

City of Sammamish Employee Handbook

INTRODUCTION

Welcome to the City of Sammamish! This Handbook is prepared so that employees (whether temporary or permanent) and volunteers will better understand how the City operates and what is expected of them.

As the need arises, the City Manager or designee may repeal, modify, or amend these policies and procedures, provided that changes in employee compensation or benefits must be approved by the City Council. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook in order to meet the business needs of the City. If you have questions about any of the City's policies, please ask your supervisor or Human Resources.

We wish you success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

Please note: The policies and procedures contained in this handbook do not create, nor are they intended to create a contract, express or implied, of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by you or the City of Sammamish (hereafter "the City"). No City representative has the authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager (or their designee) or the Mayor.

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1. LEGAL COMPLIANCE & PROTECTIONS

1.1 Employment At-Will

The City does not offer tenured or guaranteed employment. Unless the City Manager has expressly agreed in writing, employment is at-will and may be terminated by the employee or by the City at any time, including during or after the conclusion of a probationary period.

1.2 Authority

The authority to take personnel actions is vested in the City Manager, or his or her designee. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions may be delegated to department directors and immediate supervisors; however, coordination of all such actions through Human Resources is required.

1.3 Equal Employment Opportunity

It is the intent of the City to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, national origin, marital status, veteran status, age, sexual orientation, disability, or other state or federally protected class. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. If an employee believes that his or her rights under this provision have been violated, he or she shall speak with their supervisor or Human Resources immediately.

1.4 Compliance with Local, State or Federal Law

In cases where these policies are in conflict with local, state or federal law, the provisions of the law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

1.5 Employee Harassment or Discrimination

The City expressly prohibits any form of unlawful employee harassment or discrimination based on a legally protected class (as defined under state and federal law). Improper interference with the ability of employees to perform their jobs will not be tolerated, whether from inside or outside of the organization. If an employee feels that they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources.

1.6 Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Please refer to the section of this handbook addressing Prohibited Substances & Behaviors for more information.

1.7 Pay Equity

The City does not discriminate on the basis of any legally protected class (as defined under state and federal law), such as gender, when determining compensation or benefits. All employees performing work in the same establishment and with jobs that require equal skill, effort and responsibility, and which are performed under similar conditions and levels of experience, will be compensated equally.

1.8 ADA Compliance

The City is committed to complying fully with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. The City will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship or direct threat in the workplace. An employee with a disability for which reasonable accommodation is needed should contact their supervisor or Human Resources to discuss possible accommodations.

2. EMPLOYEE & POSITION CLASSIFICATIONS

2.1 FLSA Classifications

Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are designated as either exempt or non-exempt.

2.1.1 Exempt

An employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, as defined by that Act or applicable state law and designated as such by the City Manager. Exempt positions are so indicated on the salary table adopted annually by the City Council.

2.1.2 Non-Exempt

An employee eligible to earn overtime pay (equivalent to 1.5 times their regular rate of pay for hours worked in excess of 40 hours in a given work week) as defined by the guidelines contained in the Fair Labor Standards Act. The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

2.2 Select Benefit Eligibility Classifications

See Human Resources with questions about the information below.

2.2.1 Full-Time Employee

An employee that works, on average, 30 or more hours in a given work week is considered full time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.2 Part-Time Employee

An employee that works, on average, fewer than 30 hours in a given work week is considered part time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.3 Variable Hour Employee

An employee that works a varying number of hours each week, and whose typical hours per week cannot be predicted at the time of hire. Eligibility for benefits must be determined after an appropriate evaluation period as prescribed by state and federal law.

2.2.4 PERS Eligibility

An employee who works at least 70 hours per month for a consecutive five-month period is eligible for participation in the Public Employee Retirement System (PERS).

2.3 Budgetary Position Classifications

Permanent Positions

2.3.1 FTE – Full Time Equivalent Position

A position established and approved by the City budget that is expected to be ongoing and to work approximately 40 hours every week year round.

Non-Permanent Positions

2.3.2 Limited Term Employee

A position that has a specific end date and that is typically established for a specific purpose or project. The duration of these positions may be shortened or lengthened depending on workload.

2.3.3 Seasonal Employee

A worker that is hired at approximately the same season of each calendar year and whose employment is customarily less than six months in duration.

2.3.4 Temporary Employee

An employee who holds a job of limited duration, but is not hired seasonally (as defined above). Temporary employees may be benefit eligible, or become benefit eligible depending on work schedule classification and duration of employment with the City.

2.3.5 Intern

A position that is a form of on-the-job training in coordination with an employee participating in an educational internship program or receiving credit through an institution of higher education. These may be either voluntary or on paid status.

2.3.6 Volunteer

A person with specific expertise, general skills, or desire to help with City programs while receiving no compensation.

3. RECRUITMENT & HIRING PRACTICES

3.1 Competitive Selection Process

The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, education, experience, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

3.2 Misrepresentation in Application Materials

Any applicant supplying false or misleading information during the application process is subject to having their application rejected. Misrepresentations, falsifications, or material omissions, as determined by the City Manager, in any of the information or data submitted to the City during the course of recruitment may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.3 External Job Posting and Application Process

Open positions will be posted on the City's preferred online job board(s) (currently <http://www.govjobstoday.com> among others, dependent on the department and position). To ensure internal employees are aware of open positions, Human Resources will periodically announce openings through City email.

3.4 Selecting Candidates for an Interview

The hiring manager will review applications and identify candidates that will proceed to an interview based on the strength of match with core job responsibilities and desired experience relevant to the position. Employment questionnaires to determine an applicant's job fit and skills tests related to the demands of the job may also be required of all applicants for employment.

Internal employees who are in good standing are welcome to apply for all open positions. Internal applicants will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

3.5 Internal Recruitment

In cases when the department director, after consultation with Human Resources, feels a strong applicant pool can be produced internally, an opening may be advertised to City employees only. In such cases, Human Resources will alert employees to the open position via City email along with the deadline for application submissions. Interested employees may apply by submitting a resume, letter of interest and/or other required application materials to Human Resources. The City reserves the right to advertise externally after the internal application period has closed if the number or quality of applicants is determined insufficient to merit a reasonably competitive process.

3.6 Pre-Employment Screening

All offers of employment are conditioned upon a pre-employment background screening. The City reserves the right to conduct a background screening any time after employment has commenced to determine eligibility for promotion, reassignment or retention in the same manner as described below. Any applicant or employee who refuses to sign a release form for the purpose of a background check will not be eligible for employment, promotion, reassignment or retention.

Background screenings are typically conducted by a third party and in accordance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. Employees or applicants will be notified prior to Adverse Action.

If a criminal conviction is discovered, a determination will be made considering the date, nature and severity of the crime as well as whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional information may be requested from third party agencies, such as credit reports or driving records, in the event that the job category justifies the screening of such information.

3.7 Driving Record Checks

Employees in positions in which the operation of City vehicles is required or needed on an occasional basis must possess a valid driver's license with any necessary endorsements required for their position. Driving records of applicants may be checked during the pre-employment screening process and rechecked at regular intervals during employment with the City. Applicants with poor driving history, as determined by the City, may be disqualified for employment in positions that require driving as an essential function.

3.8 Documentation of Eligibility to Work in the United States

In accordance with federal law, both new employees and re-hires will be required to provide documentation, within three days of their hire or rehire date, of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

3.9 Probation Period

Upon hire, rehire, promotion or transfer to a new position, all employees will be at-will while serving in a 6-month probation period from date of hire. The probation period is designed to give the employee time to learn the job and to give the employer time to evaluate whether the match between the employee and the job is appropriate. The probation period may be extended at the discretion of the City Manager or his or her designee.

If the employee is unable to perform their work, the employee should be terminated as early as possible. A decision to terminate will be coordinated with Human Resources and the City

Manager. An employee may be terminated with or without cause or notice prior to the completion of the probation period.

