

Mayor's Office
230 Davidson Ave
Woodland, WA 98674

January 23, 2014

To: Woodland City Council

From: Mayor Grover Laseke

RE: Personnel Policy Changes

Attached are the changes to the Personnel Policy discussed in the memo dated November 22, 2013. These changes, and some others in this packet, will be discussed at the City Council Workshop on January 27, 2014. It was the intent of the committee recommending the changes that the Department Heads (DHs) have an opportunity to review and comment on the changes.

These changes were discussed at several Department Head meetings over the past several weeks. Below are the DHs recommendations to the City Council on the changes. Page numbers listed are from the City of Woodland Personnel Policy dated July 6, 2010.

The Department Heads appreciated the opportunity to review the proposed changes to the Personnel Policy. They are available if there are any questions.

Employee / Volunteer Recognition - pages 21-22

The elimination of the employee portion of this program will result in a small savings in money but big loses to morale. Unless some other form of employee recognition is offered as a replacement then the feeling is we should continue our current program. This change also could impact our Well City requirement which reduces employee medical insurance costs for the city.

Hours of Work – pages 25-28

Flex Time – Attached is a proposed Hours of Work policy to replace section 9a of the current Personnel Policy. The proposed policy addresses the concerns expressed by the City Council dealing with Flex Schedules. The DHs support this policy as being one that is more comprehensive and flexible.

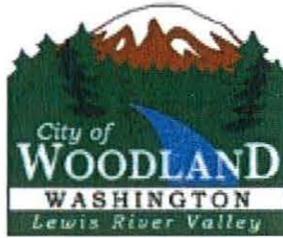
Admin Leave (section 9f)* - The elimination of the administrative leave (96 hrs. a year) is strongly discouraged. This policy has been on the books for over 20 years and has worked well to compensate DH's for attendance at city council and other after hour meetings. While some have been critical of this policy, the City has not kept pace with DH wages over the years and this is one benefit that compensates for time lost which is in excess of the time earned by the administrative time policy.

Sick Leave (section 10)* – It is recommended that the maximum accrual be reduced to 1200 hours maximum. Employees who currently have higher balances will be allowed to keep the excess hours until they drop below the 1200 hours threshold.

Vacation (section 13)* – page 35

The unionized employees of the city have a vacation schedule within their contracts that has been approved and accepted by both the employees and the city council. The DHs recommend that we use this schedule rather than develop a new one. A copy of this schedule can be found in the attached vacation proposed policy.

**Keep in mind that these changes will not change the provisions of some of our older exempt employee contracts.*



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
Ordinance # 1184

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.

**Changes to City of Woodland Personnel Policy
Ordinance # 1184**

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

**Changes to City of Woodland Personnel Policy
Ordinance # 1184**

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.~~

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- (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;

**Changes to City of Woodland Personnel Policy
Ordinance # 1184**

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,

**Changes to City of Woodland Personnel Policy
Ordinance # 1184**

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)~~ **(f) 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.

Changes to City of Woodland Personnel Policy
Ordinance # 1184

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

Changes to City of Woodland Personnel Policy
Ordinance # 1184

At the beginning of 14th yr	16.67
At the beginning of 16 ¹⁵ 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
	3				New employee orientation
	3				Equal Employment
	3				Harassment and/or discrimination
	3				Weapons
	3				Respectful workplace
	3				Pre-employment drug screens
	3				Social Media

Personnel Policy – Suggested Changes to Ordinance No. 1184

February 4, 2013

Prioritized by the HR/Gov Committee

Dept./Person Assigned to:	Priority #	Start date:	Finish Target date:	Item #	Title
					Section
	1	1/27		9.	Alternative Work Schedule
	1	Workshop ↓			Flex time a. Union contracts b. Exempts c. FLSA requirements
	1			10.	Leave: Sick leave a. Caps on accrual [for new contracts] b. Cash out c. WA law and serious health condition
	1			13.	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
Legal	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
Legal	2				Leave: Leave of Absence – General
Legal	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
Legal	2				Leave: Maternity Leave
Legal	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
	3				New employee orientation
	3				Equal Employment
	3				Harassment and/or discrimination
	3				Weapons
	3				Respectful workplace
	3				Pre-employment drug screens
	3				Social Media

PERSONNEL POLICY AND PROCEDURE **DRAFT**

Section 10: Sick Leave

Subject: Maximum Accrual of Sick Leave

Effective Date:	Supersedes: Ord 1184 adopted 4/5/2010	Date:
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POLICY: It is the policy of the City of Woodland to establish accruals for leave. It is reasonable to change the maximum accrual from 1,600 hours to the proposed 1,200 hours.

