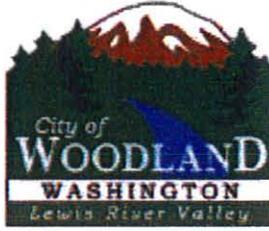


12/9
Workshop



Mayor's Office

230 Davidson Ave
Woodland, WA 98674

November 22, 2013

To: Woodland City Council

From: Mayor Grover Laseke

RE: Personnel Policy Changes

Last spring there was discussion by the Council in making changes to the City's Personnel Policy. Shortly thereafter the decision was made to move from a committee meeting style to the workshop method of conducting business. Knowing we wanted to get the Personnel Policy moving along I invited Council Members Fredricks and Swindell to participate in a review of the policy.

We met several times and went through the entire Personnel Policy. Attached is the result of the review. While it may not be comprehensive, it covers many of the changes that were of concern to the Council. There are some other changes that are on a list the HR Committee was considering (see attached). We will need to review these other changes when we develop an updated ordinance.

I apologize that it took so long to get this to the Council. I was supposed to have this out for the October workshop meeting but I failed to meet the deadline and then got busy with budget work. This can be set for the December workshop on December 9th to discuss and decide what further action to take.

Changes to City of Woodland Personnel Policy
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Page #21-22 changes:

(cc) ~~Employee/Volunteer~~ Recognition Program. (Per Resolution No. 425).

1.0 ORIGINATION

The ~~employee~~/volunteer recognition committee or otherwise known as the Personnel Committee was asked to look into some way to recognize outstanding performance and/or contributions by its ~~employees and~~ volunteers. The committee met and discussed several ways and types of recognition for these ~~employees and~~ volunteers. These recommendations are not to be considered the end of the program, they are only the beginning of a program that will certainly change and may grow in scope depending upon its success.

2.0 THE PROGRAM

If the program is implemented it will recognize ~~employees and~~ volunteers with the City of Woodland for "~~Employee of the Year~~" and "Volunteer of the Year" Awards. Each award will be given to ~~employees or~~ volunteers who have made an exceptional contribution to the City of Woodland. Candidates may consist of ~~full-time paid employees (not department heads)~~, fire and police volunteers, police reserves, Explorers, Park Board, Planning Commission, Civil Service, etc.

Also, service awards will be given to ~~employees and~~ volunteers as outlined below.

3.0 DETAILS

Nominations will be accepted for the awards by all City of Woodland ~~personnel (employees and~~ volunteers) during a specified period each year. Only one (1) vote will be allowed per person. Nominations must be submitted on the original form as supplied by the City of Woodland.

The Personnel Committee, along with the Department Heads will review nominations and make the decision on the finalists for the awards. Awards will be presented annually at a City sponsored event (picnic, awards banquet, etc.) as scheduled by the City Council and staff.

Award recipients will receive the following:

1. Engraved plaque for "~~Employee of the Year~~" and "Volunteer of the Year".
2. \$50.00 dinner gift certificate to a restaurant of their choice in the local area (Woodland, Longview, Vancouver).
3. Picture in the paper (if desired).
4. Name on a permanent plaque located at City Hall.
5. Letter of commendation in personnel file from the mayor.

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3.1 Attachment to Resolution No. 425

Other awards based on years of service:

(Pins are 24K Gold Electroplate)

One (1) year:	Pin	Gold	(awarded to volunteers only, for 1 year of service)
Five (5) years:	Pin	Gold	
Ten (10) years:	Pin	Gold with sapphire	
Fifteen (15) years:	Pin	Gold with ruby	
Twenty (20) years:	Pin	Gold with diamond, and \$50.00 Dinner Gift Certificate or \$50.00 Clothing Gift Certificate	

*In the first year (1999) of this recognition program, service awards will be distributed as follows:

5-9 years	Gold
10-14 years	Gold with sapphire
15-19 years	Gold with ruby
20 + years	Gold with diamond

Page 25-28 changes:

SECTION 9. Hours of Work.

- (a) **Normal Hours.** Eight (8) hours shall constitute a day's work for all employees of the City. Five (5) days shall constitute a week's work for all employees of the City, except for Firefighter/EMT's. Where appropriate, work schedules may be established by the Department Head which shall provide for other than eight hours per day and other than five days per week with corresponding changes in hours off and in days off, providing that not more than forty (40) hours shall be worked per week, unless overtime shall be specifically authorized by the Department Head. The Department Heads, or designees, shall keep daily attendance records.
Firefighter/EMT's work an alternative schedule. This is determined in the Collective Bargaining Agreement.

Flex Schedules. The following guidelines will govern the use of Flex Schedules by department heads and exempt employees:

- The normal work week consists of 40 hours a week, 8 hours a day Monday through Friday between the hours of 7:00 AM and 6:00 PM.
- Exempt employees and department heads may be required to work hours in excess of their normal work week. This excess time is considered part of the salary paid for the position they hold with the city. Except as authorized by the personnel policy, employee

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contract or these guidelines, employees should not expect to receive extra pay or time off if they work hours in excess of their normal work week.

