The City Manager will consider the City's needs, individual job classifications, individual job performance, and the required qualifications for the remaining jobs. Employees who are laid off may be eligible for re-employment if a vacancy for which they are qualified occurs within one year of layoff. Layoff considerations for represented employees will be in accordance with applicable Collective Bargaining Agreements.
References on former employees

All employees will direct reference requests on former City employees to the Human Resources Department. Human Resources will limit City employment history to the position held and dates of employment unless the former employee provides a signed legal release requesting that the City disclose work performance information. References should be factual in nature and job related. All written references need to be filed with Human Resources. [RCW 4.24.730 provides employers with immunity from liability for providing other potential employers with accurate information relating to an employee or former employee's job performance.]

Non-Discrimination on the Basis of Disability

Employees having disabilities covered under the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA), or the Washington Law Against Discrimination (WLAD) will be treated equally to any other employee, without regard to any preference for a work-related injury.
CHAPTER 3 – ATTENDANCE, COMPENSATION, BENEFITS, & LEAVE

ATTENDANCE

The City of Sequim relies on the good attendance and punctuality of its employees to provide quality, reliable services to our citizens. The City’s staffing levels depend on each employee doing his/her share of the workload and not overburdening others because of attendance problems. Each employee is expected to maintain a good attendance record by arriving on time, ready to work when the shift begins, and remaining at his/her work station or duty location as scheduled. Supervisors are responsible for maintaining an accurate attendance record for subordinate employees. Punctual and consistent attendance is a condition of employment.

Sequim residents are dependent upon functioning roads, utilities, and other City services that may require extra planning and effort from employees to get to work during challenging weather conditions. If an employee is unable to get to work or leaves work early because of unusual weather conditions, the employee may use accruals or leave without pay. Employees must notify their supervisors in accordance with policies relating to any other late arrival or absence. Employees who are sent home without prior notice and denied the opportunity to work will receive their normal pay for the rest of the day in which they were sent home. Refer to Chapter 5, Workplace Safety, Declared Emergencies, and Severe Weather Conditions.

Work hours

A normal working schedule for Regular Full-Time, non-Salaried employees consists of 40 hours each Work Week. Different work schedules may be established by the City to meet job assignments and to accomplish the necessary business of the City. These schedules may include weekends and evenings. The Work Week for all employees will comply with the Fair Labor Standards Act (FLSA).

The standard designated Work Week is 40 hours within a seven day work period, unless otherwise provided.

Alternative Work Weeks may be authorized by mutual agreement between the employee and the Department Head, with City Manager or department director approval. Alternative Work Weeks for represented employees are outlined in the Collective Bargaining Agreements. Non-represented employees who wish to work an Alternative Work Week may utilize any Alternative Work Week identified in a Collective Bargaining Agreement in the same manner as represented Employees.
Breaks and meal periods

All breaks should be arranged to minimize disruption to City business. Employees must take one 15-minute break for every four hours worked; employees will not be required to work more than three hours without a break. Employees who choose to remain at their work station during such rest break times are not entitled to leave before their normal quitting time or eliminate the rest periods to shorten the work day. Meal periods are typically 30 minutes in length as established by the department work schedule. If an employee works less than a five-hour shift, a meal period is not provided. Office luncheons are considered lunch breaks.

Timesheets

Employees will provide a completed timesheet, written or electronic, to their supervisor on a semi-monthly basis. Employees are responsible for recording their hours worked and any time taken off (paid or unpaid), with their written or electronic signature as verification that the time reported is recorded accurately and in accordance with City policy. The supervisor is responsible for verifying the timesheets of their direct reports prior to submittal to Payroll. Because maintaining an accurate timesheet is required by law, falsification of timesheets will be grounds for disciplinary action, up to and including termination.

Reporting an absence or late arrival

If an employee is going to be late or absent due to illness or injury, the employee must notify his or her supervisor at least 30 minutes before the beginning of the employee’s work shift or in accordance with department work rules. If the supervisor is unavailable at the time the employee calls, the employee may notify any other supervisor or employee in his/her department stating the reason for being late or unable to report for work.

If the employee is medically unable to contact the supervisor, a family member should contact the supervisor as soon as possible prior to the start of a scheduled shift. In the event the employee or family member cannot promptly reach another employee in their department, as an alternative, the employee may call the City’s front desk line to leave a message at (360) 683-4139. See also “Mandatory Paid Sick Leave.”

Note: Uniformed police personnel cannot leave a voice message; they must contact and speak to any member of the Sequim Police Department (or as backup Pencom) to notify the Department of their absence so that arrangements can be made for public safety coverage. This requirement is in addition to contacting the supervisor as set forth above. Nothing in this section is to be construed as requiring non-exempt employees to find coverage for their absence due to illness, which is in violation of RCW 49.46.210.

For absences of more than one day, the employee is responsible for reporting in by phone to the supervisor each day of the absence, unless other arrangements are
approved by the employee's supervisor. Employee notification of his/her absence does not serve as the supervisor's approval of the absence. The supervisor will determine whether to authorize the absence based on the reason for the absence and the timeliness of the call. Any absence from work without an approved reason and/or without proper notification is considered "unexcused". An unexcused absence may result in disciplinary action.

Because regular attendance is essential to satisfactory job performance, employees are expected to maintain a minimum level of sick leave and vacation balances to cover unexpected events. An employee who is frequently absent or late for work may be subject to disciplinary action, up to and including termination. Employees who are absent for three consecutive scheduled work days without notification or authorization will be considered to have voluntarily quit employment.

Exempt employees will notify their supervisor of all absences in advance whenever practical.

The City reserves the right to require an employee to provide documentation from the employee's health care provider verifying the illness or injury that results in absence from work of more than three consecutive days in which the employee was required to work.

**Note:** Instances of failure to enforce the attendance or late arrival policy is not considered an abandonment or amendment of the policy or in any way a bar to future enforcement.

**Overtime**

All overtime for Non-exempt positions must first be approved by the Department Head. Failure to obtain pre-approval of overtime may result in employee discipline.

For Non-exempt employees working a regular eight-hour shift, the City will pay one and one-half times the employee's regular rate of pay when they work in excess of eight hours per work day.

For Non-exempt employees working a flexible work schedule, the City will pay one and one-half times the employee's rate of pay when they work in excess of their regularly scheduled work hours.

Non-exempt employees may request their supervisor to convert overtime hours worked to compensatory time to be added to the employee's accruals. Compensatory time (or "comp" time) will be paid at the rate of one and one-half hours off per hour of authorized overtime worked. Use of comp time may be permitted within a reasonable period of time with supervisor's prior approval to ensure its use does not unduly disrupt City operations. The employer retains the right to elect to pay accumulated overtime.
Exempt employees are paid a salary and do not receive overtime pay or compensatory time in lieu of hours worked in excess of 40 per week. Exempt employees will not be subject to pay deductions for partial day absences of four hours or less (e.g., personal time off for errands or appointments), but will be required to deduct for any full day absences from accrued banks. Exempt employees must maintain good work habits, be accountable, and regularly available during working hours.

**COMPENSATION**

The City desires to employ a highly competent, professional workforce to provide quality essential municipal services to our community. We strive to reach a balance between fairness in pay for all employees and rewarding excellent job performance for the deserving individual. Pay is only one method of rewarding job performance.

Our goal is to provide salaries competitive with those paid within comparable jurisdictions and within the applicable labor market. Employee compensation is based on a variety of factors including, but not limited to, job performance, work experience, education, proven capability, initiative, union or other contracts, and the City's financial condition and ability to pay. The City will administer all compensation fairly and consistently within appropriate guidelines and in compliance with City Council directives.

Collective Bargaining Agreements cover the compensation guidelines for represented positions. Salary ranges for Non-represented positions have been established by the current Management Compensation Policy adopted by the City Council (Section 6). Human Resources will conduct periodic market surveys on positions to provide updated wage information.

**Paydays and deductions**

Employees are paid semi-monthly. If a regularly scheduled payday falls on a holiday or weekend, paychecks will normally be distributed on the prior regularly scheduled working day. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

**Non-represented employee eligibility for out-of-class assignments**

“Out-of-class assignment” means the temporary assignment of an eligible Non-represented employee to perform most of the normal ongoing duties and responsibilities associated with a higher-paying job Classification. The Department Head or City Manager may temporarily assign the duties of a higher-paying Classification to an employee in order to continue or complete essential public services and compensate the employee for that performance. The threshold for granting an out-of-class
An assignment is when the employee who normally performs the duties will be away for 4 consecutive weeks or more. The temporary pay adjustment will increase the employee’s regular base rate of pay to the greater of: 1) the Classification salary beginning rate of pay for the higher level position or 2) ten percent above the Employee’s regular base rate of pay. The “Non-represented employees Higher Classification Assignment” form must be completed by the Department Head and approved by the City Manager.

Eligibility for wage increases

Represented employee wage increases are governed by their applicable Collective Bargaining Agreement.

Non-represented employee wage increases will be based on a variety of weighted factors, such as the employee’s annual completed written performance evaluation and City budget and revenue. Please refer to the Management Compensation Policy in Section 6 for more information. In addition, the City will attempt to mitigate compression issues as they arise. The City Manager, after consultation with the Finance and Human Resources Departments, and the City Attorney if needed, will make appropriate and timely modifications to maintain internal equity and prevent compression issues. Any modifications that affect the City’s adopted budget will be brought to the City Council for its consideration and approval.

Reclassifications

If job requirements, assigned duties, responsibilities, technology, and service demands change over time, an employee may request that a job Classification review be conducted. The employee will first delineate and discuss job changes with their supervisor. If the supervisor concurs, he/she may recommend a job Classification review to the Department Head. A job Classification review may or may not impact the employee’s current wages.

Holidays

The City recognizes the following 12 paid holidays for eligible full-time employees, prorated for eligible part-time employees. Other holiday observance information may be found in the union contracts.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Holiday</td>
<td>Date</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday following Thanksgiving Day</td>
</tr>
<tr>
<td>Day before or after Christmas</td>
<td>To be determined by the City</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Selected by employee, approved by supervisor</td>
</tr>
</tbody>
</table>

For employees who work Monday through Friday, when one of the above holidays falls on a Saturday, the preceding Friday will be observed as the holiday; when it falls on a Sunday, the following Monday will be observed as the holiday. For employees who perform shift work, the actual holiday will be observed. An employee must work or have approved paid absence on the work day immediately preceding and immediately following the day on which the holiday is observed to receive holiday pay.

Floating Holidays are available to employees who have completed six months of employment, at which time the hours will be added to employee’s accrual bank and annually thereafter.

Non-represented, Non-exempt employees required to work on a holiday will be paid for the holiday plus one and one-half times their regular rate of pay for actual time worked on the holiday, with pre-authorization by their Department Head.

If an employee’s religious beliefs include observance of a holiday not included in the basic holiday schedule, the employee may, if other employee scheduling is not negatively impacted and with supervisor approval, take the day off using accruals or leave without pay.

**Unpaid Holidays for reasons of faith or conscience**

Employees are entitled to two unpaid holidays per calendar year for reasons 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 he or she wishes to take the two unpaid holidays after consultation with his/her Department Head. If an employee prefers to take the two unpaid holidays on specific days, the employee will be allowed to take those days off unless the absence would cause an undue hardship or the employee is necessary to maintain public safety. The term “undue hardship” has the same meaning as defined in WAC 82-56-020, as currently enacted and as amended.
The City will consider the following factors, on a case by case basis, when determining whether granting the request would cause an undue hardship:

- The number, composition, and structure of staff employed by the City or the requesting employee's department;
- The requesting employee's department or the City's financial resources;
- The number of other employees requesting leave on the same date(s);
- Impact on the City, the requesting employee's department, or public safety;
- Type of operations of the requesting employee's department;
- Nature of the employee's work;
- Deprivation of another employee's job preference or other benefit guaranteed by a bona fide seniority system or Collective Bargaining Agreement;
- Any other impact of the City's operation or requesting employee's department due to the employee's absence.

If possible, an employee should submit a request for an unpaid holiday to the employee's Department Head a minimum of two weeks before the requested day off. The Department Head will coordinate with Human Resources to evaluate requests and consider the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" as set forth above.

These unpaid holidays are available only during a single calendar year, and any unused days will not be carried over to subsequent years.

**Vacation bank**

Regular employees are eligible to accrue vacation based on hours compensated on a bi-monthly basis. All vacation use requires prior approval by the employee's direct supervisor. Vacation accruals may be used in the pay period earned. Vacations should be scheduled in order to minimize disruption to City operations.

For Represented employees, the reporting method and accrual earnings are determined by their respective Collective Bargaining Agreement. For Non-represented employees, the reporting method and accrual earnings are determined in the chart below.

Paid time off for Non-exempt positions consists of accrued vacation, annual Floating Holiday, and comp time and/or overtime earned.

For Exempt positions, paid time off consists of accrued vacation and annual Floating Holiday. Salaried employees are not eligible to earn comp time.

Non-represented employees may accrue vacation up to a maximum of 1.5 times their accrual amount, based on position and length of service (per chart below). They may
accrue vacation hours over the 1.5 cap during the course of the calendar year; however, they must schedule and utilize the amount over the cap before December 31 of each year. Any vacation hours over the 1.5 cap as of January 1 of each year will be lost. Floating Holidays must be used before the end of each calendar year or they will be lost.

**Vacation carry-over**

The City Manager reserves the right, under extraordinary circumstances and with written documentation of the necessity for such extension, to allow some vacation hours to be carried over for a limited, designated period of time to be used within said timeframe or lost.

