

RESOLUTION NO. 161

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
ESTABLISHING PERSONNEL POLICIES & PROCEDURES, REPEALING
RESOLUTION NO. 33, AS AMENDED.**

WHEREAS, the City of University Place adopted Resolution No. 33 on July 24, 1995 establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and

WHEREAS, the City Council wishes to incorporate existing administrative policies, including Social Security for Temporary Employees, Volunteers, Flexible Work Schedules, Standby Duty, Merit Pay, and Civic & Service Organization Membership, into the Personnel Policies and Procedures;

WHEREAS, the City Council wishes to add new policies, including Service of Process on Employees, Merit Days, Administrative Leave, and Acceptance of Gifts, to the Personnel Policies and Procedures;

WHEREAS, to allow for improved consistency, clarity, and ease of administration, the City Council wishes to adjust the wording in various sections of the Personnel Policies and Procedures;

WHEREAS, the City Council wishes to replace the current Personnel Policies and Procedures with updated and revised Personnel Policies and Procedures as guidelines for City employees;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Personnel Policies and Procedures Established. The Personnel Policies and Procedures are established as set forth in Attachment A of this resolution.

Section 2. Resolution No. 33 Repealed. Resolution No. 33 Establishing Personnel Policies and Procedures, as amended, is repealed.

Section 3. Effective Date. This Resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON DECEMBER 15, 1997.


Linda Bird, Mayor

Attest:


Susan Matthew, City Clerk

Attachment A to Resolution No. 161

PERSONNEL POLICIES & PROCEDURES

City of University Place, Washington

Table of Contents

Chapter 1: Purpose and Scope

1.01 Welcome Message	1
1.02 Organizational Chart.....	1
1.03 City History	2
1.04 Vision/Mission Statement	3
1.05 Introduction.....	3
1.06 Intent of Policies	4
1.07 Scope of Policies	4
1.08 Changing the Policies.....	4
1.09 Administration of the Personnel System and Rules.....	5
1.10 Definitions.....	5
1.11 Employee Status	7
1.12 Employee Acknowledgment Form.....	7

Chapter 2: General Policies and Practices

2.01 Equal Employment Opportunity Policy	8
2.02 Disability Discrimination Prohibited.....	8
2.03 Life Threatening/Communicable Diseases.....	8
2.04 Anti-Harassment/Non-Discrimination Policy	8
2.05 Sexual Harassment Prohibited	9
2.06 Harassment/Discrimination Complaint Procedure	9
2.07 Service of Process on Employees.....	10
2.08 Employee Personnel Records	12
2.09 Employment References	12
2.10 Acting City Manager	12

Chapter 3: Employment Practices

3.01 Merit Employment.....	13
3.02 Appointing Authority	13
3.03 Hiring Procedures.....	13
3.04 Temporary Employees	14
3.05 Volunteers	15
3.06 Working Test Period	17
3.07 Employment of Relatives (Nepotism)	18
3.08 Promotions	19

Chapter 4: Hours and Attendance

4.01 Working Hours.....	20
4.02 Flexible and Alternate Work Schedules.....	20
4.03 Overtime/Compensatory Time.....	23
4.04 Attendance	24
4.05 Unusual Weather Conditions.....	24
4.06 Breaks and Meal Periods	25
4.07 Call Back	25
4.08 Standby Duty	25
4.09 Personal Phone Calls	27

Chapter 5: Compensation

5.01 Salary Plan	28
5.02 Salary Policy.....	28
5.03 General Salary Practices.....	28
5.04 Pay Days	29
5.06 Garnishment.....	30
5.07 Compensation Upon Termination.....	30

Chapter 6: Benefits

6.01 Retirement Benefits.....	31
6.02 Disability Benefits (Workers Compensation)	31
6.03 Benefit Allowance	32
6.04 Health Insurance Benefits	33
6.05 Life Insurance.....	33
6.06 Other Benefits.....	33
6.07 Continuation of Insurance Coverage	34
6.08 Unemployment Compensation	34
6.09 Relocation Benefits.....	34
6.10 Benefits Upon Hire/Return from Leave.....	35
6.11 Benefits for Part-Time and Temporary Employees.....	35
6.12 Refreshments	35

Chapter 7: Leaves

7.01 Vacation	36
7.02 Administrative Leave	37
7.03 Sick Leave.....	37
7.04 Family and Medical Leave.....	39

7.05 Bereavement Leave	40
7.06 Shared Leave Program	40
7.07 Leave Without Pay	41
7.08 Jury and Witness Leave	41
7.09 Military Leave	41
7.10 Holidays.....	42
7.11 Continuation of Benefits During Leave	43

