

RESOLUTION NO. 2019-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON AMENDING THE CITY'S PERSONNEL POLICIES TO INCLUDE A RETENTION INCENTIVE POLICY FOR EMPLOYEES REPRESENTED BY THE ISSAQUAH POLICE SUPPORT SERVICES ASSOCIATION.

WHEREAS, the City desires to offer an incentive for qualified and experienced employees who are represented by the Issaquah Police Support Services Association in order to maintain adequate levels of service to the public; and

WHEREAS, public sector agencies are increasingly instituting flexible employment policies to attract and retain employees; and

WHEREAS, the Retention Incentive Policy will offer the City a tool to retain critical staff without changing base compensation or creating longer-term costs; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. New Retention Incentive Policy. A new Retention Incentive Policy attached hereto as Exhibit A and incorporated herein by this reference as if fully set forth, is hereby adopted as an addition to the City of Issaquah Personnel Policies for employees represented by the Issaquah Police Support Services Association.

Section 2. Amendments to Existing Personnel Policies. The Mayor and Human Resources Director, or their designees, are hereby authorized and directed to negotiate and agree to any changes to existing sections of the City's Personnel Policies and Exempt Employee Benefits Handbook that are needed to carry out the provisions of this resolution.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution or section of the City of Issaquah Personnel Policies adopted hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this resolution or the adopted section.

Section 4. Effective Date. Any benefits created, or any changes to policy, resulting from this resolution, shall be effective immediately and will not be impacted by employee status or representation.

PASSED by the City Council this 16th day of September, 2019.



TOLA MARTS, COUNCIL PRESIDENT

APPROVED by the Mayor this 16th day of September, 2019.



MARY LOU PAULY, MAYOR

ATTEST:



CHRISTINE L. EGGERS, CITY CLERK

APPROVED AS TO FORM:



JAMES E. HANEY, CITY ATTORNEY

RESOLUTION NO: 2019-12
AGENDA BILL NO: AB 7845

Exhibit A: Retention Incentive Policy

Exhibit A

Retention Incentive Policy

Retention Incentive: The City Administrator, with approval of the Mayor, shall have the authority to administer a retention incentive to an employee, or group of employees.

Retention Incentives are intended to meet short-term retention objectives and should not be used in lieu of market adjustments for a classification or as a performance incentive for high-performing employees. The Retention Incentive Policy will be administered in the following manner:

- A. The Retention Incentive may be utilized to retain key, mission-critical employees.
 1. The employee has skills, knowledge, or abilities that are essential to the mission of a City department or to maintain level of service to the public; or
 2. The employee is critical to completion of a project or objective that is expected to be completed within twelve (12) months of the date the Retention Incentive is requested; or
 3. The position is difficult to fill, as determined by the HR Director or designee, and a Retention Incentive will help avoid high recruitment and training costs; or
 4. The vacancy or turnover rate in a classification or work group reaches a level where additional loss of personnel may interfere with the City's ability to provide adequate levels of service to the public.
- B. Retention incentives may be offered where there is verifiable evidence (i.e. written offer from another employer, written evidence that the employee or group of employees are being seriously recruited) that the City is at imminent risk of losing the staff member (or, in circumstance A.4, losing enough staff members in the classification or work group to create the situation described) in the absence of a Retention Incentive.
- C. Retention Incentives are paid at the following rates and are subject to applicable taxes:
 - a. Up to 2.5% of annual base salary in exchange for agreement to stay with the City for six (6) months.
 - b. This amount may be doubled in exceptional circumstances where at least three of the criteria in section A are met: up to 5% of annual base salary in exchange for an agreement to stay with the City for six (6) months.
 - c. Retention Incentives may be extended for a second six (6) month term, and are not intended to last for more than a twelve (12) month period.
- D. The City Administrator has discretion on the method of payment of the incentive within the Retention Incentive Rates of pay identified in Section C. Payment may include, but is not limited to, lump sum or pay period increases.
- E. The Department Director shall make the incentive request to the City Administrator and the Mayor for approval which will include:
 - a. An explanation of how the criteria in Section A of this policy are met;
 - b. Verifiable evidence that the employee(s) is/are being seriously recruited and the City is at imminent risk of losing the employee(s);
 - c. The requested amount of the incentive (2.5% or 5% of annual base salary);
 - d. An explanation of budgetary impacts if the incentive were to be approved;

- e. Any other stipulations anticipated in the Agreement (see section F).
- F. If approved, Retention Incentives will be outlined in a Retention Incentive Agreement with the City. The Agreement must be signed by the employee and the City Administrator and include, at a minimum, the commitment of the employee to stay employed with the City for the duration of the agreement, the incentive rate of pay, payment type, length of agreement, and an agreement from the employee that if they leave employment with the City prior to the completion of the agreement the employee will be responsible for paying back all or a portion of the Retention Incentive as identified specifically in the Agreement.

DISTRIBUTION SCHEDULE
City of Issaquah

FINAL STEP
Original Filed in
Clerk's Records Room
DATE: 9/24/19

Resolution No. 2019-12

AB 7845

Subject: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON AMENDING THE CITY'S PERSONNEL POLICIES TO INCLUDE A RETENTION INCENTIVE POLICY FOR EMPLOYEES REPRESENTED BY THE ISSAQUAH POLICE SUPPORT SERVICES ASSOCIATION.

9/16/2019 Date passed by City Council

- Signed by Mayor
- Signed by Council President
- Signed by City Clerk

Electronic copies of executed document distributed as follows:

Website Posting (iCompass): 9/23/19

Code Publishing Website: n/a

MRSC (per RCW 35A.39.010) – email notification: 9/24/19

Originating Department (Name, Dept.): Lauren Knox, HR & Scott Behrbaum, IPD 9/24/19

Other: —

Hard copies of executed document distributed as follows:

Other: none

Certified Copies: 0

Total photocopies needed: 0

Reviewed by City Clerk Cle Date 9/18/19

Tisha Gieser
Tisha Gieser, Deputy City Clerk

9/24/19
Date