- On occasion employees may need to flex their work schedule to attend to required job duties. Examples of Flex Scheduling could be:
 - Taking a weekday off when the employee is required to work a weekend.
 - Taking time off during or after emergencies that require excessive hours to be worked which could endanger the employee's health and welfare.
 - Employee is required to extra hours early in the week and may go home early on Friday afternoon.

Flex scheduling is not a normal practice and requires the approval of the Mayor. Normally any flexing of schedules will occur during the same pay period the extra hours are worked.

~~For Regular Employees, Flex schedules shall constitute a forty (40) hour work week and shall be arranged within that week as agreed upon by the employee and their department head. Requests shall be submitted by the employee, in advance, to the Department Head. Vacation and sick leave accruals shall not be affected upon implementation of any flex work schedule approved by the Department Head.~~

~~For Exempt or Department Heads, Flex schedules are as approved by the Mayor. There is no carryover of these hours from one year to the next, except December accrual which must be used prior to the following December.~~

~~A Flex Log showing the accrued and used dates and times and will be kept by each employee and turned in monthly with the timesheet to the Payroll Clerk and/or Clerk Treasurer.~~

- (b) **Overtime Policy.** The providing of city services may necessarily require overtime work, from time to time. However, all overtime work must be specifically authorized by the Department Head. Overtime pay, or compensatory time in lieu of overtime pay, shall be at the rates provided for by this Ordinance.
- (c) **Holidays.** Employees, with the exception of Police and full time Firefighter/EMT's, shall be granted holidays with pay on those days declared to be legal holidays by state law, which are presently the following days:

NEW YEAR'S DAY	1st day of January;
MARTIN LUTHER KING, JR. Day	3rd Monday of January;
PRESIDENT'S DAY	3rd Monday of February;
MEMORIAL DAY	Last Monday of May;
INDEPENDENCE DAY	4th day of July;
LABOR DAY	1st Monday of September;
VETERAN'S DAY	11th day of November;

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THANKSGIVING DAY	4th Thursday of November;
DAY IMMEDIATELY FOLLOWING THANKSGIVING DAY	4th Friday of November;
CHRISTMAS EVE	24th day of December;
CHRISTMAS	25th day of December;

1. The above holidays shall be observed on the dates listed, except that when the day recognized as the holiday falls on a Saturday, the preceding Friday shall be observed as that holiday, and when the days recognized as the holiday falls on a Sunday, the Monday which immediately follows will be observed as that holiday.

2. Any work performed by an employee at the request of the Employer on holidays recognized in (i) of this section shall be paid at the rate of pay specified in Section 7(n) Overtime.

3. Employees will be paid for above holidays provided that they work all time scheduled on the work day which immediately precedes the holiday, and all scheduled time on the work day which immediately follows the holiday. Employees who receive authorized sick pay or authorized vacation pay for the workday immediately preceding or immediately following the holiday shall be paid for the holiday.

4. An employee who is on authorized vacation or sick leave for a recognized holiday shall receive pay at straight time for the holiday, and will not have his or her vacation or sick leave accrual as the case may be charged for the holiday.

5. Police Officers and Firefighter/EMT's do not have holidays off and are paid overtime for the holidays they work.

(d) **On-Call Policy.** To meet emergency needs of the City, the Department Heads, or the Mayor, may require certain employees to be on call each weekend from 5:00 p.m. Friday to 8:00 a.m. Monday. On-call employees shall remain able to respond to an emergency call within one hour or less from the time the call is received and, for that purpose, shall have on or near such employee's person a portable radio at all times. Additional compensation shall be paid for on-call duty, in addition to overtime pay earned when responding to emergencies or trouble calls while on-call. For union employees, this will be applied pursuant to the Collective Bargaining Agreements.

(e) **Compensatory Time.** All work which has been authorized by the City in excess of the regularly scheduled shift shall be paid at one and one half (1 ½) times the employee's regular rate of pay. Upon request, an employee may have time off in lieu of pay at one and one half (1 ½) times the employee's base rate. In no event shall the supervisor approve additional compensatory time accumulation for any employee who has accrued forty eight (48) hours in their compensatory time off bank.

Scheduling of compensatory time off shall be at the discretion of the supervisor.

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however, employees will at no time be required and/or directed to use compensatory time. Work attributable to programs funded by outside sources shall be paid for and not subject to compensatory time credit.

Upon separation, an employee shall be paid for any accumulated compensatory time. Conversion of compensatory time to payment as cash for active employees shall be requested by the employee in writing and submitted with the employees monthly timesheet with the Department Head's signature.