A recently promoted or transferred employee that is unsatisfied in their new position may request to voluntarily return to their former position. A written request must be made to Human Resources for this purpose. If the position has not yet been offered to a new employee, the department director, after consulting with Human Resources and any other affected department, may approve the employee's return.

New employees are not permitted to use accrued vacation leave during probation unless requested and approved by their supervisor during the recruiting process.

This section shall not apply to select temporary positions of short duration where a probationary period is not imposed. Satisfactory completion of the probation period does not create an employment contract or guarantee employment with the City for a specified duration. Unless otherwise determined by a collective bargaining agreement or Civil Service Rules, all employment with the City is at-will.

4. COMPENSATION & EXPENSES

4.1 Pay Periods and Pay Days

The City has two pay periods corresponding to two paydays each calendar month. The first pay period is for hours worked from the 1st – 15th of a given month and is paid on the 20th of each month. The second pay period is for hours worked from the 16th – 31st and is paid on the 5th of the following month.

If a regularly scheduled payday falls on a Saturday, Sunday, or holiday, the City makes every effort pay employees on the business day before the weekend or holiday. If there are discrepancies in actual hours worked versus calculated hours paid, the necessary adjustments will be made as soon as possible, typically no later than the next scheduled pay day. The City utilizes direct deposit for distributing employee pay.

4.2 Pay Deductions

Some regular deductions from the employee's earnings are required by law; other deductions are allowed by law and specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, when allowed by statute or City policy.

4.3 Wage Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee. Human Resources or Payroll will make every effort to alert employees confidentially to any received writ of garnishment. If three garnishments are

served for more than one indebtedness within a period of 12 consecutive months, the employee may be subject to termination.

4.4 Expense Reimbursement

The City will reimburse employees for reasonable **pre-approved** business expenses. Reasonable expenses while traveling on City business include travel fares, accommodations, meals, tips (not to exceed 15%), telephone, internet and fax charges, and purchases on behalf of the City. Reasonable local expenses include City purchases and mileage reimbursement for use of a personal vehicle for transportation to City business meetings or trainings.

All expenses must be submitted to the Finance Department via the required forms and approved by the employee's supervisor prior to submission of receipts for reimbursement. Only original itemized receipts will be accepted for reimbursement. Unreasonable or excessive expenses, or expenses incurred without prior approval, will not be reimbursed. Any questions should be directed to the Finance Department.

5. WORK SCHEDULES & HOURS OF OPERATION

5.1 Work Schedules

Employees may not deviate from their assigned hours of work, unless a supervisor specifically approves a request for leave or overtime. Alternative work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's supervisor will advise the employee regarding his/her specific working hours. Non-exempt employees are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked will be subject to discipline.

Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City. Varying schedules or overtime may also be required in emergency situations as defined by the City Manager.

5.2 Core Business Hours

The administrative offices of the City are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Administrative staff is expected to work within this schedule, unless having received approval from a supervisor for an alternate schedule. It is, however, understood that employees may be required to work extra hours to accommodate certain projects and deadlines. The City's primary goal with regard to employee schedules is to facilitate consistent and reliable availability for the public, meetings and other internal interactions, which are elemental to the smooth operation of the City.

Employees may request, on an individual basis, to work a flexible schedule, but such arrangements may not interfere with efficient City or department operation and must provide for effective service delivery. Flexible schedules must be approved by the department director, after consultation with Human Resources. The City may revise or cancel any alternative work schedule

due to changes in workload, legal mandates, changing legal interpretations or other needs of the City and/or individual departments.

5.3 Overtime

This section applies to non-exempt employees. Employees will receive compensation for approved time in paid status in excess of 40 hours in a work week. Employees receiving overtime will be paid at 1.5 times their regular hourly rate of pay. All overtime must be authorized in advance by the supervisor. When computing overtime: vacation, holiday time, compensatory time used, and sick leave-paid for, but not worked, shall be counted as hours worked.

5.4 Compensatory Time

Non-exempt employees entitled to overtime pay may request compensatory time off (1.5 times hours worked) instead of cash payment, or a combination of both, when approved by the employee's supervisor. An employee cannot be required to accept compensatory time in lieu of overtime pay. Compensatory time may not accumulate beyond a maximum of 80 hours. When employment is terminated, all unused compensatory time is paid out at the rate of 100%.

5.5 Meal Breaks

Employees who work more than five consecutive hours are entitled to a (minimum) 30-minute unpaid meal break. The meal break should be taken not less than two hours and no more than five hours from the start of the shift. This time is unpaid as long as the employee is relieved of all duties. If the employee performs job duties during the meal break, that portion of the meal break will be paid.

Employees who work three or more hours beyond their regularly scheduled shift are entitled to an additional 30-minute break.

5.6 Rest Breaks

Employees are entitled to a paid fifteen-minute rest break for each four-hour work period, scheduled as near to the midpoint of the work period as possible. Rest breaks should be arranged so as not to interfere with normal business operations. Rest breaks may not be combined or saved until the end of the day to arrive at work late or to leave work early.

5.7 Lactation Breaks

Nursing employees are allowed to take reasonable breaks to express breast milk whenever the nursing employee feels it is necessary to do so. A private space for this purpose will be established at all City work locations. Employees should contact their supervisor or Human Resources for more information about available private space.

5.8 Time Keeping

Non-exempt employees are required to log accurate time worked (excluding unpaid breaks). The Finance Department will inform all employees when timesheets are due in order to allow time for payroll processing. All time sheets must be approved and signed by an employee's direct

supervisor and delivered by the supervisor to the Finance Department. Employees should contact their supervisor or the Finance Department with questions about timesheets.

5.9 Mandatory Meetings

Employees may be required to attend mandatory meetings from time to time. These meetings may fall on an employee's scheduled day off, but that does not excuse them from attending if the meeting is mandatory. Employees will be paid for all mandatory meetings.

5.10 Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of the City. If an employee is late or absent, the City's ability to perform work is affected and an unfair burden is placed on co-workers. Employees are responsible for arriving on time for their scheduled shifts. If an employee is going to be absent or late, it is their responsibility to contact their supervisor in advance of tardiness or absence. If the employee will be absent for several days without prior approval, they must notify their supervisor each day. Each supervisor is responsible for maintaining an accurate attendance record of his/her employees. Multiple unexcused absences or instances of tardiness, other than those permitted or excused by the City's holiday, vacation, or leave policies, will be subject to disciplinary action, up to and including termination.

5.11 Inclement Weather

The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural disasters. The City may be the only organization providing essential services to citizens. Therefore, all employees are asked to make every reasonable effort to report to work during such times without endangering their personal safety.

Vacation leave, floating holiday, compensatory time, or leave without pay may be applied for any time missed due to inclement weather. Paid sick time may be applied for the care of a dependent child in the event their school or daycare is closed due to weather. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

6. SAFETY POLICES

6.1 Employee Safety

The City is committed to providing a safe and healthy working environment. The City is willing to make reasonable efforts to address an employee's safety concerns, and makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or Human Resources if they believe there is a safety issue that should be addressed.

6.2 On The Job Injury and Workers Compensation

All employees are covered by the State Workers' Compensation Program. For qualifying cases, State Industrial Insurance will pay the employee for work time lost and medical costs due to job-related injuries or illnesses.

Employees are required to report job-related accidents, injuries, and "near-misses" to a supervisor immediately, whether the accident occurred on or off City premises. Failure to report an injury, regardless of how minor, could result in disciplinary action as well as a delay to the claims process.

If medical treatment is necessary, the employee must inform the attending physician or health care provider that the injury is job-related. The health care provider will assist the employee in completing a Report of Industrial Injury or Occupational Disease and will file the claim with the Department of Labor and Industries (L&I). Employees will incur no cost for treatment of qualified work related injuries.

The City may require an examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position. Every reasonable attempt will be made to supply an injured worker with light duty assignments and to keep them at work as they recover. Employees are expected to return to work immediately upon release by their doctor.