Chapter 8: Performance Reviews and Training

8.01 Performance Reviews	44
8.02 Training Policy	44
8.03 Tuition Reimbursement Program.....	45

Chapter 9: Employee Responsibilities and Conduct

9.01 Outside Employment and Conflicts of Interest.....	47
9.02 Political Activities	47
9.03 Reporting Improper Governmental Action (Whistleblower).....	48
9.04 No Smoking Policy	51
9.05 Use of City Vehicles and Equipment	51
9.06 Safety/Seat Belt Policy	52
9.07 Driver's License Requirements	52
9.08 Safety/Security	52
9.09 Substance Abuse	53
9.10 Complaint Procedure/Problem Solving Process.....	54
9.11 Bulletin Boards	55
9.12 Solicitation	55
9.13 Acceptance of Gifts	56
9.13 Professional and Civic Associations.....	56
9.14 Uniforms, Special Equipment or Clothing	57

Chapter 10: Discipline and Termination

10.01 Guidelines for Appropriate Conduct	58
10.02 Investigatory or Non-Disciplinary Suspension	59
10.03 Discipline Procedure.....	59
10.04 Termination.....	60
10.05 Resignation.....	61
10.06 Layoff.....	61
10.07 Medical	61
10.08 Discharge	62

10.09 Benefits at Termination.....	62
10.10 Return of City Property.....	62

Appendices:

A. Organizational Chart.....	64
B. At-Will/For-Cause Matrix.....	65
C. Summary of Employee Insurance Benefits.....	66
D. County, State and Federal Enforcement Agencies.....	67
E. Drug & Alcohol Testing Policy for Employees Who Operate Commercial Vehicles.....	71

CHAPTER 1

PURPOSE AND SCOPE

1.01 Welcome Message

Congratulations on your selection as a City of University Place employee. Every City employee was selected for three reasons: their **job skill**, their ability to do several **additional jobs**, and their positive approach to **customer service**. We have to be good not only at our own jobs, but also to be able to help others be good at theirs. We selected each City employee expressly for their ability to enhance our team approach to City services.

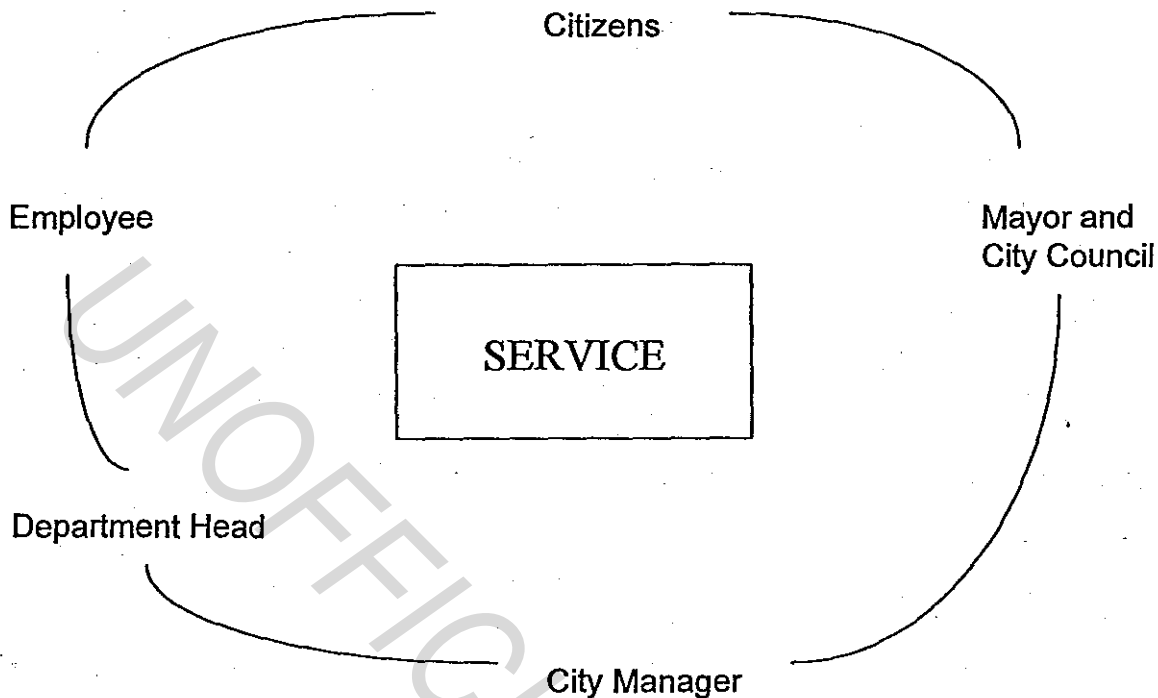
University Place is a "contract city," which means other government agencies or private companies are on contract to provide many of the City's services. Our small, core City staff has to manage these contracts and directly provide the services which are not contracted.

We pride ourselves on selecting, training, and supporting a high quality, multi-talented, flexible, and customer service oriented City staff. We believe that our competitive pay and flexible approach to benefits will help us attract and retain excellent employees. Welcome to the University Place Team!

1.02 Organizational Chart

University Place is a "Council-Manager" city. The City Council is elected at large by the citizens. The Council then elects from among its members a Mayor and Mayor Pro Tem to serve as Chair and Vice-Chair of the Council. The City Council appoints the City Manager who acts as the City's Chief Executive Officer. All City employees, with the exception of the City Council, work under the direction and supervision of the City Manager.