**Annual conversion of vacation**

After taking 40 hours of continuous vacation, an employee may elect to convert up to 40 hours (but not less than 8 hours) of accrued vacation leave to monetary compensation or a qualified deferred compensation plan, provided the vacation leave bank does not go below 40 hours after the cash out. This conversion may be elected up to two times per year, with written notice provided to the Administrative Services Director or designee. All requests should be received no later than the 15th of October of each calendar year. Requests received after this date will be reviewed and approved at the City’s sole discretion.

**Vacation accruals for Non-represented employees**

For vacation accrual purposes, Non-represented employees are grouped into three categories (below) as provided in the Management Compensation Policy (see Chapter 6-D). Department director positions include those designated as such by the Human Resources Department. Length of service is defined as at the time of hire into the City of Sequim position and includes the number of years of work experience performed at the same level position, reclassification of the position, or a substantially similar level position.

<table>
<thead>
<tr>
<th>Effective 1-1-18:</th>
<th>Admin Support (Non-exempt, Exempt)</th>
<th>Manager 1-3 (Exempt)</th>
<th>Department Director (Exempt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of Service:</td>
<td>Annual Vacation</td>
<td>Annual Vacation</td>
<td>Annual Vacation</td>
</tr>
<tr>
<td>Level 1, Year 1</td>
<td>80 hours</td>
<td>120 hours</td>
<td>160 hours</td>
</tr>
</tbody>
</table>
Employees have no vested rights in the above schedule. The City Manager retains discretion to adjust vacation benefits for individuals up to the chart maximums, and manager and director individual contract provisions may differ. Regular employees will be paid for unused vacation time upon termination of employment.

**Sick leave**

All full-time employees accrue sick leave at the rate of 8 hours per month, if the employee is in paid status at least 15 days of that month; however, non-exempt employees may still receive sick time as authorized under RCW 49.46.200-.210. All employees are eligible to accrue sick leave to any amount. Cash out values, if any, are determined in the Collective Bargaining Agreements or separate individual sick leave contracts.

Employees may use sick leave for bona fide illness, injury, or medical, dental, or other health appointments for themselves or their immediate family. Immediate family is defined as mother, father, spouse, children, sister, brother, step-parent, step-child, grandparents, mother-in-law, father-in-law, State-registered Domestic Partner, legal guardian, grandchildren, or foster family as defined in RCW 49.46.210 (2) as enacted or amended. Sick leave for immediate family is limited to three days per incident for medically necessary care provided primarily by the employee.

When an employee is absent for more than three work days (24 consecutive work hours) on sick leave, the employee may be asked to provide a physician’s certification of illness, to document the illness or attest to their wellness to return to work.

Since regular attendance is an important component of satisfactory job performance, employees are encouraged to maintain a reasonable level of sick leave to provide accruals for unanticipated events. In a City our size, chronic poor attendance impacts our ability to provide essential municipal services to our citizens. In the event of ongoing below average attendance, Department Heads may review sick leave usage with employees and request additional medical documentation in a manner consistent with applicable law. Abuse of Sick Leave privileges may be cause for discipline, up to and including Discharge, except as provided under RCW 49.46.210 for Non-exempt employees.
The City may also request the opinion of a second qualified medical provider at the City’s expense. The City may request an employee be evaluated at City expense to determine whether the employee suffers from a physical or mental condition which impairs his/her ability to perform the job.

Mandatory Paid Sick Leave (RCW 49.46.200-.210)

Reasonable Notice for Foreseeable Use of Paid Sick Leave by Non-exempt Employees

If an employee’s absence is foreseeable, the employee must provide notice to his/her Department Head 10 calendar days in advance, or as early as practicable, before the first day paid sick leave is used. If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave by Non-exempt Employees

If an employee’s absence was or is unforeseeable, the employee must make every effort to contact his/her Department Head before the required start of his/her shift or as soon as possible thereafter. As a best practice, and if circumstances allow, the employee should provide notice as soon as the employee learns of the need for paid sick leave. If it is not practicable for the employee to provide notice, a person on the employee’s behalf may do so. If possible, this notification should include the expected duration of the absence. The City may request that the employee submit an Employee Notice for Use of Paid Sick Leave form on the day of the employee’s return from paid sick leave.

Verification requirements for absences under RCW 49.46.200-.210 and more than three consecutive working days are set forth below. For care of the employee or the employee’s family member, acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor’s note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee’s use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to the City within 20 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.
**Part-time or Temporary**

Regular Part-Time employees scheduled and budgeted to work 20 hours per week or more earn a pro-rated amount of time off leave based on their full-time equivalent hours worked. Temporary employees may be eligible for vacation or holiday accrual benefits. Benefit eligibility will be determined at the time a Temporary position is requested and as stated in the job description. All non-exempt employees hired after January 1, 2018 may not use mandatory paid sick leave until after 90 calendar days have passed.

Temporary non-exempt employees earn sick leave at a minimum of 1 hour for every 40 hours worked. If a Temporary non-exempt employee is reinstated within 12 months after a prior end of service period, sick leave accruals up to 40 hours will be reinstated. In addition, Temporary non-exempt employees rehired within 12 months are not subject to the 90-day waiting period before using any mandatory paid sick leave if the 90-day waiting period was initially met.

Regular Part-Time employees scheduled (and budgeted) to work 20 hours per week or more may elect to be covered by the City’s health insurance, including medical, dental and vision benefits.

Temporary employees may be eligible for medical, dental and vision benefits. Benefit eligibility will be determined at the time a Temporary position is requested and as stated in the job description.

**Seasonal and Reserve Employees**

Seasonal employees scheduled and budgeted to work 40 hours per week or more are not eligible for City benefits, except as may be authorized under RCW 49.46.210. Seasonal employees are eligible for overtime pay as required by law. Seasonal employees earn and may use sick leave in the same manner as set forth for Temporary employees described above.

For purposes of complying with RCW 49.46.200-.210, Reserve employees earn and may use sick leave in the same manner as set forth for Temporary employees described above.

**Pre-Authorized Leave of Absence without pay**

An unpaid leave of absence is defined as an authorized absence from work for personal reasons. It also may be used if an employee needs temporary Americans with Disabilities Act or ADA Amendments Act of 2008 (ADA/ADAAA) accommodations. It is a
privilege that may be granted for a specific time period on a case-by-case basis with the approval of the department director or the City Manager.

If all leave balances are exhausted, employees may request an unpaid leave of absence in writing to their department director. Benefits (sick leave, vacation, retirement contributions, health insurance) and service credits do not accrue while on unpaid leave. Health insurance, other than COBRA benefits, may be available during the month that such leave commenced, dependent upon the appropriate Teamster or AWC trust guidelines.

If leave extends beyond 30 calendar days, the employee's City Anniversary Date of employment will be adjusted equal to the duration of the leave of absence.

Unscheduled Leave of Absence without pay

An unscheduled leave of absence without pay is defined as an unscheduled absence from work for personal reasons not covered under any other forms of leave or after accruals have been exhausted. Benefits (sick leave, vacation, retirement contributions, health insurance) and service credits do not accrue while on unpaid leave. For sick leave by non-exempt employees, the City complies with RCW 49.46.210.

Administrative leave

On a case-by-case basis, the City may place an employee on administrative leave with pay for an indefinite period of time. Administrative leave may be, but is not necessarily, associated with Discipline. Administrative leave may be used in the best interests of the City as determined by the City Attorney and the Human Resources Department during an investigation or other administrative proceeding. See also “Suspension” in the Discipline section.

Administrative time off

Eligible Exempt employees may receive paid time off, as recommended by the Department Head and approved by the City Manager, for exceptional work extending beyond the employee's normal work hours, such as for special projects. This policy will be applied fairly and consistently across the exempt employee population. Such time will not be granted on a routine basis for regular meetings or normal work performed by the employee.
Bereavement leave

Regular employees are eligible for up to three days of paid bereavement leave for an employee to attend the funeral or memorial service for a member of their immediate family (as defined in Sick Leave section above). If more than three work days is needed or requested, earned vacation, sick leave or other compensatory time may be used.

If while on approved vacation time, an employee has a death in his/her immediate family requiring the employee to engage in activities typically covered by bereavement leave, the employee may make a written request to the Department Head to convert the bereavement leave connected time from vacation leave to bereavement leave. The Department Head will consider the facts involved and then approve or deny the request.

Jury Duty

The City provides all employees with paid leave to attend jury duty. Employees must provide their supervisor with a copy of the Jury Duty summons as soon as possible after it is received.

An employee who serves on Jury Duty during his or her normal work hours will be paid his or her regular straight-time compensation for such service and should note the hours spent on Jury Duty appropriately on the timesheet.

1. An employee who serves on Jury Duty on a scheduled day off during non-work hours is not entitled to receive his or her regular compensation for such service. Time spent on Jury Duty during non-work hours or days off does not count toward an hourly employee's overtime threshold.

2. When an employee is not selected to serve on a jury or when dismissal time is at least two hours from the end of the employee’s normal work day, the employee will immediately notify their supervisor.

3. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

4. Upon completion of Jury Duty, employees are required to provide proof of jury service to their supervisor. To receive regular compensation for time served, employees must:
   a. Complete and turn in to Payroll the Jury Duty service report form.
   b. Cash the check received from the court and turn in the total amount of money received to Payroll, minus the amount designated as a transportation allowance.
Witness duty: All Regular employees summoned to testify in court are allowed unpaid time off or may utilize their vacation time for the time period they serve as witnesses. Regular employees who testify within their scope of duties will be paid as part of their regular compensation. However, every effort should be made to minimize time away from the job. Unless they are requested to stay at court, witnesses should return to work after their testimony.

**Time off for union business**

Employees who are union officers will conduct official union business during off-duty hours (unless such meeting during working hours is mandated by union contract, National Labor Relations Board or Public Employee Relations Committee rules). Any solicitation of members, distribution of union literature or internal union business must be on non-work time. The use of any City facility for union-related business is discouraged, and is subject to advance approval of the affected Department Heads.

**Voluntary sick leave donation**

Employees may voluntarily transfer sick leave to another employee if such employee experiences a catastrophic illness or medical emergency. The employee receiving the transferred sick leave must meet the following conditions:

- Employee suffers from a major illness, injury, physical or mental condition which is extraordinary and severe in nature. This typically includes surgery and/or disability related to pregnancy and childbirth;
- Employee has exhausted all accumulated paid leave; i.e., sick, vacation, floating holiday and comp time. Said employee is eligible to receive transferred sick leave beginning on the third day following exhaustion of accruals; and
- Employee provides doctor's medical certification of necessity of leave and estimated duration.

Procedure:

1. Employee makes shared leave request to the Department Head and the Human Resources Department, who determine eligibility for donations. If eligible, Human Resources posts a request for donation notice at all worksites.
2. Donating employee completes sick leave donation form.
3. Donations are in 4 or 8 hour increments.
4. Donating employee must maintain a minimum sick leave balance of 80 hours after donating.
5. Donations are transferred on an hour-for-hour basis without any salary conversion to paycheck.
6. Donors will remain anonymous.
7. Leave donations are applied to the receiving employee in the order and amount received as needed per payroll period.
8. The maximum amount of hours a receiving employee may receive during their course of employment is 350 hours.
9. It is the receiving employee’s responsibility to notify Human Resources of the conclusion of the medical emergency. Human Resources and the employee’s Department Head may request additional medical certification and will determine when shared leave donations are no longer necessary.

**Domestic Violence Leave (RCW 49.76)**

In accordance with the Washington Domestic Violence Leave law, Chapter 49.76 RCW, the City will provide reasonable leave from work, including leave on an intermittent or reduced-schedule basis, for an employee to:

1. Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee’s family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;

2. Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee’s family member;

3. Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;

4. Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee’s family member was a victim of domestic violence, sexual assault, or stalking; or

5. Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members from future domestic violence, sexual assault, or stalking.

The employee may elect to use accruals, which includes using paid sick time available under RCW 49.46.210, or may take unpaid leave. Domestic violence leave, including documentation of such leave, will be applied and administered in accordance with the provisions of the State Domestic Violence Leave law. Nothing in this section will be construed to provide greater or lesser leave rights to employees who are victims of domestic violence, sexual assault, or stalking than those required by Chapter 49.76 RCW. Employees requesting Domestic Violence leave will be required to notify Human Resources for the required forms.

**Washington Paid Family Medical Leave**

Premiums will be assessed beginning January 1, 2019 and benefits will be available beginning January 1, 2020. The City and all employees will comply with the statutory
and regulatory standards associated with this Leave once developed by the regulating authorities.

**Family Medical Leave**

The City complies with the federal Family Medical Leave Act (Federal FMLA) and all applicable Washington State laws; this section is intended as a summary of these statutes. The Federal FMLA supersedes the Washington Family Leave Act (FLA) where the provisions overlap. The FLA runs concurrently with FMLA except during pregnancy disability leave, which is discussed below. FMLA provides up to 12 weeks of unpaid (or paid with earned accruals) job-protected leave every 12 months to eligible employees for certain medical and family reasons. Under FMLA, if employees exhaust their paid accruals during their leave of absence, the City will continue to pay employees’ health insurance premiums for this time period. To be eligible, employees must have worked for the City at least one year and must have worked 1,250 hours over the previous 12 months.

Reasons for taking FMLA to cover absences from work include:

1. The birth and care of the newborn child of an employee;
2. Placement of a child for adoption or foster care with the employee;
3. To care for an immediate family member (spouse, State registered Domestic Partner, child, or parent) with a serious health condition; or
4. To take medical leave when the employee is unable to work because of their own serious health condition.

A serious health condition involves a period of incapacity requiring absence of more than three full, consecutive calendar days that also requires continuing treatment by a licensed health care provider. To be considered an excused absence, each request for leave requires a doctor’s certification.