The Department of Labor and Industries will not pay time loss benefits for the date of injury or the first three days of time lost unless the employee is unable to work due to their work-related injury for 14 consecutive calendar days.

Pending the outcome of the worker's compensation claim, the City will pay the employee's salary by using first the employee's accrued sick time followed by the use of other accrued leave when the sick time is exhausted. When the employee receives their worker's compensation benefit payment, they must repay the City for any sick leave used that is also covered by the worker's compensation benefit payment. The employee may also repay the City for any other accrued leave time used, but is only required to repay the sick leave used. The appropriate amount of sick leave and other leaves repaid will be restored to the employee's leave banks.

Worker's compensation payments do not cover 100% of the employee's salary. Employees may use paid sick leave to make up the difference in net pay between the employee's regular salary and the worker's compensation benefit. The combination of sick leave and the worker's compensation benefit may not equal more than the employee's regular salary.

In accordance with State law, the Department of Labor and Industries shall retain jurisdiction over all appeals relating to industrial insurance claims. Any employee who disputes the findings or payment of an industrial insurance claim may file an appeal by letter with the Washington State Department of Labor and Industries, Appeals Division.

6.3 Uniforms & Personal Protective Equipment (PPE)

Specific clothing and equipment may be required for some City tasks to enhance public identification, job safety, and in consideration of the site conditions or situations at which work activities take place.

While many employees occasionally need clothing for specific site conditions or situations, only inspectors and maintenance employees will have daily uniforms provided by the City on a recurring basis. Eligible employees may receive reimbursement up to a pre-determined amount, or a taxable clothing allowance on an annual basis to purchase position appropriate attire such as work boots or pants. Purchase of these types of clothing items may be approved by a department director for other positions pending the position's duties and available budget. Clothing provided by the City or purchased with the employee clothing allowance is only to be used while performing work for the City. Use in other employment or while doing personal business is not permitted. Employees are responsible for keeping their clothing neat, clean, and laundered. Some clothing with City logos, similar to a uniform, will be provided to appropriate staff at no cost. Employees should see their supervisor about clothing and protective equipment needs.

All OSHA required safety equipment such as reflective rainwear, ear protection, face shields, hard hats, safety glasses, face masks, or gloves will be supplied by the City at no cost to the employee. All City purchased clothing and equipment belongs to the City and must be available for use by other employees.

6.4 Violence

Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all City employees, whether on or off City property.

Employees should promptly warn their supervisor or Human Resources of any suspicious workplace activity, situations, or incidents they observe or are aware of that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments. 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 report under this policy.

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

6.5 Weapons

The City prohibits employees from possessing weapons on City property or premises and in City vehicles. This includes, but is not limited to, weapons for which employees have a valid permit. An employee caught possessing a weapon in a manner that is in conflict with this policy, will be disciplined, up to and including termination. Exception to this policy is permitted for Police Services.

7. CITY PROPERTY & PREMISES

7.1 No Expectation of Privacy

The City reserves the right to search any employee's office, desk, files, locker, City vehicle, internet usage or any other area or article on City premises, as permitted by law. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Searches may be conducted at any time without advance notice. Searches must be authorized by the City Manager or his/her designee.

7.2 Video Surveillance

To promote the safety of employees and City visitors, as well as the security of its facilities. The City reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around City-owned property. The only exceptions to this policy include private areas of restrooms, showers, space used for lactation breaks, and dressing rooms.

7.3 Personal Property

The City assumes no liability whatsoever for the damage, loss or theft caused by third parties to the an employee's personal property. Employees are to use their own discretion when choosing to bring personal property into the workplace, including into City vehicles, and do so at their own risk. Additionally, employees shall not bring or display in the office any property that a reasonable person would deem inappropriate or offensive to others.

7.4 E-mail, Voicemail and Logins

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City and as such, are intended for job-related purposes. Personal use should be kept to a minimum.

Electronic mail, voice mail, and electronic login information for business accounts are also City property and are to be used only for business purposes. The City reserves the right to inspect, monitor and have access to City computers, electronic mail, voice mail messages, passwords and Internet communications.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative. All passwords for City accounts are the property of the City and may be used by an employee's supervisor to access electronic and telephone communications at any time.

7.5 Social Media and Networking

Employees shall not use personal social media accounts to conduct City business. When using personal accounts to conduct personal business, employees are encouraged to clarify that the

views and opinions expressed about any City-related matters are their own and do not necessarily represent the views and opinions of the City of Sammamish.

7.6 Intellectual Property and Creative Works

Employees agree that all work product produced in the course of their employment with the City shall be and remain the property of the City. Work product shall mean research, plans for products or services, marketing plans, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, information, data, technology, algorithms and designs, whether or not subject to patent or copyright protection, made, conceived, expressed, developed, or actually or constructively reduced to practice by the employee solely or jointly with others in connection with or relating to any work performed by the employee for the City.

7.7 Confidential Work Product

Work product related to the operation of the City shall not be removed from the premises or disclosed to third parties without proper authorization. Any questions about this policy may be directed to Human Resources.

7.8 Disability Accommodation

The City is committed to protecting the rights of persons with disabilities, and affording them equal opportunity in the workplace in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 and the Washington Law Against Discrimination. Any applicant or employee that has a physical or mental impairment that substantially limits one or more major life activities, or is regarded as having such impairment, is entitled to reasonable accommodation(s) by the City to assist them in both the interview process and in performing the essential functions of their job.

Reasonable accommodation may include, but is not limited to:

- Modifying access to existing facilities or worksites
- Modifying work schedules
- Acquiring or modifying equipment to aid in job performance
- Adjusting or modifying training materials
- Providing the services of qualified readers or interpreters
- Allowing the employee assistance from their service animal

The City will make reasonable accommodations for qualified individuals with known or perceived disabilities unless doing so would result in an undue hardship or a direct threat in the workplace. The City is not required to lower quality or production standards to make an accommodation; nor is the City obligated to provide personal use items such as glasses or hearing aids. An employee

with a disability, for which reasonable accommodation is needed, should contact their supervisor or Human Resources to discuss possible accommodations.

8. LEAVE POLICIES

8.1 Paid Holidays

The City observes certain paid holidays throughout the year whereby employees will be awarded the day off with pay. The following are currently recognized as paid, eight-hour holidays for all regular full-time employees:

| Paid Holiday | Day |
|-------------------------------|--------------------------|
| New Year's Day | January 1 |
| Martin Luther King's Birthday | 3rd Monday in January |
| President's Day | 3rd Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | 1st Monday in September |
| Veteran's Day | November 11 |
| Thanksgiving Day | 4th Thursday in November |
| Day after Thanksgiving | Day after Thanksgiving |
| Christmas Day | December 25 |
| Floating Holiday | Employee's choice |

Holiday hours for regular part-time employees are pro-rated. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

8.1.1 Working on a Holiday

Non-exempt employees that are scheduled to work on a City-observed holiday (excluding floating holidays) will be compensated for all hours worked at a holiday premium rate of 1.5 times their regular rate of pay. These hours will be counted on a 1:1 ratio for purposes of calculating the total hours worked in a given work week. They will also receive 8 hours of straight-time pay for the observed holiday. Overtime pay will be awarded for all hours in excess of 40 in a single work week and will be calculated at 1.5 times the employee's regular rate of pay.

8.1.2 Floating Holiday

After completing six months of employment, full-time employees shall be entitled to one floating holiday (8 hours) per calendar year, subject to approval of the scheduled date by the employee's supervisor. Floating holidays may not be carried over to the following year.

8.1.3 Unpaid Religious Holidays

Employees are entitled to two unpaid holidays per calendar year for a reason 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 on which the employee desires to take the two unpaid holidays after consultation with the City. If an employee prefers to take the two unpaid holidays on specific days for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the City will allow the employee to do so unless the employee's absence would impose an undue hardship on the City or the employee is necessary to maintain public safety. Undue hardship shall have the meaning established in rule by the office of financial management under RCW 43.41.109. The two unpaid holidays allowed by this section may not be carried over to the following year.