A formal Organization Chart, detailing City functions and positions, appears as Appendix "A" to these Personnel Rules. It is also part of the budget document. The City Council annually approves positions, pay ranges, and benefits as part of the annual budget. The City Manager and Department Heads are responsible for the individual pay and benefit administration within these Council-approved pay and benefit plans. Please feel free to discuss with your department head your position, how it fits into the organization, and how your pay is determined.



1.03 City History

University Place is a city with a rich history. In the late 1800s, there were plans to build a university here, but financial worries and concerns eventually cancelled these plans. Nevertheless, the community became known as "University Place," and the name stuck. Since then University Place has become a suburban residential community, proud of its history, eager to retain its unique quality of life and looking ahead to future challenges.

Approximately one hundred years after University Place was established as a community, a movement began towards local government and local control. Groups formed to discuss incorporation. In November 1994 proponents succeeded in passing a ballot measure which provided that the 7.86 square miles of Pierce County should be incorporated as the City of University Place.

This, of course, was just the beginning of the journey to cityhood. What followed were the struggles to meet the deadlines associated with legally establishing a new city and preparations to begin providing municipal services. Councilmembers were elected, an interim city manager selected, and start-up staff hired. This group, with the help of literally thousands of hours of volunteer efforts, made becoming a city a reality. Today University Place is a community of nearly 30,000 people.

University Place officially incorporated on August 31, 1995. Every year the City, local businesses and citizens sponsor a festival commemorating the event and celebrating cityhood. The City Council, residents, and staff face the tasks ahead with enthusiasm and energy. There is a special atmosphere and attitude in a city such as ours. Those associated with municipal government recognize the unique opportunity to do things differently, to make changes which directly affect quality of life issues, and to be part of innovation which will shape the future of the community.

The challenges that face University Place today are how to address citizens' concerns and needs efficiently and effectively, to spend our resources carefully, to safeguard the history of the community, and to prepare wisely for the future.

1.04 Vision/Mission Statement

The City of University Place staff strives to provide quality customer service. This means making visitors to City Hall feel welcome and answering citizens' questions and concerns in an efficient and timely manner. It also means following through to ensure that each situation has been resolved to the best of our ability.

"Public service" is important to all of us at City Hall. We are here to help translate the Council goals into concrete work plans, to help ensure that tax dollars are spent prudently, and to help citizens find solutions to their problems, not encounter more problems. The City of University Place is a city of innovation; one that knows there is always room for improvement and that doing things the way they have always been done isn't necessarily the best way. We pride ourselves on our willingness to grow and learn from our past mistakes and to build on the successes of others. We are committed to helping keep University Place a quality community in which to live and work.

1.05 INTRODUCTION

These personnel policies serve as a guide to the City of University Place's current employment practices and procedures. As such, we hope they will help you better understand how the City operates and what is expected of you as an employee. These policies also describe what the City provides you in terms of compensation, benefits and other support.

The City places the highest value on our employees and their well being. We want to see that you are a satisfied worker, with the support necessary to achieve the objectives of your position. Only in this manner can your contribution to the City organization be the most productive.

It is our belief that when consistent personnel policies are known and communicated to all, the chances for greater job satisfaction increase. We encourage you to read these policies. If you have any questions, please contact your supervisor, department head or the Human Resources Manager. As you have ideas or suggestions for improvement, please do the same.

1.06 INTENT OF POLICIES

These policies are intended as general guidelines for successful employment and outline what is expected of you and what you may expect of the City.

These policies are not intended to be a contract, express or implied, or a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long-term, we recognize that things may not always work out as hoped, and either of us may decide to end the employment relationship. Please understand that no supervisor, manager or representative of the City other than the City Manager has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments contrary to what is outlined in these policies.

1.07 SCOPE OF POLICIES

These personnel policies apply to all City employees, except the City Manager, who serves at the pleasure of the City Council. In cases where these policies conflict with any City ordinance, state or federal law, or personal services contract, the terms of that law or contract prevail. In all other cases, these policies apply.

1.08 CHANGING THE POLICIES

The City Council sets personnel policy by resolution and enacts changes in compensation or benefit levels by ordinance or resolution. As the need arises, the City Manager may recommend to the City Council changes to these policies. The City Manager may administratively interpret or deviate from these policies in individual situations to achieve the primary mission of serving the citizens of University Place. In doing so, the City Manager shall first balance the benefits and burdens to the City and the affected employee or employees. Employees may request specific changes to these policies by submitting suggestions to their department head or the Human Resources Manager.

1.09 ADMINISTRATION OF THE PERSONNEL SYSTEM

These policies and the City's personnel system shall be administered as follows:

City Council: Adopts the budget which includes adjustments to *salary ranges*, benefit changes, authorization for positions and training appropriations. The Council shall adopt, amend or revise these personnel policies by resolution.

City Manager: Has final responsibility for implementing and interpreting these personnel policies. The City Manager is responsible for the final decision on hiring, termination and discipline of all employees.