Exposure to a contagious disease where the employee’s on-the-job presence would jeopardize the health of others or use of a prescription drug which impairs job performance or safety may be reasons for taking Federal FMLA. Unless serious complications arise, the flu, earaches, upset stomach, minor ulcers, headaches other than migraines, routine dental problems, and periodontal disease are examples of conditions that are not considered serious health conditions that qualify for Federal FMLA leave.

Federal FMLA is taken in a rolling 12-month period measured from the first date the employee uses any Federal FMLA leave. Going forward, each time the employee uses Federal FMLA leave, the remaining leave entitlement would be the balance of the 12 Work Weeks that have not been used. If a medical need arises for an additional 12-
month period, it would begin the first time the employee takes Federal FMLA leave after the completion of the prior 12-month period. Federal FMLA may be taken intermittently if medically necessary due to a serious health condition.

The City requires employees to use accrued paid sick leave during FMLA leave in circumstances where Washington State law and City policies allow the use of sick leave. If the employee has any sick leave available for the kind of FMLA leave being taken, the employee must use that paid sick time effective the first day of FMLA leave. If sick leave is used for a purpose for which FMLA leave would be available, it is the City's policy to count that leave against the employee’s FMLA leave allowance. Employees may use vacation time during FMLA leave at the employee’s own discretion.

Notification

When the need to use Federal FMLA leave is foreseeable more than 30 calendar days before the need arises, employees seeking to use Federal FMLA leave must provide 30-day advance notice of the need to their supervisor. If leave is foreseeable less than 30 days in advance, employees must provide notice as soon as practicable to their supervisor – generally the same or next business day. When employees ask their supervisor to take Federal FMLA leave, the supervisor must notify the employee of the eligibility, rights and responsibilities under Federal FMLA or direct the employee to Human Resources for this information. Employees must provide sufficient information for the City to reasonably determine whether Federal FMLA applies to the leave request. When the City has enough information to determine that leave is being taken for a Federal FMLA-qualifying reason, the employer must notify the employee that the leave is designated and will be counted as Federal FMLA leave.

Certification

When an employee requests Federal FMLA, Human Resources will provide a form (Certification WH-381) to take to the health care provider. The employee must have the form completed by the health care provider and returned to Human Resources within 15 calendar days. Human Resources will then provide the employee with a second form (Designation WH-382) notifying the employee about leave approval. If sufficient information is not provided in a timely manner, the employee’s leave may be denied.

Returning from Federal FMLA leave

If you do not return to employment with the City after Federal FMLA leave, you may be required to repay benefits paid by your employer during Federal FMLA leave.

Upon return from Federal FMLA leave for your own serious health condition, medical certification of fitness to return to duty is typically required. You will be restored to your
original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment in accordance with Federal FMLA guidelines.

For additional information regarding Federal FMLA and City compliance, see 29 CFR Part 825.

**Washington Family Care Leave Act**

The Washington Family Care Act (WFCA), RCW 49.12.265, allows employees with available leave or other paid time off to care for sick family members in addition to children under age 18 in the following circumstances:

1) to care for a child with a health condition that requires treatment or supervision;
2) to care for a spouse, parent, parent-in-law, or grandparent, who has a serious health condition or an emergency health condition;
3) a condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize the treatment and when sick leave may otherwise be used for the employee's preventative health care; and
4) to care for children 18 years and older with disabilities that make them incapable of self-care.

Grandparents-in-law, grandchildren, and siblings are not covered by the WFCA. An employee who does not have any paid leave available cannot take leave under the WFCA.

**Maternity leave under Washington Family Leave law**

The City will provide maternity disability leave in addition to an eligible employee's right to take 12 weeks of leave under FMLA for all female employees for the period of actual disability associated with pregnancy and childbirth. In the case of a pregnancy or childbirth related disability, the Washington Family Leave Act allows an employee to request maternity leave for the full period of disability without reducing any leave entitlement under FMLA. This leave is for pregnancy-related disability certified by the physician that the employee is medically unable to perform the normal duties assigned to her position; said leave is in addition to FMLA and will not exceed six months. Pregnancy disability leave runs consecutively with FMLA (it begins when FMLA ends); thus a pregnant employee with no complications in the pregnancy or childbirth is entitled to 18-20 weeks of leave (12 weeks under FMLA and 6-8 weeks physical disability leave).
During this maternity leave period the employee is required to use all accrued benefit balances. If such balances run out, the remainder of this leave will be unpaid, and the employee will be required to pay all necessary health premiums if coverage is required. Employees will be required to provide a statement from their health care provider verifying the need for the leave, along with its beginning and end dates. At time of return to work, a medical certification for fitness for duty is required. Also, in the event the City’s circumstances have changed so that the employee cannot be reinstated to the same position, she will be reinstated in another position that is vacant and for which she is qualified.

Military Leave

The City provides all employees leave while performing military service in accordance with federal and State law. Military service includes active military duty and reserve or National Guard training. Regular Full-time and Part-time employees are guaranteed paid military leave of up to 21 days per year for military service. Employees are required to provide Human Resources with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law [RCW 38.40.060].

The Uniformed Services Employment and Reemployment Rights Act (38 USC §§ 4301-4335) protects civilian job rights and benefits for veterans and members of Reserve components. USERRA establishes the length of time an employee may be absent from work for military duty and retain reemployment rights to five years. It ensures that returning service-members are reemployed in the job they would have attained had they not been absent for military service, with the same seniority, status, and pay.

Military Leave under Federal FMLA

Under the FMLA, the City will provide up to 26 weeks of unpaid leave to employees who provide care to wounded U.S. military personnel. Additionally, the City will provide 12 weeks of FMLA leave to the immediate family members (spouses, children or parents) of Reservists and members of the National Guard for “qualifying exigencies” (such as short-notice deployment, military events and related activities, childcare activities).

Military family deployment leave

The Washington State Military Family Leave law allows an employee whose spouse is an active member of the U.S. Armed Forces, National Guard or reserves, to take a total of 15 days unpaid leave when notified of impending deployment or whose spouse has been deployed or is on leave from deployment (see RCW 49.77).
Other Leave

Not all details concerning State or federal leave are covered in this policy. If an employee needs to take family leave, please discuss this Policy with the appropriate department director and with Human Resources to complete the required forms.
CHAPTER 4 - EMPLOYEE PERFORMANCE & STANDARDS OF CONDUCT

The City seeks and promotes honest communications and desires to improve customer service. Honest communications and improving customer service are the foundations of employee performance evaluations. Personal development and changes in the work environment require continuous training, communication, and an ongoing commitment from the City and the employee.

WORK PERFORMANCE

Probation period

Upon hire, all employees enter a Probation period. This is designed to give the employee time to learn the job and to give the City and the employee time to evaluate whether the match between the employee and the job is appropriate. The usual Probation period for most positions is 180 calendar days from the employee's date of hire (or as applicable in union contract). Each employee in a Probation period will be evaluated by his/her supervisor at the end of the first five months. At the discretion of the department director or City Manager, this period may be extended upon written notice to the employee. Such extensions will specify the reasons for the extended Probation period and the anticipated end date.

For Probation period of commissioned police officer positions hired by the City of Sequim, we refer to the civil service rules and Collective Bargaining Agreement(s). City employees not covered by civil service or a Collective Bargaining Agreement are employed At-will as set forth in these policies. Successful completion of the Probation period by Non-represented employees does not grant or imply any different status than At-will employment.

Performance evaluation process

To achieve the City's goal to train, promote, and retain the best qualified employees for every job, the City conducts periodic performance evaluations for all positions. Performance evaluations are designed to ensure open and ongoing communication, motivate and develop employees to their fullest potential, and clarify roles and expectations between supervisors and employees. The supervisor will provide feedback to the employees they supervise to:

1. Communicate the tasks, responsibilities and performance criteria of each position,

2. Develop goals, objectives and work plans, and
3. Provide the tools and resources in support of employees reaching their established goals.

Employees will be evaluated by their supervisor prior to completion of their Probation period and then at least annually in writing before any Step Increase/Merit Date. While the City deems performance evaluations as valuable, the City has no obligation to complete performance evaluations prior to discipline or termination of At-will employees.

Since regular attendance is essential to providing quality municipal services, it is an important component of good job performance. Employee attendance will be reviewed when performance evaluations are conducted.


Consistent with the City’s belief that the best work comes from a diverse workforce, the City does not discriminate against employees with sensory, physical or mental disability. The City fully complies with the ADA, the ADAAA and WLAD and seeks to provide reasonable accommodation for such individuals in accordance with the law. When clear medical information is not available, the City reserves the right to seek an appropriate evaluation of the employee’s fitness for duty, workplace safety issues or concerns, or for the purpose of evaluating or establishing a method of accommodating the employee’s condition.

Voluntary Demotion and Termination

Voluntary demotion is not discipline. Voluntary demotion is a transfer at the employee’s request to a position with lesser responsibility that may result in less pay. Voluntary demotions may be temporary or permanent. A voluntary demotion is expected to be rare and used in very limited situations usually due to the employee’s circumstances outside of the workplace. A voluntary demotion should not be used in lieu of disciplinary actions. A voluntary demotion may be allowed when there is an existing or upcoming vacancy that the employee is qualified and competent to fill and it is in the best interests of the City as determined by the Department Head, the City Attorney, and the Human Resources Department. Actions taken regarding any voluntary demotions will be consistently and fairly applied throughout the City.

Voluntary termination is not discipline. Voluntary termination occurs when the separation is initiated by the employee by a) absence from work for three consecutive working days without notifying the direct supervisor, b) failure to return from an approved vacation or leave of absence, or c) resignation or retirement. See also, Employment Separation in Chapter 2 for further information.
Training

City employees are our most valued resource when providing quality essential services to the community. The City will invest in its employees’ job-related knowledge and skills within the limits of available financial resources. The City commits to provide a supportive environment for the continuous development of technical and professional skills, and organizational training that furthers positive employee communication for topnotch customer service.

Supervisors support employee training and development in ways that drive our employees to high performance levels and job satisfaction. It is the employee's responsibility to make a serious commitment to managing personal learning and career growth.

Promotional opportunities

The City encourages promotion from within the organization. The City will fill vacant positions with the most qualified individual from internal and outside candidates as determined through the selection process. Promotional opportunities available to commissioned police employees are governed by the civil service rules.

Educational assistance

The City encourages all employees to pursue their career goals for City positions through training and advancement. Regular employees who have completed one year of service who desire to earn an undergraduate or advanced academic degree related to City work needs are eligible to apply for tuition assistance. The employee must first discuss their academic and career goals with their supervisor and/or department director. The Human Resources Department is available to assist employees with educational and career development planning.

With supervisor and department director concurrence, the employee may apply for tuition assistance. Financial assistance with tuition for an accredited academic degree is discretionary and requires advance approval, and depends upon a determination of cost and availability of funds, benefit to the City, employee performance, the academic institution, and other factors. Advance approval may be required from the City Manager and/or City Attorney and Human Resources in addition to the employee's Department Head. If approved, tuition will be reimbursed on a course by course basis if passed with a grade equivalent to a C or better; courses taken as a “pass/fail” must be passed. The courses must relate to the employee's work and increase the employee's knowledge and ability to perform his/her work. Courses not related to the employee's work but
required for a degree may be reimbursed at 75-100% and as approved by the department director. Books and supplies are not eligible for reimbursement.

Employees who resign within one year of the last tuition reimbursement may be required to reimburse the City for tuition payments received the prior year. The reimbursement year will be calculated one year back from the effective date of the resignation. Employees who will experience financial hardship as determined by the Department Head, the City Attorney, and Human Resources Department, will not be required to reimburse the City.

Reimbursement requirements and waivers will be consistently and fairly applied throughout the City.

Educational Leave

If an employee is enrolled in an approved academic institution under the City’s tuition reimbursement policy and a required college class is scheduled during normal working hours, that employee may attend the institution's class using Educational Leave time. Educational Leave will not be charged to the employee’s vacation leave bank, but is paid as regular hours worked. The employee’s department director must approve all Educational Leave in advance. Educational Leave time does not include travel time or homework time. Educational Leave time is calculated by 1 hour per week per quarter hour or 1.5 hours per week per semester hour.

Certifications and memberships

Memberships: The City encourages membership in job-related professional organizations or community service clubs in which membership will benefit job performance (e.g., Washington State Bar Association dues for the City Attorney). The City may reimburse such membership if the membership provides information, contacts, or resources of value to the community and the City’s operation. Reimbursement for community service club membership is at the discretion of the Department Head.

Certifications: Expenses associated with maintaining professional certifications or licenses required in the position’s job description are reimbursable by the City where there is a direct benefit to the City and the employee is a Regular Full-Time employee. A “direct benefit” includes a subscription to periodicals, services or other valuable rights of commensurate value. The expense associated with successfully acquiring a new professional certification or license may be reimbursable, with prior approval of department director or City Manager, as applicable. No reimbursement will be made for training for a test which the employee fails or for a license or certification required for eligibility for initial employment.
Participation in continuing education requirements to maintain licensure will be reimbursable by the City where the educational programs are relevant to City work. For example, standard driver's licenses are not reimbursable; Commercial Driver's Licenses (CDLs) are reimbursable if such license is used on the job.

**DISCIPLINE**

The City values and expects most employees to exercise self-discipline when performing their jobs. The City also believes that external discipline can be positive if it is honest, constructive, timely, and provided in the best interests of the employee and the City. When instruction or discipline fails to correct an ongoing problem, progressive discipline will be used to provide sufficient opportunity for the employee to understand and correct the issue.