8.2 Paid Vacation Leave

Employees shall accrue paid vacation leave at minimum accrual rate of 12 days per year and a maximum accrual rate of 21 days per year. For each year of service with the City, employees will earn an additional day of paid vacation, up to the maximum of 21 days.

One day of paid vacation leave equals eight hours. Vacation leave shall accrue for the actual time the employee was in a paid status, including paid leaves. The City Manager has the authority to ensure that awarded paid vacation leave is internally equitable and in compliance with the law.

8.2.1 Vacation Carryover Maximum

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 240 hours. Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year unless a carryover exception has been granted by the City Manager.

8.2.2 Vacation Use During Probation

Vacation for a new employee shall accrue, but shall not be used, within their probationary period unless approved by their department director at time of hire.

8.2.3 Vacation-Ineligible Employees and Part-Time Employees

Part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty-hour week. Temporary employees, interns, and seasonal workers are not eligible for vacation leave benefits.

8.2.4 Requesting Vacation

When requesting vacation, employees should consider the City's need to conduct business and to have time to plan for vacation coverage. Supervisors should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved, unless the granting of the vacation would negatively compromise the business needs of the City.

Employees and their supervisor are encouraged to work out scheduling conflicts. Employees will not be reimbursed for the cost of travel arrangements if a vacation request is denied.

Each department director is responsible for scheduling their employees' vacations without undue disruption of department operations. Vacation leave may be denied or modified in emergency situations or where such leave causes undue disruption of department operations.

8.3 Paid Sick Leave

Full-time employees accrue paid sick leave at a rate of 12 days per year (four hours per pay period). Employees become eligible to accrue paid sick leave upon their first day of work.

The rate of accrual is pro-rated for part-time employees and certain seasonal or temporary positions. Employees will accrue no less than one hour of paid sick leave for each 40 hours worked.

8.3.1 Sick Leave Carryover Maximum

The maximum number of sick leave hours that may be carried over from December 31 of one year to January 1 of the next year is 720 hours. Balances above 720 hours will be forfeited at the end of each calendar year.

8.3.2 Calling in Sick

Employees who become ill, or have a last minute need for the use of paid sick time and are unable to attend work, must contact their supervisor directly prior to the start of their shift. If the employee must leave the office before the end of their shift because of illness or personal emergency, they must inform their supervisor prior to leaving. If the employee or a family member they care for are suffering from a serious medical condition, they may be eligible for unpaid Family Medical Leave. Please refer to the Family and Medical Leave policy below and see Human Resources to request extended leave for these purposes.

8.3.3 Authorized Use of Paid Sick Leave

Employees may use their accrued paid sick leave hours for the care of themselves or a family member in the following instances:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
- The need for preventive medical care;

- The care of a child whose school or place of care has been closed due to weather or a health related reason;
- Applying hours to a paid holiday in an amount up to the difference between the 8 hours of holiday pay and the number of hours in the employee's typical shift (e.g., workers on a four-tens schedule could apply up to 2 hours of sick leave to the paid holiday); or
- Circumstances qualifying for leave under the Domestic Violence Leave Act (Chapter 49.76 RCW).

Non-exempt (hourly) employees may apply paid sick time in 15-minute increments. The City asks that employees make every effort to coordinate and schedule foreseen absences, such as elective procedures, with their supervisor at a time convenient to department workload. It is essential that employees coordinate coverage of their duties whenever there is a foreseeable absence; however, the City will not require that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

8.3.4 Verification for Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three consecutive days during which the employee is required to work, the employee may be asked to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law. Any information the employee provides will be kept confidential to the extent possible under the law.

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;
- 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;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;

- Evidence from a court or prosecuting attorney showing that the employee or the employee’s family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or
- A court order of protection.

Employees should discuss options with Human Resources if they feel that providing such verification creates an undue hardship.

8.3.5 Employee Shared Sick Leave Pool

The shared sick leave program provides employees the opportunity to receive and use donated paid leave, and to donate their paid sick leave to other employees.

If an employee wishes to donate to the shared paid leave program, the employee must indicate in writing (email is acceptable) the rate and frequency of the donation of leave and copy both Human Resources and Payroll to begin contributing. Employees may donate up to 20% of their accumulated sick leave or any amount of their accumulated vacation or compensatory time. Donated vacation and compensatory time hours may only be used as sick leave. Hours donated will be converted to a dollar equivalent based upon the donating employee’s wage rate. Donated hours will be available to all employees meeting the criteria described below to draw from the pool. Donations to the pool cannot be reversed.

Employees may only withdraw from the Leave Pool after all of their own accumulated leave time has been exhausted. To apply for leave, employees should contact Human Resources. A written statement will be required explaining the circumstances for the request. Human Resources will deliver all requests for shared leave to the City Manager’s Office for final review. Access to the leave pool will be granted for up to 160 hours per written request. Elective medical procedures do not qualify for use of the shared leave pool.

8.3.6 Retaliation Prohibited by Law – Paid Sick Leave

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The City will not discriminate or retaliate against an employee for the lawful exercise of WA State Minimum Wage Act rights or the authorized use of paid sick time.

If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee should contact Human Resources immediately.

If an employee is not satisfied with the response from the City, the employee may contact the Washington State Department of Labor & Industries.

Online: www.lni.wa.gov/workplacerrights

Call: 1-866-219-7321, toll-free

Visit: www.lni.wa.gov/offices

8.4 Annual Management Leave

The City recognizes that exempt employees often put in hours that extend beyond the standard work week to meet the demands of their position. While some extra time is an expected component of these positions, the City wishes to provide a benefit in recognition of this service. Management leave is granted in recognition of the extraordinary work time required in overtime-exempt positions but is not intended to be balanced hour for hour with extra time worked.

Exempt employees who were employed by the City in an exempt position for the entire previous calendar year, shall be granted 40 hours of management leave annually at the start of each calendar year. Management Leave shall be pro-rated for eligible employees who start mid-year in an exempt position. Management Leave shall be granted in addition to other earned leave benefits. Human Resources will maintain a list of positions that are eligible for Management Leave.

Management Leave must be used in the calendar year it was granted and cannot be carried forward from one calendar year to the next. No compensation for unused Management Leave shall be paid to an employee who leaves City service.

8.5 Annual Administrative Leave

In recognition of extraordinary work performance, either on a project basis or a sustained basis, the City Manager may grant non-exempt employees up to 40 hours of paid Annual Administrative Leave each calendar year. Examples might be receiving the Employee of the Year Award, or being a contributing member of Team of the Year, or a similar award.

Administrative Leave must be used in the calendar year it was granted. Administrative Leave cannot be carried over from one calendar year to the next. No compensation for unused Administrative Leave shall be paid to an employee who leaves City service.

8.6 Paid Administrative Leave

The City may use paid administrative leave while conducting an investigation into an alleged wrongdoing by an employee. This leave may be used when it is necessary or helpful to remove the employee from the work place pending the outcome of an investigation.

8.7 Unpaid Leave of Absence

The City Manager may grant leaves of absence without pay for absence from work not covered by any other legally mandated type of leave or if leave balances are exhausted. Paid vacation, sick time or other types of paid leave will not accrue while an employee is on an unpaid leave of absence.

8.8 Parental Leave

An employee may use accumulated paid leave and unpaid leave for the period of actual disability attributable to pregnancy or childbirth or after a child is born or placed in his/her home. Disability due to a pregnancy may permit the pregnant employee leave for the period of disability, as well as up to 12 weeks of unpaid leave to care for the newborn, under Washington

law. Job protected parental leave is afforded to employees under both the federal Family Medical Leave Act and WA Family Leave Act. Please see Human Resources to learn more about parental leave options.