Department Heads: Responsible for administering their own department in accordance with these policies and any applicable laws. They are responsible for the hiring, discipline and termination of their employees, subject to approval by the City Manager.

Human Resources Manager: Administers the personnel system on behalf of the City Manager, provides interpretation of these policies, and advises the City Manager and department heads on personnel matters.

Employee: Adherence to the personnel policies is the responsibility of both the City and the individual employees. Employees are a full partner in reading, understanding and adhering to the personnel policies. Employees are required to sign a statement of understanding and acceptance of the personnel policies. Comments, suggestions and complaints should be discussed with the employee's department head or the Human Resources Manager.

1.10 DEFINITIONS

Immediate Family: Includes the employee's spouse, child, step-child, parent, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, and legal guardianship of those who live in the employee's home.

Regular Full-Time Employee: An employee who has successfully completed a working test period as defined in these policies and who regularly works forty (40) hours each week. Regular full-time employment status does not imply or guarantee for-cause status.

Regular Part-Time Employee: An employee who has successfully completed a working test period as defined in these policies and who regularly works less than forty (40) but at least an average of sixteen (16) hours a week.

Short-Term Volunteer: Any volunteer working for the City less than 8 hours per week over a period not to exceed three months.

Temporary Employee: Employees who hold jobs of limited duration due to special projects, abnormal work loads or emergencies. Temporary employees are by nature always at-will, based on the needs of the City.

Working Test ("Probationary") Period Employee: An employee who has not yet completed his/her working test period in a regular position and who has not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include working test period employees.

Anniversary Date: The date the employee commenced work with the City; or a date based on the commencement of employment but adjusted for periods of unpaid leave. Benefits normally calculated based on the anniversary date include vacation and sick leave eligibility and accrual, eligibility for insurance and retirement programs and calculation of years of service with the City.

Exceptional Performance: When an employee achieves his/her work goals ahead of schedule, under budget, and is otherwise performing her/his operational and teamwork duties above and beyond the call of duty.

Position Date: The date the employee commenced work in a specific position and/or classification.

Performance Review Date: The date established by the City Manager as the next formal performance review date for the employee. Normally this occurs 12 months from the last review date; however the formal performance review date may be delayed or accelerated based on the employee's performance. Adjustments to the employee's salary would normally occur following a performance review date.

Training: Education which the City provides for an employee to enhance and/or improve their employment; usually scheduled at City expense and on City time.

Education/Tuition Reimbursement: Education which the employee chooses to undertake which the City determines will enhance the employee and may or may not enhance the employee's contribution to the City; usually scheduled on the employee's time and may or may not be reimbursed in part or in whole by the City based on criteria established by the City.

1.11 EMPLOYEE STATUS

Those employees serving in a confidential capacity, assisting the City Council in policy formation, assisting the City Manager, or serving as officers of the City, have been designated at-will employees. All other employees not designated at-will are given a for-cause status after successful completion of their working test period.

1.12 EMPLOYEE ACKNOWLEDGMENT FORM

Each employee of the City will read and sign an acknowledgment form with wording as follows:

Enclosed are the City of University Place's personnel policies. It is your responsibility to read these policies and ask questions about things not understood, as they will acquaint you with your employee benefits, our personnel practices and rules and some organizational philosophy.

It is important to understand that these policies do not create an employment contract nor a guarantee of employment for any specific duration between the City of University Place and its employees. Although we hope that your employment relationship with us will be long-term, we recognize that at times things do not always work out as hoped, and either of us may decide to end the employment relationship.

As the City grows and changes, personnel policies may change. The City, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the City. You will be notified of any such changes.

Please also understand that no elected official, supervisor, manager or representative of the City other than the City Manager has the authority to make any written or verbal statements or representation which are inconsistent with these policies.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, department head or the Human Resources Manager.

CHAPTER 2

GENERAL POLICIES AND PRACTICES

2.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of University Place is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, pregnancy, disability or any other basis prohibited by applicable law.

2.02 DISABILITY DISCRIMINATION PROHIBITED

The City will not discriminate against applicants or employees with a sensory, physical or mental disability, unless the disability cannot be reasonably accommodated and prevents proper performance of an essential element of the job. An employee who reasonably believes that he/she needs assistance with a disability shall make a written request to the City Manager specifying the relief requested.

2.03 LIFE THREATENING/COMMUNICABLE DISEASES

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions, including termination, when a substantial and/or unusual safety risk to the employee, co-workers or the public exists.

2.04 ANTI-HARASSMENT/NON-DISCRIMINATION POLICY

It is City policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the City will not tolerate harassment that is made by employees toward co-workers or members of the public. Employees are expected to show respect for each other and the public at all times.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public and is based on protected status. Examples of prohibited conduct include slurs or demeaning comments to

employees or members of the public relating to race, ethnic background, gender, religion, age disability or any other basis prohibited by applicable law.

See Section 2.06, Harassment/Discrimination Complaint Procedure for guidance on what to do if employees experience harassment.