**Coaching and counseling**

As part of ongoing supervisory duties and good communication practices, supervisors may utilize corrective action such as coaching or counseling, which is not considered discipline. If a supervisor deems coaching and counseling appropriate for a particular employee, the supervisor will consult the Human Resources Department and the City Attorney before requiring a particular course of action. Coaching and counseling may run concurrent with any disciplinary process.

**Performance Improvement Plan (PIP)**

If an employee is not performing to the City's standards, the supervisor may, but is not required to, establish a performance improvement plan, as follows:

1. Identify the problem and then meet with the employee to discuss;
2. Work with the employee to design specific job goals and methods to achieve those goals; and
3. Set a reasonable time period to adequately assess progress and job performance skills.

The supervisor should inform the employee that continued employment in his/her current position is dependent on the ability to meet criteria contained within the PIP. If the employee fails to improve in the time frame specified, the employee is subject to additional discipline, including Demotion or termination. PIPs should be limited to one plan and should not exceed six months. The status of At-will employees remains At-will, regardless of whether a performance evaluation has been timely completed or the result of the evaluation.
DISCIPLINARY PROCESS

The City of Sequim believes that our employees are motivated to do what is best and that they are accountable for their actions. Rules of conduct are established so we can all work together in an effective and efficient manner to provide topnotch customer service to our citizens. These disciplinary procedures are intended as a guide to assist supervisors and employees by describing unacceptable conduct and providing consistency in actions taken.

Actions and behaviors that are unreasonable, offensive, threatening, detrimental to the City’s interests, or disruptive to the safety of others will not be tolerated. The following list contains examples of actions that are detrimental to the City and may result in discipline to the employee, up to and including termination. This list is not all-inclusive; it is provided as guidance.

- Misrepresentation or withholding of pertinent facts in securing employment; an individual who supplies false or misleading information to the City in the hiring process is subject to immediate termination, without regard to the length of time the employee has been employed by the City.
- Unauthorized use or possession of City facilities and/or property.
- Use of City position for personal gain or advantage; accepting unlawful gratuities or bribes.
- Violation of the City’s computer, Internet and telephone use policy.
- Failure to report an occurrence causing damage to City or citizen’s property.
- Failure to properly secure City facilities or property.
- Violation of duties or rules in this Manual.
- Unauthorized use of machines, tools or equipment to which the employee has not been specifically assigned.
- Unauthorized recording or alteration of an employee’s time record.
- Excessive absenteeism and/or habitual lateness for work; absence without proper notification to immediate supervisor.
- Neglect of duty, including failing to assist others in a work situation.
- Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of other employees, on or off premises.
- Disorderly conduct, including fighting on the premises, rudeness, discrimination, intimidation, coercion, use of obscene language or gestures, or lack of courtesy to the customers, the public or fellow employees.
- Intentional falsification of records/paperwork required in the transaction of City business.
- Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work; concealing defective work.
- Failure to observe safety practices, regulations, and instructions; negligence that results in injury to others; failure to wear required safety clothing and equipment.
- Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- Dishonesty, theft, or making false declarations to hide errors, including deliberate destruction, damage, or removal of the City's or other's property from the premises or any job site.
- Possession, use, sale, or being under the influence of un-prescribed controlled substances while on City business (including Standby duty); abuse of prescription or non-prescription drugs, or violation of the City drug and alcohol policy (see chapter 6).
- Possession of explosives or firearms on the premises or at any job site unauthorized by City policy.
- Committing a crime.

The City may discipline or Discharge employees for other reasons not stated above.

The Department Head will consult with the Human Resources Department prior to determining the level of discipline. The choice of discipline will be based on a consideration of the totality of circumstances and is at the City’s sole discretion.

The City reserves the right to discipline or Discharge an employee without resorting to prior disciplinary measures if, in the discretion of the City Attorney and the Human Resources Department, no progressive disciplinary steps are necessary. Nothing in this section should be construed as requiring progressive discipline or as promising specific treatment in specific situations.

**Progressive discipline**

When a supervisor advises an employee of a conduct violation or performance deficiency and instructs him/her on what corrective action needs to be taken, the supervisor should make sure the employee understands the problem and the needed corrective action.

Once informed, the employee is responsible for taking appropriate action to meet the objectives established by his/her supervisor. If an employee fails to correct work performance or behavior, disciplinary action may become more severe at each ensuing level and may result in Discharge. Discipline will be administered by the employee’s supervisor as soon as possible; however, a violation that is serious in nature is to be corrected by any supervisor immediately. Management will review each situation independently and make a decision on what it deems to be appropriate discipline, up to and including discharge for the first offense. A decision to use progressive-type discipline in any given case is an attempt to improve performance or behavior, but does not change any At-will nature of the employment relationship. For represented employees, the City will adhere to procedures set forth in the applicable Collective Bargaining Agreement.
As a guideline, at the discretion of the City, progressive disciplinary action on the same performance issue generally takes the following form: 1) written reprimand, 2) Suspension, 3) Demotion, 4) termination.

1. Written warning: A written warning should clearly identify the problem and outline a course of action within a specific time frame. It should state the consequence if the problem is not corrected. The employee must sign to acknowledge receipt of the written warning and may include his/her comments. The written warning is kept in the personnel file indefinitely.

2. Suspension without pay: This step is typically used to ensure the employee realizes that he/she must take immediate action or face termination. An employee may be placed on Suspension for a period of days or weeks based on the seriousness of the violation. Suspension may also be used to immediately remove from the workplace an employee who is suspected of serious misconduct, during an investigation into the matter. Suspension should be accompanied by a written letter, which may be accompanied by a Last Chance Agreement. The Last Chance Agreement should state that this is the employee's final warning and that upon return to work if performance or behavior does not improve immediately the City will terminate employment.

Note regarding exempt employees: Washington State law allows unpaid Suspension in increments of less than one week only for violations of safety rules of major significance. Unpaid Suspensions for non-major violations must be in full-week increments.

Paid Suspension may be used on a case-by-case basis. An employee may be placed on paid Suspension for an indefinite period of time as determined by the employee’s supervisor and the Human Resources Department, after consultation with the City Attorney. Paid Suspension may also be used during the pendency of an investigation or other administrative proceeding if deemed to be in the City’s best interests.

3. Demotion: A transfer to a position with lesser responsibility and usually less pay. Demotions may be temporary or permanent. This form of discipline is administered as a result of a severe infraction of rules or standards, for repeated lesser violations, or when an employee has demonstrated an inability to competently perform the duties of his/her assigned position.

4. Termination: Termination occurs when the City ends an employee’s employment for violation of rules of conduct set forth in this Policy Manual.

The City may choose to discipline at any level including termination. Progressive discipline is at the City's sole discretion and does not change the At-will status of an employee.
For disciplinary process information regarding union represented employees and commissioned police officers, we refer to the applicable Collective Bargaining Agreement and the City of Sequim Civil Service Commission regulations.

**Pre-Disciplinary or Pre-Termination Hearings for Represented Employees**

A pre-disciplinary hearing (or *Loudermill* hearing) for represented employees will be conducted in the following manner before any disciplinary action is imposed that results in a decrease or loss of pay or benefits. The pre-disciplinary hearing serves as a check against mistaken decisions and provides an opportunity for the employee to furnish additional facts before a disciplinary decision is finalized.

If a department director wants to suspend, demote, or terminate an employee, after consultation with the Human Resources Department and the City Attorney, the employee will be provided with a Notice of *Loudermill* Hearing. This notice includes a recommendation of disciplinary action, an explanation of the charges and facts upon which the recommendation is based, and the date and time at which the hearing will occur. A copy of this notice will be provided to the employee's union representative. If the employee fails to appear at the hearing without having provided at least 72 hours prior notice and a reason for such inability to appear, or if the employee refuses to appear, the disciplinary action may proceed.

*Loudermill* hearings will be presided over by the City Manager, department director, or designee; a Human Resources representative and the City Attorney will also be present. The hearings are intended to be informal. The employee may use this opportunity to show cause as to why he/she should not be disciplined. The employee may bring one person to the hearing as a representative, which may include the employee's union representative.

**Note:** Represented employees may also have a representative present in any investigatory interview with a supervisor that an employee reasonably believes may result in discipline.

Usually within ten (10) calendar days after the hearing, the person presiding over the hearing will issue a decision regarding whether there are reasonable grounds to believe the charges against the employee are true and support the recommended disciplinary action. The decision may include whether to accept the disciplinary action as recommended, to impose lesser discipline, or to impose no action. Written notice of the decision will be provided to the employee and to the union representative, if the representative attended the hearing. A longer review period may be required for more complex situations.
Probationary employees who have not completed their Probation period with the City are not eligible for pre-disciplinary or pre-termination hearings and may be terminated at any time during Probation.

STANDARDS OF CONDUCT

Employee personnel records

The City Human Resources Department maintains an official personnel file for each employee in a central filing system and these files are kept confidential to the extent permitted by law (RCW 42.56.320(2) and 42.56.250).

Supervisors may maintain a file containing relevant information and performance notes on employees they directly supervise to aid the supervisor in writing performance evaluations. Supervisors are required to provide a copy of employee performance evaluations conducted on their staff to Human Resources for the employee’s personnel file. Employee medical related information is kept separate from the employee’s personnel file and is only reviewed on an as-needed basis by the Human Resources Department or Department Head.

Employees have the right to review their file with proper notice. An employee wishing to review his/her personnel file should contact the Human Resources Department to schedule a time to do so. An employee may obtain a copy of information contained in his/her personnel file. Per ordinance, the City may charge a copy fee for providing copies. If the employee believes that erroneous information has been placed in his/her personnel file, the employee may request that the Department Head or the City Manager remove that information. If the request is denied, the employee may file a written rebuttal statement to be placed in his/her file.

Dress code

Employees are expected to maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. Employees will convey a professional impression to our citizens and avoid dress that is distracting or disruptive to co-workers. While individual preferences are respected, a conservative approach to dress, hairstyles and accessories is expected, with attention to safety and personal hygiene.

Unacceptable clothing includes clothing with holes, frayed ends or that bares the midriff, chest, back or hips, and any clothing with offensive words or pictures. Employees are required to use good judgment to dress in a manner appropriate to their job to reflect a clean, professional, and orderly appearance on the City’s behalf. Although all
employees have the same dress code standard (above), department directors may determine the acceptability of particular work attire based on the primary functions of their department (for example, maintenance worker dress code will vary from office worker dress code). Should a question regarding appropriateness arise, the department director will consult with Human Resources.

Fragrance sensitivity

Some customers and employees suffer from allergies or sensitivity to the chemicals in perfumes, makeup, deodorants, dryer sheets, air fresheners and cleaning products. Please use these substances with restraint, and consider seeking input from co-workers before deploying air fresheners and cleaning products in shared spaces.

Department Work Rules

Each Department Head may establish departmental work rules; however, they must conform to and be consistent with this Policy Manual and the Collective Bargaining Agreements.

No smoking/vaping policy

Washington State law prohibits smoking in all places of employment. “Vaping” refers to smoking vaporized tobacco or nicotine with electronic cigarettes. Smoking/Vaping is not permitted inside City facilities or any City vehicle. Smoking/vaping is permitted only in designated areas at least 25 feet outside of entrances, exits, and windows of City buildings. Employees are allowed to smoke/vape in their own personal vehicles at least 25 feet away from City facilities. Employees who would like help in quitting the use of tobacco are encouraged to contact Human Resources for information about tobacco cessation programs.

Contact with the media

The City Manager and the department directors are responsible for all official contacts with the news media, including answering questions from the media. Employees who are contacted by the news media regarding City business may respond to such inquiries if the response is within the Employee’s competencies. In all other instances, Employees should refer the media first to their Department Head for further direction, unless their department has a specific procedure (such as the Police Department).
Electronic communication check

The City furnishes computers with access to electronic mail and the Internet, at City expense, for use in conducting City business. All electronic messages (including without limitation emails, texts, and messaging/commenting), Internet and network activities must be appropriate to the City’s professional environment and consistent with the City’s policies prohibiting discrimination and harassment. Generally the City may review all data in any format and may inspect work areas, desks, lockers, City vehicle compartments and all other City property. As employees utilize City equipment in electronic communications, there should be no expectation of privacy because anything said in electronic form is subject to disclosure as a public document.

Please see Chapter 6-A for the Phone, Internet, Computer & Email Use Policy.

Private cell phone usage

Private cell phone usage in the workplace should be limited and considerate of co-workers and customers alike. For example: selecting ring tones and volume settings that are not disruptive in the work environment; remembering to speak quietly in hallways where coworkers are conducting City business; not answering non-urgent cell phone calls or replying to text messages during meetings; turning off cell phone ringers while away from the cell phone; and keeping personal conversations to a minimum. Supervisors have a responsibility to monitor the appropriateness of their employees’ cell phone use.

Social media usage

Employees’ social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City’s rules and policies. This is true even for an employee’s personal social media accounts if the employee discusses City business. Inappropriate use of social media can expose the employee and the City to allegations of criminal and ethical wrongdoing. Please refer to the City’s policies and procedures regarding the Public Records Act, the Open Public Meetings Act, Chapter 6-A of this Manual, and other policies related to the conduct and responsibilities of City of Sequim employees.

Personal possessions

The City of Sequim does not assume responsibility for any theft or damage to the personal belongings of employees. The City reserves the right, when necessary due to reasonable suspicion under the circumstances, to search employee desks, lockers and
personal belongings brought onto City premises. Therefore, employees should not have an expectation of privacy.