8.9 Jury Duty and Witness Leave

Employees summoned to serve on a jury or appear as a subpoenaed witness in any established court of law or administrative proceeding shall be released from work to perform this civic responsibility. Employees must provide advance notice to their supervisor and documentation of the required appearance. Employees will be compensated at their regular rate of pay for scheduled shifts missed due to jury duty service, less any reported stipend or earnings resulting from their jury duty service. An employee who is a subpoenaed witness will receive full salary upon proof that the testimony given was in connection with City business. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or in court. The City may require the employee to supply documentation from the court confirming receipt of the employee's jury duty service.

8.10 Bereavement Leave

Employees may be granted up to three (8 hour) work days of paid leave to attend to the death of a family member. An additional two (8 hour) work days may be awarded for out of state travel with approval from Human Resources. If additional leave is necessary, sick leave, compensatory time, vacation or other paid leaves may be applied. The City Manager may grant additional bereavement leave for international travel or in the case of extenuating circumstances.

8.11 Victims of Domestic Violence Leave

The City grants employees domestic violence/sexual assault leave in accordance with Washington State Law in Chapter 49.76 RCW. Leave may be taken with or without pay at the employee's option. Sick leave, compensatory time, vacation or other paid leaves may be applied.

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests in excess of three days may trigger the request by an employee's supervisor for documentation of authorized use of leave under this policy.

8.12 Washington Family Care Act

The Washington Family Care Act (WFCA), RCW 49.12.265, allows an employee with available paid sick leave or other paid time off to use the employee's choice of paid leave to care for a sick minor child with a routine illness, other family members with serious or emergency health conditions, or a sick adult child who is incapable of self-care because of a physical or mental disability. There are also provisions specific to parental leave that differ from federal FMLA. Employees will not be disciplined for applying leave for these reasons. Employees should see

Human Resources to discuss available options if they incur or foresee any need for extended leave.

8.13 Family and Medical Leave (FMLA)

The City complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain documented medical and family-related reasons. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. Leave to care for a child following birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Please note there are requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options for leave. Unless otherwise specified by the employee, paid vacation, sick time or other types of paid leave will run concurrently with FMLA leave until paid leave balances are exhausted.

8.13.1 Military Entitlements Under FMLA

Under the federal FMLA law, unpaid leave may also be requested by eligible employees who have need for leave arising from a family member of the employee on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

8.13.2 FMLA Leave Designation

If an employee does not expressly request FMLA leave, the City reserves the right to designate a qualifying absence as FMLA leave if there is no objection by the employee, and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers'

compensation, and/or any other leave where permitted by state and federal law. Employees may choose to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies.

8.13.3 FMLA Basic Eligibility Requirements

Employees are eligible for FMLA if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

8.13.4 Continuation of Benefits During FMLA Leave

The City continues healthcare benefits during leave as though the employee were still at work, and will pay the employee's portion of any premium during their absence from work for approved leave.

8.14 Military Leave

The City grants employees leave for military service in accordance with federal and state law. Employees are required to provide their supervisor 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. As soon as practicable, individuals returning from any military leave of 30 days or more are required to provide evidence, such as a certified copy of release papers, that they are entitled to reemployment.

Employees who fail to return to work within the time specified by law, without receiving an extension in advance, are subject to disciplinary action up to and including termination.

8.14.1 Paid Military Leave for Public Employees

Up to 21 days of paid leave per year (from October 1st through September 30th) shall be granted to employees for time spent for military service in the Washington National Guard, reserves or armed forces, and is to be used on any day an employee cannot report to his/her regular job because of military obligations. As per RCW 38.40.060, during such military leave the employee shall receive his/her normal pay, and such paid leave shall be in addition to any vacation or sick leave to which the employee is entitled

A "Day", for purposes of this section, is defined as a 24-hour period beginning and ending at midnight. Military leave must be calculated in "days" and cannot be reduced or converted to hours, regardless of whether or not an employee's normal shift or work period transpires over the course of one day or two. Pay is based on the employee's normal pay.

In general, if military service extends beyond 21 working days, the additional leave will be unpaid. At the employee's request, accrued vacation leave may be applied to any unpaid military leave. Military service includes active military duty and Reserve or National Guard training. An employee requesting military leave is required to provide his/her supervisor with copies of the military orders as soon as possible after they are received.

8.14.2 Military Spousal Leave – WA State Family Military Leave Act

In accordance with the provisions of the Washington State Family Military Leave Act, during a period of military conflict, a full-time or part-time employee who works an average of 20 or more hours per week and who is the spouse of a member of the U.S. armed forces, National Guard or reserves is entitled to take up to 15 days of unpaid leave: while their spouse is on leave from a deployment; or before and up to deployment once the spouse receives official notification of an impending call or order to active duty.

The employee must provide his or her supervisor with notice of the employee's intention to take leave within five business days of receiving official notice: that the employee's spouse will be on leave; or of an impending call or order to active duty. The 15 days of unpaid leave is per deployment. The employee may elect to substitute any form of accrued leave for any part of the family military leave. Family military leave is in addition to other leave to which the employee may be entitled.

8.14.3 Military Employee Reinstatement and USERRA

The City is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment & Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of their membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, they shall make a report to Human Resources.

9. PREMIUM PAY & OFF-SHIFT WORK

9.1 Standby Pay

This section applies to non-exempt employees. A department may assign an employee who may be needed to work during off-hours to be on standby. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a mobile device to facilitate communications as needed while the employee is on call.

Each employee on standby will receive compensation at the currently established rate for standby assignment, and this allowance will be suspended when callback commences. Standby hours are not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. Employees on standby are expected to report for work within an hour of a request. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

9.2 Callback

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to a call back is grounds for immediate disciplinary action, including possible termination. In the event of emergencies or disasters, all essential personnel are expected to report to their work station after they have taken care of themselves and their families.

9.2.1 Callback Minimum

This section applies to non-exempt employees. Employees called back to work shall be paid a minimum of two hours, regardless of if the callback requires them to work a full two hours or not. The greater of two hours or the actual number of hours worked will be counted for purposes of computing overtime or eligibility for receiving benefits.

9.3 Out-of-Class Pay

When a department director or the City Manager assigns an employee substantially higher responsibilities outside the scope of his or her job classification, and the assignment exceeds ten working days, the employee shall be awarded additional out-of-class pay. This will be a minimum of 5% above their current grade and step and shall adequately compensate them for their out-of-class duties. The assignment and the out-of-class pay should be in writing and approved by Human Resources and the City Manager or his or her designee prior to the department director making the assignment.

If the department director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources concurs, they may recommend to the City Manager a higher rate of compensation.

10. BENEFITS & TOTAL COMPENSATION

10.1 Benefit Offerings

The City offers eligible employees the opportunity to participate in group medical coverage as well as other health, wellness, or financial benefit programs. All benefits apply to regular and limited term employees, and select or pro-rated benefits apply to seasonal and temporary employees and paid interns pending their work schedule and duration of service. These benefits contribute to an employee's total compensation. A summary of benefit offerings will be provided by Human Resources upon hire and at open enrollment periods.

Please be advised that benefits, carriers, and plan provisions are subject to change, modification or revocation at any time at the City's discretion, as allowed by law, and as set forth in the plan documents. Additional information may be found below, and detailed descriptions of all benefits offered are available from Human Resources.

10.2 Public Employee's Retirement System (PERS)

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility. For more information, contact Human Resources or the Washington State Department of Retirement Systems.

10.3 Social Security Replacement Plan

All regular and limited term employees must participate in a Social Security Replacement Plan (401a) and Medicare. Future Social Security benefits may be affected by membership in this replacement plan (see Human Resources for details). Seasonal and temporary employees are enrolled in Social Security as required by law.

10.4 Declined Medical Coverage Compensation

Employees eligible for medical benefits and/or their qualified dependents that waive medical insurance and provide documentation of required coverage from an alternate source, will be awarded with 40% of the City's savings contributed as deferred compensation to their 457 account. Employees must demonstrate that they and/or their dependents have medical insurance from another source to receive this benefit. If such coverage should cease, this will be seen as a qualifying event (pending documentation of loss of coverage) for enrollment by the employee and subsequent dependents in the City's medical plan.