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~~ **1,200 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.

Sick Leave Survey - Exempt positions

05/01/2013

<u>Entity</u>	<u>Accrual Monthly</u>	<u>Max Accrual Cap</u>	
LaCenter	8 hrs	960 hrs	(Police get 12 hrs monthly)
Ridgefield	8 hrs	1200 hrs	
Kalama	8 hrs	1200 hrs	
Longview	8 hrs	1200 hrs	
Kelso	8 hrs	720 hrs	
Castle Rock	8 hrs	840 hrs	
Cowlitz County	7.5 or 8 hrs	1200 hrs	(Payout is 360 is the max amount upon termination)
Clark County	8 hrs	1200 hrs	
Vancouver	7.5 to 13.17	632 hrs	(PTO-Paid time off)
Woodland	8 hrs	1600 hrs	(Payout is 240 max sick leave combined with vacation)

Paid Time Off (PTO)

<u>Vancouver :</u>	<u>Semi-Monthly Accrual</u>	<u>Maximum Accumulation</u>
5 Years Svc	9.17 hrs=18.34 mo	440
10 Years Svc	10.17 hrs=20.34 mo	488
15 Years Svc	11.17 hrs=22.34 mo	536
20 Years Svc	12.17 hrs=24.34 mo	584
20+	13.17 hrs=26.34 mo	632

PERSONNEL POLICY AND PROCEDURE **DRAFT**

Section 9: Hours of Work

Subject: Hours of Work & Schedules & Flex time

Effective Date:	Supersedes: Ord 1184 adopted 4/5/2010	Date:
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POLICY: It is the policy of the City of Woodland to establish and, from time to time, modify the time and duration of regular working hours as required to operate and manage its affairs and in accordance with all applicable laws. In addition, the City recognizes that a flexible work schedule may benefit both the City and the employee or may benefit one without detriment to the other. The City and employees may, by mutual agreement, create flexible work shifts.

9.01 Reserved

9.02 Standard Work Day and Normal Operating Hours:

9.02.01 Eight 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. The normal work week consists of a work week from Monday through Friday, for 40 hours a week between the hours of 7:00 a.m. to 6:00 p.m., except those days designated as official holidays. Due to the nature of work, some departments may have differing schedules from normal operating hours. In that instance, schedules will be determined by appropriate bargaining agreements or determined by the Department Manager and approved by the Mayor.

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 contracts 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, unless governed by FLSA.

9.02.02 Flextime: Flextime is a work schedule that permits flexible starting times and quitting times for employees other than the standard work day. A standard number of core hours which must be worked is a typical part of a flextime schedule. The following is a typical flextime model:

Flexible Time ⇒ 6 AM - 10 AM

Core Time ⇒ 10 AM - 3 PM

Flexible Time ⇒ 3 PM - 7 PM

- 1) 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 schedule approved by the Department Head.

2) For Exempt Employees. On occasion employees may need to flex their work schedule to attend 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 approval of the Mayor. Normally any flexing of schedules will occur during the same pay period the extra hours are worked.

9.03 Alternative Work Schedules

9.03.01 ELIGIBILITY: All regular full-time employees of the City are eligible to request the available alternative work schedules as described in this policy. Final decisions on participation will be made by Department Managers and the Mayor or designee, and will be based upon an objective review of the individual circumstances, the demands of the position, the needs of the department and the needs of the City. An employee with a documented performance problem or an employee in a probationary or trial performance status may be denied their request for an alternative work schedule, depending on the nature of the performance problem or the preference of the supervisor in a probationary or trial performance situation.

9.03.02 Definitions. For the purposes of the alternative work schedule, the following terms are defined:

Non-exempt employee: an employee who is eligible for overtime compensation, as defined by the Fair Labor Standards Act (FLSA)

Exempt Employee: an employee who is not eligible for overtime compensation, as defined by the FLSA

Flexible Work Schedule: A work schedule which permits flexible starting and quitting times for employees other than the standard work day.