**Care of City property**

All employees must exercise proper care in the use of City property and to utilize City-owned property only for authorized official City business. Unauthorized removal of City-owned property from the City's premises or its conversion to personal use is prohibited and is cause for disciplinary and/or criminal action.

**Purchase of surplus property**

Generally, employees are restricted from acquiring any surplus property directly from the City. See Sequim Municipal Code Chapter 3.14 and any applicable City policies.
CHAPTER 5 – WORKPLACE SAFETY

The City of Sequim is committed to providing and maintaining a safe workplace. Employee safety depends on the safety consciousness of everyone. All employees are responsible for following all safety rules and procedures at all times and to use safety equipment and clothing as required. Department Heads are responsible for following safety guidelines and ensuring compliance with safety standards of each work site.

**Drug-free and alcohol-free workplace**

The City has a “Drug-Free and Alcohol-free Workplace Policy” that applies to all employees. Employees in safety-sensitive positions that are required to maintain a Commercial Driver’s License to perform their job duties are required to participate in the City’s “Drug and Alcohol Testing Policy” in compliance with the Department of Transportation regulations. Please see Section 6-B for these procedures.

**Summary of injury or accident procedure**

If an employee comes across a potentially hazardous or unsafe condition, he/she must promptly report it to their supervisor. If it is a minor situation and the employee has the knowledge and skills to take appropriate action, the employee should use good judgment to do so. The City will make every effort to remedy problems as quickly as possible.

Any injury sustained on the job must be reported to the supervisor immediately. In case of an accident involving personal injury or damage to City property, regardless of how minor, employees must immediately notify their supervisor. An employee report of accident form must be completed and forwarded to the supervisor. The supervisor will promptly evaluate any injury or suspected injury and assist in securing appropriate medical assistance. First aid or other treatment required should only be administered by qualified practitioners. In follow-up, the supervisor will complete the accident investigation report form. Note the City of Sequim safety program addresses safety procedures in more detail.

**Safety Committee**

To further encourage a safe and healthy workplace, the City has established a Safety Committee and safety program as delineated in WAC 296-800-13020. New employees will receive a list of applicable safety rules and procedures as part of departmental orientation.
The Safety Committee will be comprised of 6 persons consisting of 4 employee-elected positions and 2 employer-selected positions. Employee-elected positions must exceed the employer-selected positions and must include at least one management representative. The Safety Committee must meet at least monthly, or more often if agreed upon by the Committee. The Safety Committee reviews accidents and recommends corrective actions, documents attendance, and prepares minutes that must be retained by the Human Resources Department for at least one year.

Declared emergencies and severe weather conditions

During times of unusual inclement weather or disaster, the City will continue to operate and provide vital public services unless the City notifies employees otherwise. Responding to emergencies and leading or assisting recovery efforts are an important function of the City and its employees. Therefore, it is expected that employees will make every reasonable effort to report to work without endangering their personal safety or that of their family members.

The City Manager, or his/her designee, has the right to make decisions regarding emergency closings in the best interests of the safety of the City and all employees. In the event of a City-designated office closure, employee emergency contact information will be used to notify employees who are not at work at the time such a decision is made. Under City-designated closures in which the City prevents Employees from working, Employees will be compensated at their normal rates.

If the City Manager has not designated City office/facility closures, an employee who is unable to get to work (or leaves work early because of unusual weather conditions) may utilize accruals or leave without pay. As in any other case of absence or late arrival, employees should notify their supervisor as soon as possible.

In the event of declared emergency circumstances, the City of Sequim Comprehensive Emergency Management Plan, located in the Police Department, establishes specific procedures to follow.

Light Duty

This policy intends to establish consistent, equitable light duty practices across departments. It does not in any way guarantee that light duty will be available at any given time. Light duty is only available to employees who have medical restrictions or limitations due to a work-related injury or illness covered by Labor & Industries. Light duty is different from accommodations that may be made under other legal provisions such as FMLA or the ADA. The availability of light duty assignments depends on the employee’s medical restrictions or limitations delineated by his/her medical provider and
the City's operational business needs. Temporary light duty assignments are intended to help bring injured employees back to work as soon as possible and help reduce workers' compensation and other related costs.

The City may, at its sole discretion, offer employees temporary light duty assignments if the City has work available that meets the employee's medical restrictions and limitations. Light duty is intended to be temporary, and in no instance will light duty extend beyond twelve months. The City will not create new positions to accommodate light duty restrictions.

Employees may be eligible for a light duty assignment if:
- The employee is in a regular full-time or part-time position,
- The employee has a short term injury, illness or short term disability that prevents them from performing the full scope of their job duties,
- The employee is expected to recover from the injury, illness or disability and return to full job duties, and
- Light duty work is available.

An employee who would like to request assignment to light duty must provide the Human Resources Department with: 1) a signed statement from his/her health care provider describing restrictions, limitations, expected duration, and any workplace accommodations or mobility aids that may be required, and 2) a verbal, handwritten, or typed request for light duty.

Once assigned light duty, the employee must:
1. Coordinate his/her required doctor visits and related treatment appointments in advance with his/her supervisor to appropriately account for any sick leave time taken.
2. Promptly notify his/her supervisor after each visit to his/her health care provider of any change in restrictions or limitations as determined and documented by the health care provider.
3. Provide the health care provider's note with clear instructions as to limitations to the Human Resources Department from a doctor visit no less than once every 60 calendar days. Human Resources may require additional documentation from the employee's treating health care professional.
4. Ensure his/her physical activity stays within the medical and physical guidelines prescribed by his/her medical provider.

It is the supervisor's responsibility to:
1. Determine what, if any, light duty work exists based on the City's operational needs and services and the employee's medical restrictions and limitations.
2. Write a temporary light duty job tasks description and forward a copy to the Human Resources Department.
3. Estimate the length of time light duty tasks may be available and review it periodically.
4. Monitor the employee's physical activity at work so the employee stays within his/her medical provider's physical restrictions.
5. Keep the Department Head apprised of the employee's ability to perform the light duty assignment.
6. Advise Human Resources when no more light duty work is available.

The Human Resources Department will review all updates from the health care provider at least every 60 calendar days to determine whether light duty is still required. Prior to returning to full-duty status, employees are required to provide a statement signed by his/her health care provider to the Human Resources Department indicating that they are medically cleared to perform the essential job functions of their assignment without restriction or limitation. The City reserves the right to require, prior to approving return to a full-duty status, a fitness-for-duty examination of the employee assigned to light duty, paid for by the City.

Probationary employees who are assigned to a temporary light duty assignment will have their Probation extended by a period of time equal to the light duty assignment time.

Nothing in this policy prevents an employee's right to seek reasonable accommodation as provided by federal and State law. At the end of a light duty assignment, in order to continue working, the employee must be able to perform the essential functions of his/her regular job. If an employee is disabled, the employee must be able to perform the essential functions of his/her regular job with reasonable accommodations if reasonable accommodation is necessary and available.

The City is not obligated to assign or continue light duty as it is based on the City's operational needs and restrictions imposed by the employee's physician on the employee.

Workers Compensation Program

All City employees are covered by Washington State Department of Labor and Industries (L&I) workers' compensation in the event of on-the-job injuries or job-related illnesses. Employees must report all job-related accidents or illnesses immediately to their supervisor.

In order to claim worker's compensation benefits due to an on-the-job accident or exposure, the Employee must seek medical treatment and file a claim. If the employee files a claim, the employee may choose to keep the L&I reimbursement payments or assign the L&I reimbursements over to the City. If the employee signs over the L&I
reimbursement to the City, the City will continue to pay the employee through use of the employee's accrued leave time. This policy is to ensure that employees will receive prompt and regular payments during periods of incapacity so long as accrued leave is available, while ensuring that no employee receives more than he or she would have received had the incapacity not occurred. Upon repayment of the funds advanced, an appropriate amount of accrued leave will be reinstated to the employee's account. Willful failure to repay the City for any duplication of benefits as required by this policy will be considered fraud and will subject the employee to discipline, up to and including termination.

The City may require the employee to undergo a physician's examination at the City's expense, performed by a physician of the City's choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

Prevention of workplace violence

The City is committed to providing, insofar as it reasonably can, a safe working environment. The City will not tolerate acts or threats of violence by any person in or about City facilities or elsewhere at any time. The word "violence" in this policy means an act or behavior that: 1) is physically assaultive; 2) a communicated threat to harm or endanger the safety of another individual; 3) is perceived by a reasonable person as menacing or carrying potential harm to the individual; or 4) involves displaying weapons, destroying property, or throwing objects in a threatening manner.

The City will take prompt disciplinary action against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive or threatening language or gestures. The City will take appropriate action when dealing with customers or visitors to City facilities who engage in such behavior, such as notifying law enforcement personnel and prosecuting violations of law.

Employees have a duty to warn their supervisors or Human Resources of any suspicious workplace activity or incidents they observe to be potentially problematic and related to violence. This includes, for example, acts of violence, aggressive behavior, offensive acts, threatening or offensive comments and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a good faith report under this policy.

Violation of this policy may be grounds for disciplinary action, up to and including termination.
City building access

Non-employees do not have access to employee work spaces behind customer service counters or doorways unless personally escorted by the employee they came to meet or conduct City business with.

Weapons

No employee, other than commissioned police officers and reserve officers, are authorized to carry a weapon, as defined in RCW 9.41.300(11), concealed or not, on City premises, in City vehicles, or in his or her capacity as an employee or volunteer for the City. An employee carrying a weapon in violation of this policy is subject to disciplinary action, up to and including termination.

Communicable diseases

Employees with communicable diseases or life-threatening diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves, their co-workers, or the public. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including Discharge, when there is a substantial and unusual safety risk to themselves, fellow employees or citizens. The City respects the medical privacy concerns of all employees, and only authorized staff who need to know such information for legitimate City reasons will have access to such information.

Blood-borne pathogens City-wide program

Since being exposed to a blood-borne pathogen may lead to sicknesses such as hepatitis, HIV or malaria, and because the City wishes to assure its employees a safe and healthy work environment, it is the City's policy to comply with all statutory obligations to prevent exposure to blood-borne pathogens. Employees should familiarize themselves with the City's Safety Manual and follow it at all times. Failure to comply with Safety Manual will result in discipline up to and including termination.

Driving City vehicles

These rules apply to the use of all City-owned vehicles and motorized equipment used by City of Sequim employees.

1. A passenger may ride in a City vehicle only if he/she is associated with a specific work-related purpose under employer's direction.
2. Employees driving City vehicles must authorize evaluation of their Washington State motor vehicle driving record and license status upon the City's request.

3. Drivers of City vehicles must immediately report any driver's license change of status to their supervisor within the next business day. In the event of an arrest and/or charge of driving under the influence of alcohol or drugs, the employee must report this to his/her supervisor on the day of occurrence. If an employee's license is suspended, revoked or restricted, the employee may not resume driving until proof of a valid, current unrestricted license is provided to his/her supervisor. Depending on the circumstances, an employee may be subject to corrective or disciplinary action.

4. Drivers of City vehicles are required to promptly report all accidents involving a City vehicle to their supervisor.

5. Anyone operating or riding in City vehicles must wear a seat belt at all times. Washington State law prohibits the use while driving of a personal electronic device, as defined in RCW 46.61.672 as enacted or amended. Exceptions are allowed for an employee operating an authorized emergency vehicle or reporting an emergency to prevent injury to an individual or property.

6. Employees whose job duties are entrusted with public safety, or whose positions require operation of machinery or equipment, or work with hazardous substances such as chemicals will be held to a higher standard of safety than other employees.

7. Only employees who are on call on a 24-hour basis are allowed to take a City vehicle home. The sole purpose of such usage is to facilitate quick responses to emergencies. Using a City vehicle for any other purpose is prohibited and may result in discipline. In some cases, take-home vehicles may be considered "fringe benefits" under IRS regulations and the employee may be subject to payroll taxes associated with this benefit.

**Employee personal vehicle use on City business**

The following rules apply when an employee uses his/her personal vehicle for City business:

1. The employee must have a valid Washington State driver's license. Employees driving City vehicles must authorize evaluation of their Washington State motor vehicle driving record and license status upon the City's request.

2. The use of a private vehicle to conduct official City business will be reimbursed at a rate consistent with the established IRS reimbursement mileage rate where such use has been pre-approved by the City. Employees requesting such mileage reimbursement may submit mileage forms on a quarterly or annual basis.
in the form prescribed by the Finance Department. Commute miles (round-trip distance between employee's residence and regular place of work) are not reimbursable.

3. Employees who operate personal vehicles for City business must have and maintain auto liability insurance coverage in accordance with State law.

4. Employees driving in the course of their employment are required to comply with all traffic laws and to drive in a safe and courteous manner that reflects positively on the City.

5. If an employee's license becomes expired, suspended, revoked or restricted, the employee is required to notify his/her supervisor immediately. In this event, the employee will not be allowed to drive on City business until he/she obtains a valid driver's license or shows compliance with all restrictions. Employees involved in traffic accidents or cited for an infraction or criminal violation while using a private vehicle whether on City business or private business must report it to their supervisor no later than the next business day after such incident.

If an employee utilizes his/her personal vehicle on City business and damage or theft occurs to that vehicle, the employee must file an accident or police report to document the loss. The City may, at its discretion, reimburse up to $250 of the employee's property damage deductible.
CHAPTER 6 PROCEDURES PREVIOUSLY ADOPTED BY COUNCIL / DEPARTMENT AND ACKNOWLEDGMENT FORMS

6-A Electronic Communications Policy
6-B Drug Free and Alcohol Free Workplace Policy
6-C Personal Cell Phone Allowance
6-D Management Compensation Objectives
6-E Travel and Expense Reimbursement Policy and Summary
6-F Employee Recognition Program
Please sign, date and return to the Human Resources Department.