~~(f) Administrative Time. Management/Designated Exempt positions are eligible for up to 96 hours of "Administrative Leave" per year at the Mayor's (or person appointed by the Mayor) discretion. This is in recognition of the amount of additional time necessary to perform their tasks. There is no carryover of these hours from one year to the next, except December accrual which must be used prior to the following December. No payment for unused hours will be made if employee leaves the employer.~~

(g) Attendance. Employees must be in attendance at their work station or work site in accordance with the rules regarding hours of work, holidays and leaves as set forth in these policies. Employees are expected to be at their work station or work site and be prepared to begin work at the starting time. Abuse of attendance or hours of work rules may result in disciplinary action.

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SECTION 10. Sick Leave.

- (a) **Accrual of Sick Leave.** An employee shall accrue sick leave at the rate of eight (8) hours for each month of employment in paid status, including the probationary period of employment. Sick leave is accruable to no more than ~~1,600~~ 800 hours. Sick leave is not earned during a leave without pay. Employees do not earn sick leave and may not use any earned but unused sick leave, during a suspension without pay.
- (b) **Use of Sick Leave.** Sick leave shall not be available for use during the first thirty (30) days of the probationary employment period and, thereafter, will be granted for, and shall be used for, the following purposes only:
1. Personal illness, hospitalization, or out-patient medical care;
 2. Medical quarantine;
 3. Personal dental care;
 4. Death of a member of the employee's immediate family when three days of funeral leave has been used;
 5. Care of a member of an employee's immediate family (spouse, child, grandchild, parents, grandparents, brother or sister) or any family member or other person dependent upon the employee, with a health condition that requires treatment or supervision.

Page 35 changes:

SECTION 13. Vacation.

- (a) **Accrual of Vacation Time.** Each employee shall be entitled to the following vacation time to be awarded the month end after one year of employment. No vacation time will be awarded until employee has been employed by the City for one (1) year.

<u>Continuous full-time employment</u>	<u>Hours per month</u>
0- 2 <u>4</u> yrs	8.00
At the beginning of 3rd yr	8.67
At the beginning of 4th yr	9.33
At the beginning of 5th yr	10.00
At the beginning of 6th yr	10.67
At the beginning of 7th yr	11.33
At the beginning of 8th yr	12.00
At the beginning of 9th yr	12.67
At the beginning of 10th yr	14.00 <u>12.67</u>
At the beginning of 12th yr	15.33

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At the beginning of 14th yr	16.67
At the beginning of 16 <u>15</u> th yr	18.00 <u>14.66</u>
At the beginning of 18th yr	19.33
At the beginning of 20th yr	20.67 <u>16.00</u>

Employees shall be entitled to their normal compensation during vacation time.

- (b) **Vacation Requests.** Vacation requests for the year must be received by the Mayor or Department Heads for subordinates, no later than April 1. Requests received after that date will be processed based on the date of receipt, availability, and not necessarily by seniority.

Add Lanuage on Furlough Days

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Personnel Policy – Suggested Changes to Ordinance No. 1134

February 4, 2013

Prioritized by the HR/Gov Committee

Dept./Person Assigned to:	Priority #	Start date:	Finish Target date:	Item #	Title
	1				Alternative Work Schedule
	1				Flex time a. Union contracts b. Exempts c. FLSA requirements
	1				Leave: Sick leave a. Caps on accrual [for new contracts] b. Cash out c. WA law and serious health condition
	1				Leave: Vacation leave a. cash out/ buy back of a portion of vacation bank b. cash out - union contracts for police & fire c. Accrual schedule for those hired after REVISED policy date d. Accrual and carryover for current exempts with employment contracts e. Accrual cap for those hired after REVISED policy date
	2				Leave: Review Family Leave and FMLA – refer to City Attorney or Labor Attorney for language review and suggested changes a. Injured Service Member leave b. FMLA qualifying Exigency leave
	2				Leave: Leave of Absence – General
	2				Leave: Leave of Absence – Medical
	2				Leave: Bereavement Leave a. Look at union contracts vs. Personnel Policy b. Attendance at funerals for former employees c. Closure of city offices as it relates to current or past employees for staff to attend the funeral service
	2				Leave: Maternity Leave
	2				Leave: Military Duty / Military leave
	2				Leave: Sabbatical Leave
	2				Leave: Domestic Violence Leave
	2				Investigatory Meeting (Discipline)-Suggested language
	2				Personal Appearance and Dress
	2				Furloughs
	2				Leave: Compassionate leave
	3				Employee Assistance Program
	3				Council Travel / Training policy #2012-001 [add to next re-print of Personnel Policy]
	3				Aromatic Sensitivities
	3				Tobacco Use
	3				Employment Contracts
	3				Reclassification a. with promotion with on-the-job training and pay
	3				Out of Class pay
	3				Direct deposit
	3				Layoffs

Dept./Person Assigned to:	Priority #	Start date:	Finish Target date:	Item #	Title
	2				New employee orientation
	3				Equal Employment
	3				Harassment and/or discrimination
	3				Weapons
	3				Respectful workplace
	3				Pre-employment drug screens
	3				Social Media