2.05 SEXUAL HARASSMENT PROHIBITED

Sexual harassment will not be tolerated in the City of University Place. Prompt disciplinary action will be taken against any employee who commits or participates in any form of sexual harassment. Sexual harassment includes any unwelcome or personally offensive sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (or aimed at just one sex) by managers or supervisors, co-workers or third parties such as customers or vendors. It is illegal when it is a part of a manager's or supervisor's decision to hire or fire someone or when it is used to make other employment decisions such as pay, promotion, or job assignment. It is also illegal when it interferes with the employee's work performance or creates a hostile, offensive or intimidating work environment. Sexual harassment can include verbal behaviors such as unwanted sexual comments, suggestions, jokes, pressure for sexual favors, or foul or crude language; non-verbal behavior such as suggestive looks or leering or the display of sexually oriented or explicit materials, and physical behavior such as pats or squeezes, obscene gestures, or repeatedly brushing against someone's body.

If you have a sexual harassment complaint, please follow the steps below in Section 2.06, Harassment/Discrimination Complaint Procedure.

2.06 HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve.

The following procedure outlines the steps to follow if you experience harassment or discrimination on the job. This includes, but is not limited to actions related to gender, race, national origin, disability, or any other discriminatory or harassing factor.

- (1) If you believe or feel you are being harassed or discriminated against make it clear to the other person that you are offended and that their behavior is not welcomed. If this does not resolve the matter or if you fear reprisal from direct communication, you should move to step 2.

- (2) If you experience or witness any job-related harassment, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, department head, or the City's designated Equal Employment Opportunity (EEO) officer -- the Human Resources Manager. Supervisors should report all complaints to the Human Resources Manager as soon as they are received.
- (3) All complaints will be investigated promptly by the Human Resources Manager. Upon receiving a complaint from the employee, the supervisor or the department head, the Human Resources Manager shall notify the department head, initiate an investigation within 24 hours and upon completion of the investigation recommend to the City Manager whether further action should be taken. If the investigation shows the accused employee did engage in harassment, appropriate disciplinary action will be taken, necessary to stop any further harassment and to return to a professional work environment, up to and including termination.
- (4) Both the employee filing the complaint and the alleged offender shall receive either a verbal or written response that contains the findings of the investigation and any action taken. Unless extra time is needed for a thorough investigation, the response will normally be given within thirty (30) days of the date the complaint was received.
- (5) The City prohibits retaliation of any kind against an employee or member of the public for filing a good faith complaint under this policy or for assisting in a complaint investigation. Any employee who retaliates or provides false information regarding a complaint may be subject to disciplinary action.

2.07 SERVICE OF PROCESS ON EMPLOYEES

It is the policy of the City of University Place to systematically forward personal summons to employees in a manner which reasonably strives to protect employee confidentiality. Exceptions to this policy include summons and subpoenas related to an individual's employment with the City. A summons is a signed notice for a person to appear in court to answer a legal action against him/her. A subpoena is a legal process which commands a witness to appear and testify.

The City Clerk's Office will be the receiving point for personal summons affecting City employees. All summons servers will be directed to the City Clerk's Office. If, however, a server insists on leaving the summons at a different site from the City Clerk's Office and/or a summons is opened by someone other than the intended recipient, the City Clerk's Office must be notified immediately. The City of University Place will accept personal summons during regular business hours only.

Upon delivery of a personal summons on a City of University Place employee, an employee from the City Clerk's Office (hereby referred to as "designated representative") will stamp the date and time received and will verify the intended recipient's employment status. If a summons or subpoena is received in Human Resources which is of a business nature related to an individual's employment with the City, the server shall be sent to the individual department for service.

If the defendant is actively employed, the designated representative will contact the individual, advise him or her of a delivery which requires his or her signature and will ask the employee to come to the City Clerk's Office. The City Clerk's Office may ask a supervisor to obtain the required signature and provide the summons to the employee. This will be done only after initial contact from the City Clerk's Office with the employee. The designated representative will include a letter with the documents explaining that the City was required by law to accept the summons on the employee's behalf and that the employee may wish to seek legal advice. The designated representative will obtain the employee's signature on the letter to verify receipt of the documents.

If the City has no record of the employee, or records show that the person is no longer employed by the City, the designated representative will verify the employment status with the Human Resources Division or the Finance Division. If the Human Resources Division or the Finance Division is unable to verify employment or verifies that the person is no longer a City employee, then the designated representative will send a letter, notifying the plaintiff's attorney of the situation, and return the original papers via certified mail.

If the defendant is actively employed by the City but is temporarily unavailable due to vacation, training, medical leave, etc., the designated representative will mail the papers via certified mail to the plaintiff's attorney the morning of the second full business day after receipt of the papers. The designated representative will also include a letter notifying the plaintiff's attorney of the special circumstance that precludes delivery of the papers.

After delivery of the summons to the employee or notification of non-delivery to the plaintiff's attorney, the designated representative will keep a copy of the employee's verification of receipt or a copy of the notification of non-delivery in a file entitled "Service of Process on Employees."