ACKNOWLEDGMENT OF RECEIPT OF POLICIES:
City of Sequim Personnel Policy Manual

I acknowledge that I have received a copy of the City of Sequim Personnel Policy Manual.

I agree to read through it and if there is any policy or provision that I do not understand, I will seek clarification from my supervisor or the Human Resources Department. The City of Sequim has the right to change, amend or delete sections of this Manual at its discretion. I understand that nothing contained in this Manual may be construed as a promise of future benefits or a binding contract with the City of Sequim for any other purpose. I understand that my Department Head does not have authority to change the provisions of this Manual.

This Personnel Policy Manual includes a copy of the policies and procedures listed in Chapter 6. I am specifically acknowledging receipt of the following:

**Drug Free and Alcohol-Free Workplace Policy**
I acknowledge that I have read and understand the City of Sequim's Drug-Free and Alcohol-Free Workplace Policy. I understand that failure to follow the provisions of this policy could lead to disciplinary action, including termination.

**Electronic Communications Policy**
I acknowledge that I have read and understand the City of Sequim’s Electronic Communications Policy. I understand that any and all messages whether voice or text are the property of the citizens of Sequim and as such can be reviewed with a proper request. I understand that failure to follow the provisions of this policy could lead to the loss of my computer system privilege and/or other disciplinary action, including termination.

Employee signature ____________________________ Date ____________

Employee print name ____________________________
I. PURPOSE.

This policy is intended to ensure that the use of electronic communications is consistent with City policies, all applicable laws, and the individual user’s job responsibilities. This policy applies to anyone using electronic communication systems owned by the City of Sequim. This policy also may apply in some circumstances to any employee using their personal electronic communication device for City business.

II. POLICY.

A. General Description

Electronic communications are defined to include, but are not limited to, telephones, voice mail, facsimile machines, electronic mail systems (e-mail), Internet, Intranet, and electronic media that generates, stores, transmits, receives and/or displays communications over the City’s owned equipment.

The City is obligated to conserve and protect City-owned resources for the benefit of the public’s interests, not private interests. When use of electronic communications furthers the City’s governmental operations, then such use does not violate the City’s obligation to conserve and protect City resources.

The primary purpose of the City’s electronic communications systems is to facilitate the effective and efficient conduct of City business, which includes public safety activities. The communication systems are provided to encourage and facilitate the free exchange of business-related communications, ideas, and information between employees, and providing, exchanging, and searching for information for City residents, businesses and other governmental agencies.

Electronic communications are a form of business communication. An employee’s use of electronic communications must be reasonable, responsible, and accountable. The City reserves the right to monitor the use and content of all electronic communications.

City employees may not use electronic communications for private benefit or gain of the employee or other person except as described in Occasional Personal Use section below. This prohibition does not apply to the use of electronic communications to benefit another person as part of the employee’s official duties.
B. Occasional Personal Use

A City employee may make occasional but limited use of City-owned resources only if:

- There is no cost to the City; and
- The use of City resources does not interfere with the performance of the employee's official duties; and
- The use is brief in duration and does not disrupt or distract from the conduct of City business due to volume or frequency; and
- The use does not compromise the security or integrity of City information or software; and
- The use promotes organizational effectiveness or enhances the job-related skills of a City employee.
- In those rare instances where there are costs, such as long distance phone charges or supply charges, the user will reimburse the City.

For examples of proper and improper use of electronic communications, refer to WAC 292-110-010.

C. Use of Personal Cell Phones

In lieu of a City provided cell phone, the City offers a cellular phone stipend when an employee owned cell phone is approved to be used for City business by the City Manager. Please refer to the Personal Cell Phone Allowance policy for further details.

D. Cell Phone Usage and Public Records – Prohibition on Text Messaging

The use of a cell phone to conduct City business, whether owned by the employee or the City, creates a public record subject to disclosure under the Washington State Public Records Act. Voicemail messages relating to City business are also a public record subject to disclosure under the Washington State Public Records Act. Employees are not allowed to use text messaging for City business whether using a City provided or a personal cell phone.

E. Misuse of Electronic Communications

The following are examples of unacceptable uses of electronic communications. The prohibition includes possession, use, transmission, or access to prohibited material. This list is not all inclusive:

- Aliases - Use of an alias/another employee name while using e-mail, or sending anonymous messages, misrepresenting an employee's job, job title, job description, or position within the City.
- Audio/Video – Download audio and/or video entertainment not related to City business.
- Confidential or Misinformation - Release of misleading, distorted, untrue, or confidential materials regarding City business, views, or actions.
• Copyright Violations - Use that violates copyright laws.
• Costs Incurred by City - Accessing any site that charges a fee unless pre-authorized.
• Discriminatory - Material that is discriminatory towards a gender, race, religion, ethnicity, or disability.
• Games and Entertainment - Entertainment, sports, or games unless related to City business.
• Harassment - Harassing employees, vendors, customers, members of the public and others.
• Obscenities – Accessing pornographic, profane, or sexually explicit material.
• Political - Use for political purposes.
• Purchases – Purchases of personal items.
• Religious – Accessing or promoting religious materials.
• Solicitation - Promoting monetary or business gain for the employee and/or the employee’s family.
• Software - Downloading unauthorized software.
• Union Activities – Communicating with membership.

F. Harassment or Criminal Activity

If you believe that any person is experiencing or committing harassment via electronic communication, or if you believe that criminal activity is taking place using electronic communication, please follow these steps:

1. Do not delete the message;
2. Do not respond to the message; and
3. Notify your supervisor, elected official/department head, Personnel Division, or appropriate designee.
4. Notify the Police Department

G. Confidential Electronic Communications

Certain electronic communications are confidential and may not be accessed, used, or disclosed without authorization of the City Manager. Examples of confidential records appear in the list of public records exempt from public disclosure, at RCW 42.56 et seq. Confidentiality may also depend on the nature of the record and the particular policies of the office or department where it is maintained.

Employees may not access, use and disclose confidential information without authorization of the City Manager.
H. Disciplinary Action

If a user violates a provision of this Electronic Communications Policy, the user may be subject to one or more of the following disciplinary actions:

- Restriction of electronic communication privileges
- Removal of electronic communications privileges
- Oral warning
- Written reprimand
- Suspension
- Demotion
- Termination

III. APPROVAL

[Signature]  [6/11/18]
Charles P. Bush, City Manager  Date
I. PURPOSE.

Substance abuse is a difficult and pervasive problem for our society. On the job and off, substance abuse endangers the safety of employees as well as the general public, and creates a variety of workplace problems, including increased risk of injury, absenteeism, higher health care and benefit costs, theft, decreased morale and productivity, and a decline in the quality of services provided. The City of Sequim ("City") has established this policy relating to the use or abuse of alcohol and drugs as a part of its commitment to safeguard the health and safety of employees and the public and promote a drug-free and alcohol-free working environment.

The City recognizes that employees' involvement with drugs and alcohol can have a negative impact on work performance. This policy addresses the need to ensure the safety of co-workers and the public by removing the effects of drugs or alcohol as a concern in the workplace.

This policy is established to detect users and remove abusers of drugs and alcohol from the workplace, to prevent the use and/or presence of these substances in the workplace, and to assist employees in overcoming any dependence on drugs and/or alcohol following guidelines and regulations outlined in the following Acts:

- The Drug-Free Workplace Act of 1988
- The Omnibus Transportation Employee Testing Act of 1991
- The National Labor Relations Act
- The Americans with Disabilities Act of 1990
- The Civil Rights Act of 1964
- The Family and Medical Leave Act of 1993
II. POLICY.

A. Drug-Free and Alcohol-Free Workplace

Employees are expected to report to work in an appropriate mental and physical condition that allows them to perform their jobs in a safe and satisfactory manner. While on City premises and while conducting City business-related activities off premises, for instance, in a City-owned vehicle or in a City uniform, no employee may misuse alcohol or use, manufacture, possess, distribute, sell, or be under the influence of controlled substances without a valid prescription.

If an employee comes to work under the influence of drugs or alcohol, uses drugs or abuses alcohol during work time, or in some other way violates this policy, he/she shall be disciplined in accordance with this policy and any other governing union contract, up to and including termination. Nothing in this policy determines or affects whether or not criminal charges may be filed for criminal acts, including unlawful possession of legend drugs or controlled substances.

Any individual who has, before detection, taken steps to disclose ("self-identify") a problem with alcohol or drug use will be given access to employee assistance programs.

For those employees who have not self-identified, the circumstances of those who violate this policy or who are currently involved in a disciplinary process due to a suspected violation of these policies will be treated solely as a disciplinary matter, meaning they may lose access to employee assistance programs by failing to self-report.

Termination of employment will be the likely outcome for individuals who have violated this policy.

Any employee who refuses participation in rehabilitation or withdraws from a rehabilitation program shall be subject to the City's disciplinary action up to and including termination. All City employees and volunteers who are involved in an accident or vehicle crash that results in significant property damage, bodily injury or death will undergo mandatory post-accident drug and alcohol testing to confirm that drugs or alcohol were not a factor. All employees are subject to reasonable suspicion testing.

If the supervisor has reasonable suspicion to believe that an employee who is on duty, about to go on duty, or has just completed duty is under any influence of drugs or alcohol, as evidenced by specific, current, easily described observations concerning the appearance, behavior, speech or body odors of the employee, the supervisor shall immediately remove the employee from duty. The employee shall be advised of the reasons for reasonable suspicion and shall be transported to the collection site by the supervisor for drug and/or alcohol testing.
Supervisors or City officials who make the determination of whether to test must be trained in the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. (See Drug and Alcohol Testing Policy for further information).

B. Drug and Alcohol Testing Program.

The City is required by U.S. Department of Transportation regulations (49 CFR Part 40) and administrative guidelines under the Federal Motor Carriers Safety Administration (49 CFR Part 382) to administer a testing program for drug and alcohol use for employees and contractors who are required to have and maintain a Commercial Driver's License (CDL) to perform their job duties. These employees' positions are considered by the City to be "safety sensitive" positions and subject to the CDL Licensing and Requirements policy and enrollment in periodic drug and alcohol testing as outlined in the Drug and Alcohol Testing Policy.

C. Employee Education.

Each employee will be required to certify his/her understanding of this policy by reviewing the policy when initially hired (and annually thereafter) and signing the policy acknowledgment form.

Supervisors will be trained on the elements of this policy. They will be prepared to answer employee questions, look for potential issues and provide assistance or direction as needed. Through routine interactions with employees, supervisors will help to create an environment that not only complies with minimum health and safety requirements, but also actively supports a drug and alcohol free workplace environment.

Educational pamphlets and information on drug and alcohol awareness and treatment programs will be available from the Human Resources Department.

Notification Process: Contact your supervisor or the Human Resources Department if you would like additional or more specific information or assistance on substance abuse and treatment programs.

D. Employee Assistance Programs

The City's Employee Assistance Programs (EAPs) are confidential resources for employees with medical benefits who wish to speak to a counselor regarding any number of issues -- from family, to work, to stress, to depression and more -- including substance abuse problems. Twenty-four (24) hour assistance is available with services that include assessment, referral, outpatient counseling, inpatient and alternate care programs, utilization management, and case management. Employees are encouraged to contact their EAP for assistance in the early detection of substance abuse problems and treatment program referrals.
E. Voluntary Self-Identification

Although the decision to seek diagnosis and accept treatment is completely voluntary, the first time any employee comes forth and notifies the City of alcohol or drug abuse problems he/she shall be given assistance like that extended to employees with any other illness. This self-identification must occur prior to any accusation, detection or investigation into suspected violations of this policy.

An employee who elects to self-identify drug or alcohol abuse will be given an opportunity to seek evaluation, education or treatment to establish control over his/her substance problem.

The City will make an effort to ensure the confidentiality of the problem insofar as it does not impede good management practices.

The City will consider reasonable accommodations if the employee undergoes treatment, either on an in-patient or out-patient basis.

A medical leave of absence of up to twelve (12) weeks, offered as part of the City’s Family and Medical Leave benefit (FMLA), may be granted for treatment and rehabilitation to any employee who voluntarily seeks such treatment prior to being found in violation of City policies or who is in the process of being disciplined, including any investigation that relates to potential discipline. Employees may use accrued Paid Time Off (PTO) or Sick Leave for such absence if available, in addition to unpaid time.

Upon successful completion of the recommended treatment program, as established by a signed release by the attending program director or counselor, the employee may return to work, if qualified, and if the length of the leave for rehabilitation follows allowable FMLA guidelines.

Upon return to work and at any time thereafter, a Fitness for Duty assessment may be required.
Notification Process for Self-Identifying Substance Abuse: Provide your supervisor with a written note indicating you are voluntarily seeking assistance. (Employees in positions that require CDL licensing should refer to additional guidelines noted in the CDL Licensing Policy and the Drug and Alcohol Testing Policy when voluntarily seeking assistance for alcohol or drug abuse.)

F. Other Prescribed and Over-the-counter Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited by this policy. However, the use of any substance which carries a warning label that indicates mental functioning, motor skills, or judgment may be adversely affected must be reported to the designated supervisor. The employee shall not be permitted to perform safety-sensitive functions (e.g., drive on City business) or operate heavy equipment or carry a firearm while on City business without a written release from his/her doctor that the employee is deemed safe to perform or execute such duties.

Employees who violate this policy shall be disciplined, up to and including termination.

Notification Process: Inform your supervisor in writing if you are taking a prescription that carries a warning label indicating that use of the drug may affect your mental functioning, motor skills, or judgment. Describe the substance and its warning details, and if applicable provide a copy of your doctor’s or pharmacist's release indicating you can perform your safety-sensitive job functions without impairment.