1) Compressed Work Week/Modified Compressed Work Week:

Employees work a standard number of hours within fewer days during the same week, or each work day is an extra 30-60 minutes long, with one day off every two or three weeks. For employees eligible for overtime pay under the Fair Labor Standards Act (FLSA), the following compressed work week options will be considered under this policy:

2) 4/40 - Four 10-hour days each week.

3) 9/80 - The 80 hours in a two week period are scheduled over 9 working days. The normal work day is extended by one hour five days one week and three days the next week, with one regular eight-hour day. This produces one extra day off every two weeks. To comply with the FLSA and prevent an overtime obligation, the seven day work week must be formally

designated and the schedule must be approved by the Department Head and Clerk-Treasurer for compliance with the FLSA.

4) 14/120 - The normal work day is extended by approximately 30 minutes each day, so that 120 hours in three work weeks are worked over 14 work days. This produces an extra day off every three weeks.

a) A 14/120 schedule is available only for employees exempt from overtime under the FLSA. Exempt employees are also eligible for the 4/10 and 9/80 schedules.

9.03.03 APPLICATION FOR ALTERNATIVE WORK SCHEDULES

1) The interested employee(s) will complete a standard application, which will include the proposed alternative work schedule, the employee circumstances leading up to the request, potential impacts identified and recommended solutions. Additional information may be attached to the standard application. The application must be submitted to the Department Manager.

2) If circumstances require a group of employees to adopt an alternative work schedule in order to make the schedule feasible, a current employee who is opposed to the alternative work schedule change will be allowed to continue the current schedule, unless the Department Manager determines that the modified schedule is necessary to meet department needs.

a) After a group of employees has agreed to an alternative schedule, the continuation of the schedule shall be based on the preference of the majority of the employees involved, except that the Department Manager can end any alternative work schedule pursuant to Section 9.03.05 below.

3) The Department Manager receiving the employee application, will review the request by assessing the form submitted, reviewing job descriptions, and speaking with supervisors and co-workers. If the Department Manager does not approve of the proposed schedule, he/she will return the form to the employee with documentation of the reasons for denial. If the Department Manager approves the schedule, he/she will advance the form with documentation of the approval to the Mayor.

4) The Mayor will consider the written application and the Department Manager's recommendation and may contact other individuals deemed able to provide additional information or assistance in decision making. The Mayor will confer with the Clerk-Treasurer Department to ensure that the proposed schedule is in compliance with the Fair Labor Standards Act (FLSA).

Upon completion of a review of the request, the Mayor will provide a written approval or denial to the Department Manager who will then provide the approval or denial to the employee. If approved, the department affected will work with the Clerk-Treasurer Department to appropriately implement the approved schedule and a copy of the application and the approval

document will be forwarded to the Clerk-Treasurer Department for coordination with the payroll process.

5) If an application is not approved, the employee may submit a new application only if circumstances (of the employee, the department or position) significantly change.

9.03.04 STANDARDS OF REVIEW:

An alternative work schedule will be implemented for any eligible individual who can demonstrate to the satisfaction of the Department Manager and Mayor that the impacts of the schedule will not, in their judgment, unacceptably impact the City and its operations.

1) Minimum Standards: No alternative schedule will be approved which, in the judgment of the Department Manager or Mayor, has the effect of compromising facility security or employee safety; of reducing, banking or eliminating rest breaks; of reducing lunch breaks to less than thirty minutes; of creating an overtime liability for the City; of regularly scheduling work on Saturday or Sunday for the sole purpose of accommodating the preferred schedule; and/or of preventing the City from meeting its legal and fiscal obligations for the manner in which City operations are conducted.

2) Assessment of Impacts: In assessing the impacts of a proposed alternative work schedule, the Department Manager and Mayor will balance negative impacts with positive impacts and make a final determination on the basis of overall benefit to the City.