2.08 EMPLOYEE PERSONNEL RECORDS

Access to an employee's personnel file is limited to the City Manager, Human Resources, the employee's immediate supervisor and department head. The personnel file contains such items as the employee's job application, job description, benefit enrollments, emergency numbers and contacts, salary information, disciplinary actions, and letters of commendation.

For payroll purposes, certain salary and benefit records will be kept in separate payroll files. Medical information and records are kept in a medical file that is separate from the personnel file. Performance evaluations are kept separate in the personnel file.

Employee's Right to Inspect File: Employees have the right to review their own file and may request removal of irrelevant or erroneous information. If the City denies the employee's request to remove the information, the employee may submit a written statement of explanation to be placed in his/her file. If you wish to see your personnel file, please make your request to the Human Resources Manager. You have the right to a copy of any information in your file.

Public Access: Personnel files are confidential to the extent permitted by public disclosure law. The City will only release individual information (such as dates of employment, positions held and pay range) unless a more specific release is requested in writing by the employee, by court order or unless disclosure is required by public disclosure laws, a subpoena, or other lawful request.

2.09 EMPLOYMENT REFERENCES

Only the City Manager, Human Resources Manager or department head will provide employment references on current or former City employees. City employees shall refer all requests for references to the Human Resources Manager, department head or the City Manager.

2.10 ACTING CITY MANAGER

In the event of absences from the community the City Manager may designate an Acting City Manager.

CHAPTER 3

EMPLOYMENT PRACTICES

3.01 MERIT EMPLOYMENT

Consideration in the selection, placement and retention of employees shall be based solely on merit. Merit is defined as the match between the knowledge, abilities, skills, and interests of the individual and the work and/or position assigned and how well the employee performs those duties. Selection processes will be job related, and will attempt to measure a candidate's knowledge, abilities, skills, and interests as related to the duties of the position.

3.02 APPOINTING AUTHORITY

The City Manager is the appointing authority of the City with power of appointment and removal of all other officers *and* employees. Department heads shall make recommendations to the City Manager regarding the appointment and removal of their employees.

3.03 HIRING PROCEDURES

When a position becomes vacant and needs to be filled, the department head shall submit a written request to fill the position to the City Manager. The position will be posted and/or advertised after the City Manager approves the request.

The City may administer pre-employment examinations to test the qualifications and ability of applicants, *and backgrounds* as determined necessary by the City. Examples of such procedures include: requiring applicants/employees to show proof they are authorized to work in the United States, and requiring applicants/employees who have unsupervised access to children to complete a disclosure statement *and State Patrol background check*.

Residency: Whenever possible and where qualified candidates exist, it is the intent of the City to give preference to and hire residents of the City of University Place because of their increased knowledge of the community and close proximity in emergencies. Residency within the City is not a requirement for employment pursuant to RCW 35A.13.110 and will not be ground for disqualification or future termination should the employee move outside the City.

Driving Record/License: Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to

present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

Medical Examination: After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination which will be paid for by the City. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. Included in the medical examination required may be drug testing and/or screening. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if: (1) found physically unable to safely perform the duties of the position and the individual's condition cannot reasonably be accommodated in the work place; (2) the candidate refuses to submit to a medical examination and/or complete medical history forms.

Offers of Employment: After a candidate's selection or promotion has been recommended by the department head and approved by the City Manager, the City Manager will notify the candidate in writing and officially extend an offer of employment or promotion, including compensation levels and conditions of employment. The candidate must be made aware that employment and compensation is always subject to budget availability and continued satisfactory performance. No City representative other than the City Manager has the authority to enter into any agreement for employment for a specific period of time or make any agreement contrary to the foregoing.

3.04 TEMPORARY EMPLOYEES

Department heads may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired.

Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees normally do not receive retirement, vacation, sick leave, health insurance, holidays or any other benefits during their employment. The City Manager may offer benefits to temporary employees on a case by case basis, considering the City's need for the employee, the employee's skills and abilities, and the estimated length of temporary employment with the City.

Temporary employees will normally not be placed on the state PERS retirement system, although there are some exceptions depending on PERS eligibility criteria.

Because they are not typically eligible for retirement and other benefits, temporary employees contribute to the social security system. If the temporary employee participates in PERS, neither the City nor the temporary employee will contribute to social security.

3.05 VOLUNTEERS

The City recognizes the advantages of utilizing the rich skills and talents of the community and the Community's desire to enhance their way of life. Our objective is to utilize these individuals and organizations to benefit the community as a whole in a such a way that projects and services which would not usually be available due to excessive costs can be provided in a professional manner. It is also our objective to do so without adding undue or unnecessary liability to the citizens of the City.

As a result, the City allows citizens and organizations of the community to volunteer their services on behalf of the City. All volunteers and organizations who do so must conduct themselves in a safe, appropriate and legal manner and must act in accordance with City policies as well as the procedures outlined below.