10.5 Employee Assistance Program

The City offers an employee assistance program, free of charge, to all employees. This program helps individuals privately solve problems that may otherwise interfere or distract from performing their best while at work. Services are always confidential and provided by experts. For no-questions-asked access to the EAP program, please see Human Resources.

11. DRUGS, TOBACCO & ALCOHOL

11.1 Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Employees are required to notify their supervisor of any drug or alcohol related arrest or conviction as soon as is reasonably possible. Violation of this policy may result in disciplinary action, up to and including termination.

11.2 Tobacco Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products or electronic cigarettes is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes (or as prescribed by state and local law). Violation of this policy may be grounds for disciplinary action, up to and including termination.

11.3 Prohibited Substances & Behaviors

The City is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities.

This policy applies to all employees and all applicants for employment with the City. Employees should report to work fit for duty and free of any adverse effects of illegal drugs, prescription drugs, or alcohol. Violation of any part of this policy may result in termination due to misconduct.

Whenever employees are working, operating any City vehicle, are present on City premises, and/or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Impairment from the use of alcohol, prescribed drugs, or an illegal drug as defined in this policy.
- Having the presence of any detectable amount of any illegal drug or illegal controlled substance in their body while performing City business or while in a City facility.

If illegal drugs or drug paraphernalia is found, the appropriate law enforcement agency will be notified and the employee will be subject to discipline, up to and including termination of employment. For the purposes of this handbook, "illegal drugs" includes but is not limited to marijuana.

11.4 Drug and Alcohol Testing

Employees of the City will be subject to testing for alcohol or controlled substances under the circumstances described below. Refusal to submit to testing when required or the reporting of an adulterated sample will result in disciplinary action, up to and including termination. Drug and alcohol testing will be at the City's expense unless otherwise indicated in this policy.

Types of testing used by the City includes:

- **Pre-employment or Return to Duty:** Applicants who are selected for hire may be required to pass a drug test as a condition of employment. Employees that have been on an extended leave of absence may also be asked to pass a drug test as part of their return to duty.
- **Reasonable Cause:** Employees may be required to submit to a test when a supervisor has observed and documented that an employee's behavior, appearance, speech or performance may indicate alcohol or controlled substance impairment.
- **Post-incident:** Employees involved in an accident or "near-miss" or repeated "near-misses" may be required to be tested for alcohol and controlled substances. An on-the-

job accident is defined as any accident or incident occurring while on City premises, while operating City vehicles or equipment, and/or while conducting City business provided the accident or incident results in death, injuries requiring advanced medical attention away from the scene or property damage.

- **Follow-up:** The City may require follow-up testing for employees referred for treatment following voluntary self-disclosure.

Drug testing specimens used as a basis for action will be collected by a trained professional at a contracting facility of the City's choosing. A confirmatory test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method may be used if/when results are contested by an employee. All drug and alcohol test results will be treated as confidential.

11.5 Prescription & Over-The-Counter Medication

City policy does not prohibit employees from the lawful prescribed use and possession of prescription strength or over the counter medications which do not impair the employee's ability to perform their work safely and effectively. Such drugs will be permitted on City premises only if they are contained in the original prescription container.

In instances in which employees are in safety sensitive jobs, the use of prescription medication on the job must be accompanied by a statement from the prescribing physician that the medication will not impair the individual's ability to perform his/her job safely and accurately. The City reserves the right to determine ultimately whether it is safe and appropriate for the employee to do the job while taking medication, and if not, to reassign the employee to other work or place them on medical leave.

11.6 Assistance for Substance Abuse

The City will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, and/or be placed on leaves of absence to treat their problem. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up drug and alcohol tests. If the employee does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she may be subject to disciplinary action, up to and including termination.

11.7 Non-Solicitation, Distribution, and Posting Policy

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over.

E-mail shall not be used to solicit employees for any purpose, and non-employees are prohibited from distributing material or soliciting employees on City premises at any time. All employees shall recognize that any employee has the right to say “no” to any solicitation.

12. PROHIBITED CONDUCT & DISCIPLINE

12.1 Expressly Prohibited General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner. Examples of behavior that is inappropriate and require immediate corrective action include, but are not limited to:

- Insubordination, hostility or contempt for supervisor or a willful disregard of a supervisor’s reasonable and lawful directive.
- Theft, fraud or other criminal activity which impacts the employee’s ability to conduct themselves in a professional, reliable, or safe manner.
- Dishonesty including falsifying employment or other City records or documents.
- Failing to maintain confidentiality of City information.
- Discourtesy or rudeness to other employees or the public.
- Refusal to adhere to safety rules and safe work practices.

The above behaviors may be grounds for disciplinary action, up to and including termination.

12.2 Disciplinary Action

In taking disciplinary action, managers and supervisors may use a variety of measures, depending upon individual circumstances and the nature of the offense. The disciplinary process will be determined on a case-by-case basis after an evaluation of the facts and circumstances of each individual incident. Depending upon the facts and circumstances, the discipline applied may include, among other things, verbal or written warnings, probation, suspension without pay, demotion, or termination.

When considering discipline that would sever the employment relationship, the City Manager will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized. An employee will be notified in writing of the City Manager’s decision. The pre-disciplinary meeting does not apply to employees who have not completed their initial probationary period.

13. REPORTING HARASSMENT OR DISCRIMINATION

13.1 Anti-Harassment/Discrimination

The City is committed to ensuring that the practices and conduct of all its employees comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all employees to work in a manner that respects their coworkers. It is the policy of the City that all employees have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, age, marital status, disability, sexual orientation, or any other protected status or characteristic. The City will not tolerate any such harassment of employees by their co-workers or supervisors.

For the purpose of this policy, harassment is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (or group) because of that individual's protected status or characteristics that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

13.1.1 Sexual Harassment

Sexual Harassment in the workplace is one of the most common and frequent types of discrimination. The type of behavior that constitutes sexual harassment is that which is unwelcome, makes one feel uncomfortable, and is sexual in nature. This may include statements as well as physical actions or gestures. Other examples might include jokes, inappropriate compliments on appearance, displaying offensive material, pressuring a coworker or subordinate for dates or other sexual quid pro quo, or generally making a person and work environment feel unreasonably uncomfortable and effectively interfere with their daily work. The City will not tolerate sexual harassment of any kind, and will investigate all allegations of sexual harassment. Employees who feel they are the victim of sexual harassment by anyone in the workplace should speak to their supervisor, a trusted person in City management, or Human Resources immediately.

13.2 Complaint Procedure

If an employee feels they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. A written complaint should be made as soon as possible following a verbal report. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources immediately.

The City will determine the steps needed to address the complaint. These may include conducting an internal inquiry, or retaining an independent investigator to conduct an outside investigation. The employee will be notified when the complaint has been addressed.

If the employee is not satisfied with the response, the employee may submit a complaint, in writing, to the City Manager. The written complaint must contain, at a minimum:

- A description of the problem; and
- The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

The City Manager or a designee will provide a response to the complaint.

14. JOB CLASSIFICATION & COMPENSATION

14.1 Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager, and in some cases the City Council.

14.2 Position Classification

Creation of a job description coupled with the creation of a grade and respective salary range on the annual salary schedule document approved by the City Council is referred to as a position's overall "classification." Temporary and seasonal positions are assigned to an ungraded pay range on the salary schedule.

A job description includes a job title and statements that define the position, including essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. Salary range assignments are recommended by Human Resources to the City Manager, with input from the department director.

14.3 Cost of Living Adjustment (COLA)

The City Manager may propose and the City Council may grant an across-the-board (cost-of-living) pay adjustment from time to time, raising or lowering the salaries of all positions by a specified amount within a defined group of classifications.

14.4 Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a supervisor. Periodically, the City may revise job classifications as needed or as part of a compensation study. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

14.4.1 Requesting a Classification Review

A department director may request a classification review seeking to change the assigned duties of a position.