G. Substances Illegally Possessed or Discovered on City Property

Any substance illegally possessed by an employee on City property, such as legend drugs or controlled substances without a valid prescription, or which is discovered on City property in the possession or control of an employee not authorized to possess or control it, will be turned over to the appropriate law enforcement agency and may result in criminal prosecution of the employee.

H. Arrests and Convictions

Employees who are arrested for off-the-job unlawful drug activity or alcohol related criminal activities, or who are convicted under a criminal statute for a drug-related or alcohol-related violation, must notify their supervisor. A conviction is defined as an adjudication that includes a verdict of guilt by a jury, a finding of guilt by a judge or acceptance by a judge of a plea of guilty (including a plea of nolo contendere, a deferred finding, a deferred prosecution, or a deferred sentence) in federal, state, county, or municipal courts.

Notification Process: Notify your supervisor in writing within one (1) day of an arrest and within five (5) days of a conviction.

In deciding what action to take, management will consider the nature of the charges, the employee’s present job assignment, the employee’s record with the City and other factors relating to the impact and circumstances of the employee’s arrest.
Following notification, the department director will:

- Within ten (10) days notify the Federal agency with whom the City has a contract or grant, if applicable; and

- Within thirty (30) days initiate rehabilitative or disciplinary action appropriate to the misconduct.

I. Refusal to Cooperate

Refusal by an employee to fully cooperate in an investigation involving drugs and/or alcohol pursuant to this policy constitutes gross misconduct.

J. Management Notification

Any employee who discovers a violation of this policy must immediately notify the HR Manager or the City Manager. Failure to do so subjects the employee to the City’s disciplinary action process, up to and including termination.

K. Confidentiality

The City will strictly adhere to all standards of confidentiality and assure that medical information will be released only upon written request to those authorized to receive such information.

III. OTHER POLICIES.

This policy does not supersede any policy but is instead intended to supplement other policies related to drugs or alcohol.

IV. APPROVAL.

- Management team review
- Teamsters Union review (not police or sergeant)
- Teamsters Union review, with stewards as part of Patrol and Sergeants union contracts negotiations
- Attorney review

[Signature]
Charles P. Bush, City Manager

[Date]
6/11/18
I. PURPOSE.

This policy identifies the procedure for requesting a reimbursement for utilizing a personal cell phone to conduct City business.

This policy is a practical method that will eliminate the need for an employee to log the amount of time and the business-purpose of each business related cell phone call made on a personal device.

This policy is not intended to modify any collective bargaining agreement.

II. POLICY.

The City of Sequim recognizes that cell phones are an important and necessary tool in the performance of certain employees’ job duties. For those employees who have a valid business purpose, the City of Sequim will provide a cell phone. The selection of an appropriate City-owned phone and plan will normally be determined by the IT department.

It is preferred that employees use a City provided cell phone to conduct City business. However, at the sole discretion of the Department Head, a personal cell phone may be used in lieu of a City provided device. In such situations, the City will reimburse the employee for a portion of their personal cell phone cost. The employee will be required to sign a Personal Cell Phone Allowance Agreement (Appendix A).

Employees who receive a cell phone allowance are responsible for:

- Purchasing equipment
- Payment of bills and charges associated with the equipment
- Retaining six months of monthly billing records
- Upon request, providing recent billing statements reflecting all business-related phone calls

The use of a cell phone to conduct City business, whether owned by the employee or the City, creates a public record subject to disclosure under the Washington State Public Records Act. Voicemail messages relating to City business are also a public record subject to disclosure.
APPENDIX A
PERSONAL CELL PHONE ALLOWANCE AGREEMENT

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All cell phone allowance payments are departmental responsibility and considered other compensation. The cell phone allowance will start at the next scheduled pay date.

Appropriate payroll taxes on the allowance amount will be withheld from the paycheck and the amount of the allowance will be included on the year-end W-2. The allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay.

**Employee Certification and Signature:**

I certify that I have read and understand the Personal Cell Phone Allowance procedure.

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**Department Head Approval:**

I have approved this employee for the Personal Cell Phone Allowance.

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under the Washington State Public Records Act. Users are not allowed to use text messaging for City business whether using a City provided or a personal cell phone.

Use of the cell phone in any manner contrary to local, state or federal laws will constitute misuse and will result in termination of the personal cell phone allowance.

The City will provide limited technical support for personal cell phones approved by the Department Head.

III. APPROVAL.

[Signature]
Charles P. Bush, City Manager

[Date]
6/11/18

Date
I. PURPOSE.

The City of Sequim’s compensation policies and practices are applicable to all employees. Implementation of these policies will be through collective bargaining for union-represented employees or by City Management decisions for management, supervisory and confidential employees excluded from the bargaining units. The City Council, through its budget and contract actions, approves changes in compensation. All City employees regardless of representation are to be treated similarly in application of these policies and practices. The City’s compensation policy objectives are:

- Pay and benefits competitive with the proximate labor market.
- Internal consistency in pay structure within related job classifications considering the relative value of jobs.
- Attract and retain qualified employees at all levels of responsibility.
- Establish market rates based on timely surveys of a valid sample of like employers in a proximate labor market area.
- Consider the City’s ability to pay, minimize service disruptions and optimize the City’s ability to fund an adequate level of service.
- Provide a mechanism to reward satisfactory performance or withhold pay for unsatisfactory performance.
- Comply with the City’s legal requirements.

II. POLICY.

The City will conduct periodic salary surveys (every two to three years) to evaluate market pay. The City may contract with a professional consultant to conduct the survey.

In order to improve statistical validity, a market sample for salary surveys should include 5-7 similar and proximate cities (based on size, population and tax base).

“Market rates” will not be considered a fixed number but a targeted range defined as +/- 5% of survey average, ideally within a +3% to -3% range. Some variances in market pay rates may be the result of internal equity considerations.
Absent a sample of 5 employers who meet the above criteria, the market sample may be augmented by a selective survey of other agencies serving the same labor market area (for example, cities, counties, and regional planning agencies).

Market sample data will include a review of the data to determine if there are statistical "outliers" that should be removed from the sample before determining the market rate.

When little or no market data is available, internal equity will be considered, that is, similar pay for similar level of responsibilities.

To minimize disruptions to City operations and individual impacts on affected employees, correction of market pay issues will be reviewed, both by individual classification and overall pay group (bargaining unit) analysis. Classifications that are above market will be frozen at current rates until their market rate catches up with them. Likewise those found below market will be adjusted over a period of time to minimize sudden changes in salary and benefits cost.

The City will attempt within its means to provide an employee benefits package that is similar in scope and coverage levels to those provided in the market. In doing so, the City will seek competitive prices for similar levels of coverage.

The City will attempt within its means to provide a variation of benefit choices to address differing needs of employees at various stages of their employment.

To stay competitive with its labor market, the City will provide periodic adjustments in wages to account for the impact of inflation on employee wages. Cost of Living Adjustments (COLAs) will reflect the City's ability to pay as well as the practices of those employers used in Sequim's market analysis.

Labor demand and supply impact recruitment for new employees. Exceptions to these policies may be needed in certain circumstances to attract or retain skilled and experienced employees.

Pay compaction may occur where similar working conditions exist but one employee works beside another getting greater compensation (e.g. overtime). The City Manager has discretion to develop pay practices that make pay or benefit adjustments to address this inequity.

The terms of this policy may be changed at any time and no employee gains any vested rights under this policy.

III.  PROCEDURE.

A.  At-Will Status Not Changed

Nothing in this policy shall be considered to change the status of all exempt employees from at-will status.
B. Pay Ranges for Exempt Employees

To implement the policies listed above, the City has established pay grades outside of those in City labor agreements. These pay grades are established to provide compensation based on market and internal equity. Since small cities are often organized uniquely with a standard job title but an employee may carry multiple assignments outside the scope of the customary job title, the City Manager shall have discretion to determine the "best match" and level of responsibility, whether that is an internal or external market measure. Traditional factors such as level of responsibility, scope of duties and depth of organization reporting to the position, risks associated with the position's discretionary duties, coaching and supervision required given the experience of the individual, amount of discretion delegated to carry out assigned duties, strategic and administrative business skills, and complexity and variety of other duties assigned, must be considered in determining both market "comparable" as well as internal "comparable." Movement within the pay range is determined by goal setting and the performance review process. Demonstrated proficiency and performance in the assigned role are determining factors in pay progression.

C. Levels and Types of Employees Covered by Exempt Pay Plan

The employees covered in the exempt employee pay plan include: a) Department Directors, b) mid-level and first line program managers and supervisors, and c) exempt hourly employees. Employees' pay ranges will be determined by evaluating the market for comparable positions and communities. They will also be evaluated to ensure that exempt employees at all levels make at least the same as union represented positions doing similar work for the City.

D. Compensation Plan Structure

Exempt salaried employees will be assigned to a pay range with a 30% variance between the beginning step and top of the range. Employees will be assigned a step based on experience and skills within a range and progress to the top of the range based on performance and proficiency in their assignments. Progression may not occur if an employee performs the job competently but does not have a full range of skills to meet optimal performance expectations. An annual performance review will be the mechanism for determining eligibility for further increases in the pay range. The City Manager will have discretion to partially or fully withhold an increase if, in the City Manager's opinion, an employee's performance does not merit a pay increase or the employee is not performing at the full level of competency expected by the City Manager. The City Manager also has discretion to reward extraordinary performance as a result of an exceptional performance review and to recognize exceptional efforts/work done by individual employees who make an extraordinary personal investment of time and effort to meet City goals.
IV. APPROVAL

Charles P. Bush, City Manager

Date

6/10/18
I. PURPOSE.

This policy covers reimbursement of business expenses including travel, subsistence and related expenses, and certain non-travel-related expenses incurred by authorized persons while conducting City business or providing a service for the City of Sequim.

To qualify for reimbursement, expenses must be reasonable and prudent under the circumstances and directly related to the conduct of business or service for the City. Expenses should fit the framework created by the City’s organizational values. They should also pass the Reasonable Person Test: “Would the average, reasonable Sequim resident agree that the expense is a legitimate use of their taxes?” Reimbursement will be made subject to the rules contained in this policy and RCW 42.24.

The City representative is responsible for becoming knowledgeable about appropriate expenditures and documentation requirements. It is the Administrative Services Director’s responsibility to ensure that these policies are adhered to and to provide the forms and instructions necessary for their implementation. Exceptions to the rules set forth herein may be made only for unusual or extenuating circumstances when such expenses reasonably relate to a benefit or service received by the City and compliance was not feasible. Policy exceptions may be authorized by the City Manager or his/her designee.

II. POLICY.

A. Policy Scope

This policy applies to City employees, elected officials, officially recognized City volunteers, and members of boards and commissions.

B. Prudent Judgment

Officials, employees, volunteers and members of boards and commissions are expected to exercise prudent judgment in incurring travel expenses on authorized and budgeted official City business. Non-business-related expenses will not be approved or reimbursed.

Employees are expected to utilize training opportunities where travel expenses are eliminated or reduced as much as possible. The use of local training and other alternatives to travel such as teleconferencing, on-line training, and/or train the trainer models are encouraged.
C. Volunteers and Board Members

Officially recognized volunteers, board members, and others authorized to travel shall be reimbursed consistent with this policy.

D. Out of State/Alternative Travel Must be Approved in Advance

Employees should consider methods of travel and times of travel which minimize costs to the City. As an example, air travel over a Saturday is generally less expensive and may justify extension of travel dates when cost of airfare is weighed against the additional costs of wages, hotel and per diem. If traveling to a remote city where airfare is costly, the cost of travel to a nearby hub and car rental should be considered when determining travel arrangements. When an employee extends travel or travels to an alternative location in order to save money, a statement of monetary and benefit savings is to be submitted with the reimbursement request. Employees who extend travel or travel to alternate destinations which results in increased expenses shall be required to pay for any such difference in costs. Employees should consider not only costs to the taxpayers but the appearance of misuse of public funds.

E. Travel Authorization

Travel and travel-related forms must be approved by the City Manager, the City Manager's designee, or Department Heads. The City Manager or designee is authorized to administer the procedures for reimbursement of travel expenses to allow for full flexibility when necessary, provided that reasons for deviations from the policy shall be fully documented.

F. Reimbursements

The City intends to reimburse using standard practices such as those set by the Washington State Office of Financial Management (OFM) and the Federal General Services Administration (GSA).

II. PROCEDURES.

A. Administrative Changes to Procedures

The City Manager or Administrative Services Director may make administrative adjustments in procedures to best accomplish the intent of the policy.

B. Registration

Registration fees required in connection with attendance at conventions, conferences, and official meetings are reimbursable. Reimbursable registration fees may include meals, special dinners, and banquets but may not include recreational activities such as golf tournaments, wine tastings, sporting events, etc. When possible, registration should be done prior to travel through the normal purchasing system.

C. Amenities and Meals

Conference Amenities. Meals, lodging, or other expenses included in a conference or seminar will not be reimbursed through per diem.
Set Meal Costs at Business Functions. Individual meals may exceed the maximum per diem amount when an employee is required to attend a business related function where the meal cost is set at a rate higher than the maximum. Reimbursement for such meals shall be by receipt plus allowable tip.

Tips. Tips and gratuities for meals reimbursed by receipt are allowed to a maximum of 15%. The tip amount must be written on the receipt.

Non-Reimbursable Items.
- Tobacco and alcoholic beverages.
- Personal entertainment
- Theft, loss or damage to personal property
- Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy
- Barber or beauty parlor
- Personal postage or reading material
- Personal toiletry articles

Meals for Travel Outside the City. All City employees and officials shall be entitled to reimbursement of meals consumed while traveling overnight on City business.