The following categories of impacts will be assessed by the Department Manager and the Mayor in evaluating an alternative work schedule proposal: overall customer service; interference with regular business operations of the City; telephone call coverage and responsiveness; overall employee productivity; employee accountability for time and results of work; reduction of commute trips; and improved service hours for the public; equipment sharing efficiencies; improved employee morale; improved time management flexibility; and reduced overtime costs.

9.03.05 MODIFICATION OF AN APPROVED ALTERNATIVE WORK SCHEDULE

1) A Department Manager or the Mayor may at any time, with thirty days notice to affected employees, terminate any approved alternative schedule, if it is determined that the conditions under which approval had been granted have changed or, if, in the judgment of the Department Manager or Mayor, the schedule proves to cause unforeseen impacts that are not in the best interest of the city. If an alternative work schedule is discontinued, the employee may submit a new application should circumstances (of the employee, the department, or position) significantly change.

a) Changes in workload, funding, legal mandates, changes in legal interpretations or other needs of the City and/or individual departments could cause the City to revise or cancel the alternative work schedule options offered.

2) If an employee working under an approved alternative work schedule wishes to modify the alternative work schedule, a new application per Section 4.03.03 is required if: 1) The proposed

modification is from one approved work schedule to another or 2) if the Department Manager determines that the proposed modification creates significant impacts that were not addressed by the original application (Example: changing the work schedule in a manner that creates a loss of coverage or that makes another employee's schedule unworkable).

a) A minor modification of an approved alternative work schedule, that does not involve the changes described above, can be implemented upon approval of the Department Manager.

3) Employees may be asked to fill in on their regularly scheduled day off for employees who are absent. Supervisors and employees will provide as much advance notice as possible and will be flexible in working out an alternative schedule for the employee asked to work on their regular day off.

9.03.06 ACCRUING AND USING SICK LEAVE, VACATION LEAVE AND HOLIDAY PAY WHILE ON AN ALTERNATIVE WORK SCHEDULE:

1) Sick leave and vacation leave will continue to accrue at the regular rate. When an employee takes a full day of sick or vacation leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work. This compensates for actual time absent for regularly scheduled work hours. For example, an employee accruing eight (8) hours per month in sick leave is absent for a full day that he/she is scheduled to work ten (10) hours. The time charged for sick leave would be ten (10) hours.

2) When a paid holiday falls on an employee's regularly scheduled work day, the employee will be paid eight (8) hours of holiday pay. If the regularly scheduled work day is greater than eight (8) hours, the employee may be required to use either accrued vacation time or, if approved by the supervisor, to make up the time during the work week.

3) When a paid holiday falls on an employee's regular day off, the employee will be credited with eight (8) hours of holiday pay which may be used at a later date. Any accrued paid holiday hours must be utilized in the calendar year in which they have been earned. Accrued holiday hours not used by December 31st of each year will be lost to the employee.

9.04 Standard Work Week

9.04.01 Full-time city employees work 40 hours per week. Unless otherwise approved in writing by the City the 7 day work week for each employee will be 12:00 a.m. Sunday through 11:59 p.m. Saturday.

9.04.02 Due to the nature of work performed in each department, some employees' work schedules may vary from normal weekly work schedules. These schedules must be approved by the Department Manager.

APPENDIX A

EXAMPLE: 9/80s Compressed Work Week

Work Week Start / End: Friday at noon to Friday at 11:59 a.m. (1-hour lunch breaks)

Week 1

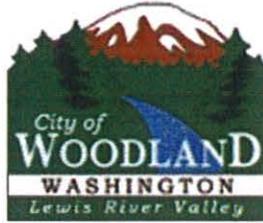
Day	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Schedule	-	-	-	7-5	7-5	7-5	7-5	7-11
# Hours	0	0	0	9	9	9	9	4

Week 2

Day	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Schedule	12-4	-	-	7-5	7-5	7-5	7-5	-
# Hours	4	0	0	9	9	9	9	0

In this example, the employee has every other Friday off. This can be done because the work week is defined as Friday at noon to Friday at 11:59 a.m. In this example, when the employee has worked 40 hours in the defined work week, additional hours worked are paid at the overtime rate.