An employee who does not believe that their classification accurately reflects the current duties of the position may also request a classification review if it has been more than one year since the last classification review was performed.

All requests for a reclassification shall be initiated in writing, utilizing appropriate internal procedure, and should include justification for the reclassification emphasizing changes in duties and responsibilities or qualifications.

14.4.2 Performing the Classification Review

Human Resources performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaires and interviews with employees. A reclassification is not to be used as a merit raise; nor can it be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.

Human Resources will recommend changes to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees.

In the event that a classification review results in a denial of a change in classification, but also results in a determination the employee was working out-of-class, the employee will be awarded out-of-class pay.

The out-of-class pay will be effective on the date the employee submitted the written request for classification review and end on the date the out-of-class duties are no longer performed.

If the approved action was reclassifying the position to a lower grade, then the affected employee(s) are notified before the final action is taken. The affected employee(s) salary may be frozen at his/her current rate until such time as the lower salary range reaches or surpasses that level through annual cost of living increases.

14.5 Promotion via Reclassification

An employee receiving a promotion shall be placed in the step in the new salary range that provides for a minimum of 5% increase and adequately compensates them for their job duties, bearing in mind skill, education, experience, current market conditions, and avoidance of inequities with existing internal salaries. The top step of the new salary range will be awarded if there is not a step that allows for the minimum increase.

Employees promoted to a new position with a new title will repeat the standard six month probationary period. A review is conducted after the probation period and may result in an increase to the next step. This date becomes the employee's new date for annual reviews and potential salary increases, elsewhere referred to as pay increase date.

14.6 Pay Increases

Upon successful completion of the probationary period, and on an annual basis thereafter, employees will be given a performance evaluation and considered for a pay increase until they reach the top of their salary range. Pay increases may be withheld for reasons of poor performance.

The salary schedule consists of "grades" each labeled with a letter, and salary steps within each grade, which are referred to as the salary range. Only one step may be awarded each year as merit pay for a satisfactory performance review. No additional merit pay is awarded once an employee has reached the top of the salary range.

The "step increase date" is used for the purpose of the annual performance review. Step increases usually occur on the anniversary date of the employee's end of probation period review. This date may change over the course of employment if an employee assumes a new position and undergoes probation on more than one occasion.

14.7 Performance Evaluations

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. Employees are evaluated by their supervisor prior to completion of their probation period and annually thereafter. The performance evaluation is part of an employee's personnel record. The performance evaluation is a factor in determining whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated. The failure of a supervisor to conduct performance evaluations for her/his subordinate employees will be considered in the evaluation of the performance of the supervisor.

Employees who disagree with their formal performance evaluations may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance evaluation and kept in their official personnel file.

14.8 Interim Assignments

Interim assignments are made to cover the full duties of a vacant position (sometimes referred to as “acting”). Vacancies may result from terminations, promotions, intentional hiring delays, or creation of a new position. The salary and effective dates of interim assignments are set by the City Manager or designee in consultation with Human Resources. The employee will be compensated a minimum of 5% above their current grade and step. This information is communicated to the employee in writing.

15. ETHICS

15.1 Use of City Resources

City equipment, including computers, photocopiers or printers shall not be used for personal business. This shall not apply to incidental or limited personal use of City equipment so long as it does not impact work and is done during breaks. Consumable City supplies, including but not limited to paper, ink, envelopes, postage, etc., may only be used for City business.

15.2 Political Activities

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of employees in their official duties.

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities with the exception of City rental facilities eligible for such activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. Violation of this policy may lead to disciplinary action.

15.2.1 Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

15.2.2 Outside Elected Positions

If there is a conflict of interest between an employee's elected position outside of the City and their position with the City, the employee must resign from one of the positions.

16. CONFLICTS OF INTEREST

16.1 Prohibited Personal Gain

Staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Further, employees are prohibited from receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service

16.2 Accepting Gifts

Employees shall not directly or indirectly solicit any gift, accept or receive any gift (whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form), under the following circumstances:

- It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or
- The gift was intended to serve as a reward for any official action on the official's or employee's part.

The City suggests that employees refuse all gifts in order to avoid the appearance of impropriety.

16.3 Outside Employment

In order to protect the interests of both the City and the employee, it is important that an employee and his or her department director have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment. Therefore, employees shall consult with Human Resources prior to engaging in employment or rendering services for pay for any public or private interest (including self-employment). It is the expectation of the City that outside employment should not interfere with job performance. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

Outside employment will be deemed problematic if:

- It interferes with the employees established work schedule;
- It detracts from the efficiency of the employee while performing City duties;
- It constitutes a conflict of interest or create an appearance of impropriety as determined by the City Manager;
- The employee might utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- It takes preference over extra duty required by City employment;
- It interferes with emergency on-call duty;

- It tends to impair independence of judgment or action in performance of official duties; or
- It involves the use of any City resources such as copiers, telephones, supplies, other equipment, or time.

16.4 Employment of Family

The family of current City employees and City Council members will not be employed by the City in a case in which:

- One of the parties would have authority (or practical power) over the other;
- One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- One party would be responsible for auditing the work of the other; or
- Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both and the best interests of the City.

16.5 Employee Dating Relationships

All consensual dating relationships between employees should be disclosed to Human Resources to protect the rights of all parties. The City reserves the right to change work locations/assignments, duties, reporting structures to avoid a conflict of interest. The City reserves the right to terminate employment if a conflict of interest cannot be avoided.

16.6 Investments in Conflict with Official Duties

Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

17. REPORTING IMPROPER GOVERNMENTAL ACTIONS

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, it is the policy of the City to encourage employees to report any improper governmental action taken by City officials or employees without fear of retaliation.

Reports can be made to the City's toll-free whistleblower hotline or to a supervisor, Human Resources, the City Manager, the City Attorney or Mayor, as appropriate. The phone number of the hotline and the City's Whistleblower Protection Policy will be posted on the bulletin board in the breakroom of City Hall and the Maintenance and Operations Center.

Please refer to the City’s Whistleblower Protection Policy (Policy #: CM-01) for more detailed information about the City’s whistleblower policies, including procedures for reporting, investigation and protection.

17.1 Improper Governmental Action

“Improper governmental action” means any action by a local government officer or employee:

- a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- b. That is in violation of any federal, state, or local law or rule; is an impermissible abuse of authority; is of substantial and specific danger to the public health or safety; or is a gross waste of public funds.

Improper governmental action does not include personnel actions of any type, including but not limited to alleged labor agreement violations, appointments, assignments, complaints, demotions, dismissals, employee grievances, performance evaluations, promotions, re-employments, reassignments, reductions in pay, reinstatements, reprimands, restorations, suspensions or transfers. It also does not include any actions that may be taken under Chapter 41.08, 41.12, 41.14, 41.56, 41.59, or 53.18 RCW or RCW 54.04.170 and 54.04.180.

18. SEPARATION

18.1 Resignation

The City requests that a resigning employee give at least 14 days’ written notice to their supervisor of their intent to resign and the intended last day of work. This should be promptly routed to Human Resources for inclusion in the personnel folder, and appropriate employees should be notified to facilitate separation.

18.2 Termination Process

The City Manager is the hiring and terminating authority for the City. He/she may delegate that authority when appropriate. City employees are “at-will” employees and may be terminated with or without cause.

The City requires that employees return all documents, files, equipment, phones, uniforms, City tools, business credit cards, keys and other City owned property on or before the last day of work. Employees leaving the employment of the City will have the option of having an electronic exit survey or an in person exit interview with a representative of Human Resources.

18.3 Job Abandonment

Employees of the City that are absent for more than three consecutive shifts without notifying a supervisor (no call - no show) are considered to have voluntarily abandoned their employment with the City.

18.4 Continuing Benefits Via COBRA (Consolidated Omnibus Budget Reconciliation Act)

Upon separation, Human Resources will coordinate timely notification of continuation of benefits options to the employee, typically via mail delivery to the employees forwarding address.