Scope of Volunteer Service: Except for short-term volunteers, a scope of volunteer service description will be provided to volunteers and/or organizations. The scope of work will identify the policies and procedures for each project and will include the following:

- a. The duties of the work assigned
- b. Supervision responsibilities
- c. Training and orientation prior to performing the work
- d. Personal protective equipment to be provided
- e. Name of contact person and description of how to contact them, and
- f. Any other relevant information

Liability Coverage: The City is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive liability coverage. Volunteers working within the scope and on behalf of the City have liability coverage as provided under the WCIA Coverage Document. Liability insurance is not medical insurance. Volunteers need to provide their own medical insurance. The WCIA Coverage Document excludes volunteer coverage under the age of 14 years.

All organizations performing volunteer services shall provide proof of Commercial General Liability coverage in an amount of not less than \$500,000 per occurrence, naming the City as an additional named insured. All organizations must sign a waiver

holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide necessary supervision for the project.

Personal Injuries: Except for short-term volunteers and City Council-appointed commission or committee members, all volunteers must submit semi-monthly time sheets. Failure to do so will result in separation from volunteer service with the City. Short-term volunteers are not required to submit time sheets; nevertheless, each month, the designated supervising staff member must estimate and report the short-term volunteer hours to the Finance Division. All volunteer worker's hours must be recorded by department supervisor and the Finance Division.

The City provides State Labor and Industries (Workers' Compensation) coverage for volunteer workers. Workers' Compensation covers medical injuries incurred by the volunteer when the injury occurs while the volunteer is working for the City. It does not cover any time lost if the volunteer cannot work their regular job due to an injury from volunteering for the City, nor will it cover any permanent injuries.

Supervision: Appropriate supervision should be provided by the City when individual volunteers are utilized. When organizations are used for volunteer service, the organization should provide adequate supervision and the City should provide overall supervision of the project.

Provision of Personal Protective Equipment: The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act and WAC 296.24. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. The staff member providing this training shall document this training and provide a copy of this documentation to the Human Resources Manager.

Use of City Vehicles: Volunteers may not drive City vehicles. Unless specifically authorized in writing and in advance, volunteer duties do not include the commute to, from, or between job sites.

Termination of Volunteer Service: The City and/or the volunteer may terminate volunteer service at any time without cause.

Background Checks: As required in RCW 43.43.834 all persons potentially coming into contact with children or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence. In addition, if volunteers are performing court ordered community service, the volunteer is required to disclose the nature of the infraction or offense for which they are serving. Lastly, the City may check references for any or all potential volunteers.

Documentation of Training: The City should provide volunteers with adequate instruction and/or training, and training records identifying specific training provided,

instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to the Human Resources Manager upon completion of training.

Waivers: Organizations providing volunteer service should sign "Agreement Regarding Organizational Service with the City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities. All organizational volunteer service agreements must be reviewed and approved by the City Attorney.

Individual volunteers should sign "Agreement Regarding Individual Volunteer Service with the City." Short-term volunteers should sign the "Volunteer Release" form or the "hold harmless" paragraph in the short-term volunteer application.

3.06 WORKING TEST PERIOD

Upon hire or appointment, all employees enter a working test period that is considered an integral part of the selection and evaluation process. The working test period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate. Resignation or termination during the working test period shall be deemed a separation in good-standing.

The normal working test period is six months from the employee's date of hire, re-hire or promotion. The City Manager may authorize the department head to extend the working test period on a month-to-month basis for up to an additional three (3) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance. The City Manager shall indicate, in writing, successful completion of the working test period.

Performance Reviews: During the working test period, the employee's performance will be formally evaluated in writing on a scheduled basis. These evaluations will either demonstrate that the employee is successfully completing the working test period, or will provide a written plan of improvement that includes what is needed for the employee to gain regular employment status.

If an employee's performance does not improve or it becomes clear that the employee is unable to satisfactorily learn the position, the employee may be terminated at any time during the working test period. Only in unusual circumstances, as authorized by the City Manager, will the working test period be extended to further evaluate performance.

The normal process for reviews during the working test period may include:

- (1) Initial orientation and goal setting;
- (2) Progress reviews during the first three (3) months;
- (3) A written working test period review shall be conducted during or shortly after the sixth (6th) month;
- (4) Monthly reviews if the working test period is extended.

Once the working test period is successfully completed, the employee will be certified to regular employment status. Satisfactory completion of the working test period does not create an employment contract, guarantee employment with the City for any specified duration, or grant for-cause status. (See Appendix B)

Use of Sick Leave/Vacation: Working test period employees may use their accrued sick leave from the beginning of their employment, but may not use accrued vacation until they have been employed for six (6) months.

If an employee is voluntarily or involuntarily terminated during the working test period no payoff of accrued sick leave or vacation is made.

3.07 EMPLOYMENT OF RELATIVES (NEPOTISM)

It is City policy that immediate family of current city employees and the City Council will not be employed by the City where:

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

Change in Circumstances: If two employees marry, become related or become domestic partners, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the City Manager can be made to eliminate the potential problem. The decision as to which employee will remain with the City must be made by the two employees within ninety (90) calendar days of the date they marry, become related, or become domestic partners. If no decision is made during this time, the City reserves the right to terminate either employee.