Travel for more than one day. Reimbursement for meals when an employee is out of town for more than one day shall be on a per diem basis. Administration may accept actual receipts if less than per diem. State (OFM) and Federal (GSA) guidelines will be referenced for per diem rates. Employees who work shifts that are outside of the typical working hours for the city will have meal times adjusted appropriately.

Per diem rates differ based on location defined by the OFM and GSA; tax and tip are included. Current rates can be found at www.ofm.wa.gov and www.gsa.gov/perdiem, respectively, or by calling Accounts Payable.

Travel for one day or less and more than 30 miles. Reimbursement for meals when an employee is traveling more than 30 miles from the City for one day or less shall be restricted to breakfast if out of the City before 7AM, lunch if during the noon hour, and dinner if the employee returns after 6PM and is gone for 4 or more hours. Employees who work shifts that are outside of the typical working hours for the City will have meal times adjusted appropriately.

Meals for Travel Within 30 Miles. Meals and refreshments for City employees while within 30 miles of the City shall be reimbursed for actual costs in the following cases. All other conditions and rates will apply.

- Required training at a conference or seminar.
- Business-related meetings where meals are an integral part of the meeting.
- During emergency situations when employees are working extended hours and stopping for a meal period could worsen the emergency or increase cost to the City.
• **Other circumstances** within the spirit of this policy as approved by the Department Head or City Manager.

**Meals and Refreshments for Others** (also see Resolution R-2010-23 Light Refreshment Policy).

• **Meals and Refreshments for Volunteers.** City offices and departments may provide meals and refreshments of nominal value to recognize Volunteers.

• **Meals and Refreshments for General Public.** City offices and departments may provide meals and refreshments of nominal value for the general public for official City proceedings.

• **Meals and Refreshments for Trainers, Consultants, and other persons providing services to the City.** City offices and departments may provide meals and refreshments except when contractual per diem is paid by the City to the person providing service.

D. **Lodging**

Reimbursement for lodging expenses will be on the basis of actual expenses incurred and must be reasonable when compared to the GSA Travel Guidelines.

The City Manager or a Department Head may authorize an exception to the lodging rate if it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the event is held or other unique situation. Appropriate documentation must be submitted with the reimbursement request.

E. **Transportation**

**Compliance with City of Sequim Drug Free and Alcohol Free Workplace Policy.** This travel policy requires that all employees comply with the City of Sequim Drug Free and Alcohol Free Workplace Policy. Operating a vehicle under the influence of drugs or alcohol, while on City business, constitutes failure to follow the established policy and could result in disciplinary action.

**“Non-City” Employees Traveling with City Employees.** Individuals not employed by the City are generally prohibited from traveling in City vehicles. Permitted passengers in City-vehicles are other City employees or City officials on City business trips, and non—City officials or non-employees transported for City purposes, including prisoners, consultants, contractors, bidders and non-Sequim government employees and officials. Employees must use their own vehicles if they wish to bring family members to business related events.

F. **Travel Time**

Any travel time in excess of one day each way, which is brought about by the employee’s choice of transportation or schedule, will be charged to the employee as

G. Mileage

**Mileage Reimbursement.** The mileage reimbursement must be consistent with federal GSA Travel guidelines for employees using their personal vehicles on City business except as noted below in “5. City Vehicle”.

**Current Insurance.** Employees will provide proof of current insurance coverage on any non-City vehicle that is going to be used on City business.

**Driving versus Airfare.** Reimbursement for mileage and per diem for travel must not exceed the sum of the round trip coach airfare of a common carrier, local mileage/ground transportation, other related costs for the destination, and per diem had airfare been chosen.

**Commuting miles will not be reimbursed.** Employees traveling subject to this policy will be reimbursed for only those miles additional to their normal commuting mileage.

H. City Vehicle

Employees should use a City vehicle instead of their personal vehicle to travel when a City vehicle is available and safe for use. Both City and personal vehicles shall be used in accordance with City Policy. When the Administrative Services Director has determined it is in the best interest of the City to use a City vehicle and an employee/official chooses to use a privately owned vehicle (“POV”), mileage is reimbursable at 60% of the full mileage rate. The City has selected to use a reimbursement rate of 60% which is a slightly higher reimbursement rate than the GSA policy POV rate due to the remote location of Sequim relative to training sites and other travel requirements. An example of when you might be reimbursed at 60% of the full mileage rate would be when you choose to take your personal vehicle to accommodate non-City business or if you are accompanied by a non-City employee.

I. Airfare, Trains, Etc.

Employees are expected to make their own travel arrangements at the most economical class. When personal travel is combined with City business travel, the employee is responsible for paying the increase in the fare necessary to accommodate the personal part of the ticket. The City will pay for the lower reasonable and available fare for the round trip between a Sequim/Seattle area and the business-related destination.

When changes in travel plans occur as the result of City business requirements, (e.g., delays in departure, cancellations, extended stays or revised itinerary) any associated costs will be paid by the City. However, all increases in travel cost due to changes for personal convenience will be borne by the employee.
J. Car Rental

Car rental expenses are reimbursable. Officials and employees should consider alternative transportation, its availability, and cost prior to vehicle rental. Rental vehicles should be paid for using a City credit card when possible. The City credit card provides vehicle insurance as one of its benefits. Purchase of supplemental insurance is not necessary.

K. Other Travel Expenses

Taxicab fares, parking fees, ferry and bridge tolls are reimbursable. Traffic citations, parking tickets, or other fines are not reimbursable.

L. Miscellaneous/Incidentals

Per Diem. A per diem incidental is not included as part of the per diem rate.

Telephone. Personal telephone calls are not reimbursable, except one brief call per day is allowed to the employee’s family/home when the employee is away overnight on City business. Other miscellaneous expenses will be reimbursed only by approval of the applicable Department Head or the City Manager.

M. Documentation of Expenses

Forms and Receipts. A travel reimbursement form prescribed by the Administrative Services Director or designee and supported by an original receipt or acceptable substitute must accompany each claim for reimbursement.

When traveling for training, a copy of the training or conference brochure, indicating the agenda, dates, times and meals provided must also be attached to the forms for both travel advances and after travel reimbursement.

Credit Card Receipts. When paying by City credit card, merchants generally provide a detailed receipt in addition to the credit card slip. Detailed receipts are required to be submitted in all cases where they are provided by the vendor. This is especially important for meals purchased with credit cards.

Missing Receipts. Officials and employees who misplace or cannot obtain receipts must submit an affidavit on a form prescribed by the Administrative Services Director. Such affidavit shall provide a detailed explanation of the expenditure, the amount, and the signature of the employee certifying that the expenditure was for City business purposes. Chronic failure to provide receipts will be considered failure to follow the intent of this policy and can be grounds for denial of future travel privileges.

N. Claims for Reimbursement

All claims for reimbursement for meals and refreshments must be accompanied by an itemized restaurant/store receipt and include the following information:
• Who consumed the meals/refreshments?
• What was the nature of the occasion?
• Where was the expense incurred?
• When did it occur?
• Why was the expense incurred?

O. Lodging

When making lodging arrangements, the employee should always request the governmental rate, if available. Lodging receipts must clearly identify the amounts paid, the number of occupants and the room rate.

P. Specific Requirements when Combining Expenses

Travel with Another Employee. Employees traveling together who share lodging or meals may combine expenses on a single receipt, however, the receipt must clearly indicate who incurred the expenses. Each employee must claim per diem individually. One employee cannot claim per diem for other employees.

Expenses Incurred on Behalf of Another. When an employee claims reimbursement for travel or other expenses incurred on behalf of another, in addition to other requirements, a detailed accounting must be attached to the reimbursement claim, which includes at least the following:

• Name of the person on whose behalf the expenses were incurred.
• Whether the person is a City employee and, if not, the nature of his or her connection with City business.
• A breakdown of each type of expense for each person, including the claimant, for whom reimbursement is claimed.

Q. Cash Advance for Travel Expenses

Cash Advance. Advance travel allowances may be obtained for all reimbursable travel-related expenses.

Eligibility. Employees and officially recognized volunteers may request advance travel allowances. No advance will be made to any individual who is in default.

Process and Forms. The request for a cash advance must be made on an advance travel form as prescribed by the Administrative Services Director.

• Before Travel. The advance will be issued not more than 7 days prior to commencement of the authorized travel period.

• After Travel. Advances must be accounted for by submitting a proper claim with necessary receipts and any excess monies within 7 business days following the completion of travel. Excess travel advance funds will be returned to the issuing agent and a copy of the receipt for return of the funds submitted with the travel claim. Failure to submit timely travel claims renders the individual receiving the advance in default and
personally liable for the full-unpaid amount. The City shall thereupon have a prior lien against and a right to withhold all funds payable or to become payable by the City to such officer or employee. (RCW 42.24.140)

**Restricted Use of Funds.** Under no circumstances will any travel advance be considered as a personal loan to any individual. Any unauthorized use of any advance is a misappropriation of public funds.

**III. REFERENCES.**

Sequim Municipal Code or Resolutions
- SMC 3.7 Advance Travel Fund
- Resolution R-2010-23 – A resolution establishing a Light Refreshments Policy and Procedure

City of Sequim Policies and Procedures
- City of Sequim – Drug and Alcohol Testing Policy dated 7-1-2008
- City of Sequim – Employee Handbook 2018

Revised Code of Washington
- RCW 42.24 Payment of Claims for Expenses, Material, Purchases – Advancements

Washington State Office of Financial Management (OFM)

United States General Services Administration (GSA)
- http://www.gsa.gov/portal/category/21287

Internal Revenue Service (IRS) Mileage Rates

**IV. APPROVAL.**

[Signature]
Charles P. Bush, City Manager 
Date: 6/10/18
I. PURPOSE.

The City of Sequim truly values its employees and would like to show its appreciation by providing a meaningful remembrance for years of public service, at incremental intervals, and for exceptional performance at any time. The goal of this program is to foster a sense of pride in affiliation with the City, and promote safety, productivity, reliability, efficiency, dedication and commitment to the community. The purpose of this program is to recognize excellent work performance that reinforces the City’s mission of providing high quality, efficient service to our citizens. This program recognizes our City values of integrity, stewardship, positive attitude, respect, teamwork, customer service and continuous learning.

II. POLICY.

A. Years of Service Awards

Regular full-time and part-time employees who complete 5, 10, 15, 20, 25 and 30 years of service, are eligible for a length of service award up to the following amounts:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years</td>
<td>$50</td>
</tr>
<tr>
<td>10 years</td>
<td>$75</td>
</tr>
<tr>
<td>15 years</td>
<td>$100</td>
</tr>
<tr>
<td>20 years</td>
<td>$125</td>
</tr>
<tr>
<td>25 years</td>
<td>$150</td>
</tr>
<tr>
<td>30 years</td>
<td>$200</td>
</tr>
</tbody>
</table>

The eligible employee selects from the following (to appropriate amount):

- Clothing item with city logo;
- Donation to charity of employee’s choice;
- A gift card to local business [note this option is IRS taxable to employee and the City]; or
- An award mutually agreed upon by employee and department head.

The years of service award shall be presented to the employee publicly at the year-end recognition event. An employee may choose not to accept the award publicly, in which case their name will be acknowledged. Supervisors should note the calendar anniversary date of the
employee service to express their appreciation directly to the employee on or close to the appropriate date.

B. Recognition Options

City departments may provide awards and hold special events to recognize and publicly acknowledge the contribution of its employees and volunteers. Such events and awards emphasize City values and achievements of organizational goals by:

- Public acknowledgement by the City Manager, elected officials or department heads of employee excellence and/or achievement by the City Manager, elected officials or department heads.
- Presentation of an individual award such as a certificate, plaque or other recognition memento.
- Recognition and celebration of group success and achievement.
- Celebratory meals or light refreshments with the purpose of honoring employees.
- Supervisors are strongly encouraged to verbally recognize employee achievements on an ongoing basis.
- All supervisors are encouraged to hand-write a note of appreciation on City notepaper to present to an employee at any time. The Human Resources Department will maintain an updated list of birthdays and hire dates for reference in the Outlook Occasions folder.

C. Employee Group Recognition Options

The City desires to provide an annual recognition event for all employees where they can bring their spouse/partner to celebrate. This annual event will typically be scheduled for a Friday or Saturday evening in early December, and is subject to annual budget approval. The City leadership team will provide the food for this event, although employees may choose to volunteer to bring menu items. An employee committee comprised of employee volunteers shall plan this event.

Additionally, as time and budget allows, City leadership may organize an employee summer family picnic event where employees can bring their families.

D. Employee Retirements

City funds may be used to defray the cost of light snacks and a commemorative gift for the occasion of an employee's retirement up to $200 total by department and human resources. For those employees who have ten years of service or more the department head may also give the retiring employee a formal recognition by presenting a Resolution to the retiring employee at a City Council meeting.

Resignations typically do not involve the same level of public purpose as retirement events. At the City Manager's discretion, City funds may be used to defray the cost of light snacks and beverages for a resignation event.
III. AUTHORIZATION.

The City Manager is authorized to create and provide funding for employee recognition programs designed to create good will, provide incentives to encourage employee excellence, and to recognize employee accomplishments and tenure within the City. Recognition programs may include, but are not limited to, events and items of appreciation. Funding for a City-wide recognition program may be included in the City budget. This program is subject to the availability of budgeted funds as determined by the City Council each year when setting the annual budget for the City.

IV. APPROVAL.

Charles P. Bush, City Manager

Date

6/11/18