APPENDIX B



Employee: _____ Department: _____

Position: _____ Division: _____

Existing Schedule: _____

Proposed Schedule: _____

Starting Date: _____ Ending Date: _____

Comments: _____

Employee's Signature: _____

Date

Department Head's Signature: _____

Date

Mayor's Signature: _____

Date

PERSONNEL POLICY AND PROCEDURE DRAFT**Section 13: Vacation****Subject: Accrual and Caps**

Effective Date:	Supersedes: Ord 1184 adopted 4/5/2010	Date:
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POLICY: It is the policy of the City of Woodland to establish vacation accruals, requests, when vacation may be taken, caps on vacation and payment of accumulated vacation.

13.01 Vacation:

13.01.01 Accrual of Vacation. 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, unless otherwise approved by the Mayor.

The following schedule is for all employees employed on or before X/X/2013:

Continuous Full-time employment	Hours per month
0-2 years	8.00
At the beginning of the 3 rd year	8.67
At the beginning of the 4 th year	9.33
At the beginning of the 5 th year	10.00
At the beginning of the 6 th year	10.67
At the beginning of the 7 th year	11.33
At the beginning of the 8 th year	12.00
At the beginning of the 9 th year	12.67
At the beginning of the 10 th year	14.00
At the beginning of the 12 th year	15.33
At the beginning of the 14 th year	16.67
At the beginning of the 16 th year	18.00
At the beginning of the 18 th year	19.33
At the beginning of the 20 th year	20.67

The following schedule is for all employees employed on or after X/X/2014 [new policy date]:

Continuous Full-time employment	Hours per month
0-2 years	8.00
At the beginning of the 3 rd year	9.33
At the beginning of the 5 th year	10.67
At the beginning of the 8 th year	12.00
At the beginning of the 10 th year	13.33
At the beginning of the 15 th year	16.67
At the beginning of the 20 th year	18.00

13.02 Vacation Requests. Vacation requests for the year must be received by the Mayor or Department Heads for subordinates, no later than February 28th. Requests received after that date will be processed based on the date of receipt, availability, and not necessarily by seniority.

13.04 Accumulated Vacation Time. Unless otherwise approved by the Mayor, an employee may carry over no more than a maximum of one (1) year accrued vacation plus the unused vacation accrual of the current anniversary year at their current rate. However, at the end of any anniversary year, any annual leave balance above the unused vacation accrual of the current anniversary year plus a maximum of one (1) year will lapse; that is, an employee at the beginning of any anniversary year shall have no more than two (2) years accrued vacation. Such approval shall be based on a finding that the employee was unable to schedule and take accumulated vacation within the prescribed time period.

13.05 When Vacation may be taken. Vacation may be taken during the month of employment following the month of employment in which it was earned, unless employee is in the first year of employment (see "a" above). Vacation may be taken for any reason that sick leave may be used after exhaustion of sick leave benefits. Vacations shall be scheduled by the Department Head, or Mayor, so as to cause the least possible interference with operations of the City. Weekends and holidays shall not be counted as vacation days.

13.06 Payment of Accumulated Vacation.

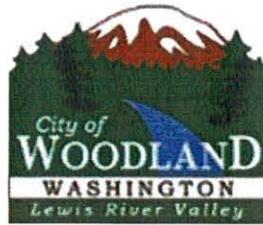
1) Upon death, termination or retirement, an employee (or a deceased employee's beneficiary) shall receive payment equal to such employee's then accrued and unused vacation time at the employee's last hourly rate of pay.

2) Exempt employees may request payment for accrued vacation hours in lieu of taking time off work by submitting a *Request for Vacation Cash Out* form to the Mayor. Payment for vacation hours will then be included in the employee's paycheck for the next regular pay period after approval by the Mayor. The opportunity to receive pay for vacation is limited to twice per calendar year and may not exceed a total of 160 hours for the year for full time employees.

13.06 Reporting vacation leave.

Absences for vacation leave shall be deducted from the vacation leave bank. If sufficient leave is not available, the City may dock an FLSA Exempt employee's salary based on the percentage of the pay period in an unpaid status, pursuant to State and Federal laws.

APPENDIX A



Request for Vacation Cash Out

Amount of hours requested: _____
 To be cashed out (maximum of 160 annually)

Pay period to receive request: _____

Comments: _____

Employee's Signature: _____

Date

Department Head's Signature: _____

Date

Mayor's Signature: _____

Date