18.5 Reduction in Force (Layoff)

The City Manager may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation, and any options available, as soon as possible to allow time to make necessary arrangements.

Regular employees will be retained on the basis of their ability to perform work needed to meet City needs. Prior work performance, attendance, qualification for remaining tasks and years of service will all be determining factors in which employees are retained should a layoff occur.

Employees who are laid off may be considered for re-employed if a vacancy occurs in a position for which they are qualified.

18.5.1 Severance Pay Upon Layoff

Full time and part time employees are eligible for severance pay if affected by a reduction in force. The employee shall receive a severance package consisting of two weeks' pay or one weeks' pay for each year of service with the City, whichever is greater, up to a maximum of 12 weeks. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for severance pay. A lump sum payment equivalent to three months of premiums for continuation of benefits via COBRA will be awarded at time of layoff to all affected employees pending budget availability.

18.6 Retirement

A service retirement is a voluntary separation after having satisfied the age and length of employment requirements of PERS. Procedural requirements for applying for retirement benefits are available from the Washington State Department of Retirement Systems (DRS).

A disability retirement is a voluntary separation necessitated by an injury or illness which renders the employee totally incapacitated for continued employment by the City. To apply for disability retirement benefits, please contact DRS. DRS will make a determination on eligibility for disability retirement benefits.

18.7 Final Paycheck

When employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled pay date:

- Regular wages for all hours worked up to the time of termination;
- Overtime and holidays occurring up to the time of termination; and
- A lump sum payment for accrued, but unused: vacation (100%, up to accrual limit); sick leave (25%, up to accrual limit); and compensatory time (100%).

18.8 Employment Verifications & References

All requests for information regarding past or present employees shall be directed to Human Resources. Human Resources will provide dates of employment, wage information and positions held. If the employee has signed a statement releasing the City from liability, additional information may be given. Supervisors may provide personal references for current or previous employees; however, written letters of recommendation on behalf of the City are not permitted.

18.9 Reinstatement of Paid Sick Leave Hours Upon Rehire

The City will reinstate an employee's previously accrued, unused paid sick leave up to 40 hours that was not previously provided to the employee through financial or other reimbursement at the time of separation if it rehires an employee within 12 months of separation.

18.10 Unemployment Compensation

City employees may qualify for state funded unemployment compensation after separation from City employment, as established by Washington State law. Determination for eligibility is made by the WA State Employment Security Department based on information supplied by the City and the employee. Contact Human Resources for information on how to apply for unemployment benefits.

19. MISCELLANEOUS POLICIES

19.1 Personal Appearance and Hygiene

The City requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance.

Employees are expected to meet basic hygiene requirements by maintaining personal cleanliness, oral hygiene (brushing of teeth), and use necessary aids to reduce body odor while avoiding heavily scented perfumes, colognes and lotions. It is also expected that employees wash hands after eating, or using the restrooms.

Employees failing to adhere to City standards with respect to hygiene may be subject to disciplinary action, up to and including termination.

19.1.1 Dress Code

The City prescribes to an overall business casual dress code. Appropriate attire includes items such as a City-issued uniforms, collared shirts, dress pants or slacks, dresses, skirts, dress shoes or casual dress shoes and sweaters. The following guidelines shall always apply:

- Clothing must be clean, in good condition and fit appropriately.
- Clothing and jewelry must not interfere with the safe operation of equipment.
- Inappropriate attire: flip flops, sweat pants, clothing with stains or tears, athletic shorts, revealing clothing, clothing that is offensive or disruptive.

Acceptable dress is ultimately left to the discretion of department directors who may prescribe alternative standards based on an employee's work site or duties (e.g. field work or special events). Employees are responsible for exercising good judgment for their attire at all times and shall dress in such a way that will not create a negative perception by customers, either internal or external.

If an employee is deemed to be wearing inappropriate attire, his/her supervisor is responsible for coaching the employee accordingly. Employees with questions about the dress code should speak with Human Resources or their department director.

19.2 Contact with the News Media

The City Manager, Communications Manager, or designated department directors, shall be responsible for all official contacts with the news media, including answering questions from the media. These individuals may designate specific employees to give out procedural, factual or historical information on particular subjects. Employees shall be notified in advance when they have been designated to provide information to the news media.

19.3 Department Specific Protocols

Department directors are responsible for administering their departments in accordance with the provisions of this manual. Individual departments may adopt additional reasonable procedures to meet their operating needs. Department procedures may not conflict with the guidelines in the Employee Handbook. If there are conflicts, procedures in the Employee Handbook shall govern.

19.4 Tuition Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. This program is subject to modification or elimination based on funding availability.

Employees who intend to apply for tuition reimbursement must obtain approval from their department director and Human Resources prior to registering for the class. Employees who do not obtain approval prior to taking the class will not be eligible for reimbursement. See Human Resources for additional program details and eligibility criteria.

19.5 Employee Training and Development

It is the intent of the City to provide training opportunities to employees for skill development directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies or institutions, and are subject to budget availability. Each department maintains a budget for training and professional development opportunities. Employees can inquire with their supervisor or department director about training opportunities within their department.

19.6 Reporting Changes to Personal or Contact Information

Each employee is responsible for promptly notifying Human Resources of any change in their name, address, telephone number, marital status, citizenship, tax withholding allowances,

dependent eligibility/enrollment, or emergency contact information. Accurate and correct information is vital for City operations and vendors providing benefits.

19.7 Personnel Files

Official personnel files are maintained by Human Resources. An employee has the right to inspect his or her personnel file at reasonable times during regular business hours. An employee wishing to see his or her personnel file should contact Human Resources.

Employees may request in writing the removal of information that they deem irrelevant or erroneous. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file. Final determination of the retention of such material shall be made by Human Resources. Personnel files are kept confidential to the maximum extent permitted by law.

19.8 Criminal Arrests or Convictions While Employed

All employees are required to report to their supervisor if they are arrested or charged for any criminal offense, with the exception of minor traffic offenses unless the employee holds a position that requires driving as an essential function. Employees may be required to submit a police report or other documentation concerning the arrest or charges. The report must occur within two business days of the incident, or as soon as reasonably possible.

Noncompliance with the above stated requirement may trigger disciplinary action up to and including termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for disciplinary action.

20. KEY DEFINITIONS

20.1 Work Week

The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM, as outlined by the guidelines contained in the Fair Labor Standards Act.

20.2 Family Member

Unless defined otherwise in these policies or prescribed by law, the employee's grandparent, parent, parent-in-law, child, spouse, domestic partner, grandchild, sibling, or other relative who lives in the employee's home is considered a family member.

In appropriate circumstances, an employee may believe that another individual should be considered a member of their family, for the purpose of applying a particular policy. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of their family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is

different in certain approved benefit plans or leave policies; the provisions of those plans or policies will govern.)

20.3 On-Call or Standby

Specific assignment of an employee during off-hours to be available to come to work if needed.

21. ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I hereby certify and acknowledge that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies and guidelines contained in this handbook with a City representative. I agree to abide by the policies set forth in this handbook and understand that compliance with these policies is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the City's policies, rules and regulations. An employee who refuses or fails to sign this acknowledgement shall still be required to abide by the City's policies, rules and regulations.

Further, I acknowledge and understand:

- This Handbook represents a brief summary of some of the more important City policies, procedures and benefits. It is not all-inclusive.
- The City of Sammamish retains the sole right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished City policies or procedures.
- The policies and procedures contained in this handbook do not create, nor are they intended to create a contract of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by me or the City of Sammamish. No City representative, except for the City Manager, has authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager or Mayor.

Signature _____ **Date** _____

Print Name _____

By signing this form, I acknowledge that this Employee Handbook replaces all previous versions and handbooks. This handbook is intended to complement, and does not supersede, any separate employment agreement which I may have signed with the City of Sammamish.