3.08 PROMOTIONS

The City's policy is to encourage promotion from within the organization and encourage residency in the City whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and for which they are qualified. Current employees or City residents applying for positions will be given preference when qualifications are equal to or exceed those of outside candidates.

New Working Test Period: After promotion to a new position, a new working test period must be completed, unless waived or reduced by the department head. In the case of unsatisfactory performance in a promotional situation, the employee will be considered for transfer back to the previous position or level held by the employee.

CHAPTER 4

HOURS AND ATTENDANCE

4.01 WORKING HOURS

The City's basic workweek is Sunday 12:01 a.m. through Saturday midnight. The scheduled work week for most full-time employees is Monday through Friday from 8:00 am to 5:00 pm, normally with a one hour (but not less than one-half hour) unpaid lunch period and two fifteen (15) minute paid rest periods. A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules and/or work weeks may be established upon recommendation of the department head to the City Manager.

Each employee's supervisor will advise employees of their scheduled work hours.

4.02 FLEXIBLE AND ALTERNATE WORK SCHEDULES

To accomodate the City's work load and to recognize the City's responsibilities under regional trip reduction regulations, alternate work schedules may be established in agreement with the employee and the City Manager or department head. Examples include condensed work weeks (e.g., 4/10, 9/80) or telecommuting. Approval for an employee to telecommute will be predicated on task specific assignments. The City is not responsible for providing or maintaining equipment used at home, and the employee is responsible for maintaining a safe home work place.

A Flexible Work Schedule is a work schedule which permits flexible starting and quitting times for employees other than the standard work schedule (still with a required number of hours which must be worked).

Compressed Work Week is a work schedule which permits employees to increase the length of each work day so as to provide one day off every one or two weeks. Alternate work schedules include:

- 1) 4/40 - Four 10 hour days each week. This provides one extra day off each week.
- 2) 9/80 - 80 hours in a two-week period are scheduled over nine working days.
Example: The normal work day is extended by one hour five days one week and three days the next week, with one regular eight-hour day. This provides one extra day off every two weeks.

NOTE: Because of the requirement to pay overtime to employees in overtime eligible (non-exempt) jobs, specific alternative schedules for these employees should be developed in order to avoid overtime liability (see attached examples).

The City of University Place recognizes the changing needs of City government, its employees and the increasing demand for more flexibility in the way work is accomplished, while continuing to provide quality service to the citizens of our community. In addition, to ensure compliance with the Washington Clean Air Act and the Washington Commute Trip Reduction Act, the City has developed a flexible work schedule policy which allows for varied work schedules or job sharing between employees. Flexible work schedules will reduce travel during certain days of the week and will also remove commuters from traffic during the most congested time periods. Reducing total travel and removing commuters during congested periods will improve air quality, reduce traffic congestion, and reduce the consumption of petroleum fuels.

NOTE: Each department reserves the right to administer the flexible schedule policy to promote the efficient use of resources and to provide effective service to the citizens. The alternative work schedule options offered are subject to change at any time. Changes in workload, funding, legal mandates, legal interpretations or other needs of the City and/or individual departments may cause the City or a department to modify or cancel an alternative work schedule.

All regular status full-time and part-time employees of the City are eligible to work flexible work schedules. Final decisions for participation will be made by the City Manager with concurrence by the department director/manager and will be based upon whether or not the alternative work schedule interferes with business operations of the City or compromises the City's service to citizens.

The completed Request for Flexible Work Schedule will be submitted to supervisors for review. If approved, the application will be reviewed and signed off by Finance and Human Resources as it pertains to the Fair Labor Standards Act and the Washington Wage and Hour Laws. Final approval will be given by the City Manager. Copies will be distributed by Human Resources, and sent to the employee, the department director/manager and the Finance division. The original will be placed in the employee's personnel file. The request for flexible work schedule must be completed and approved at least two weeks prior to the end of the pay period in which the alternative schedule begins.

All approved flexible work schedule applications will be implemented for a trial (or interim) period, of at least three (3) months, but not to exceed six (6) months. At the conclusion of the trial period, the director/manager will evaluate the situation and determine if the alternative work schedule should or should not be continued. After successful completion of the flex schedule trial period, employees should commit to their flex schedule for no less than three additional months to facilitate efficient use of

staff resources. The City may discontinue an employee's alternative work schedule at any time, dependent on the business needs of the City.

Sick and vacation leave will continue to accrue at the regular rate or pro rata rate. When an employee takes a full day of sick or vacation leave the time charged will be equivalent to the full number of hours the employee was scheduled to work.

When a paid holiday falls on an employee's regularly scheduled work day, the employee will be paid eight hours of holiday pay. If the regularly scheduled work day is greater than 8 hours, the employee may be required to use either vacation or compensatory time earned to make up for the additional time the employee was scheduled to work in excess of the 8 hours of holiday pay.

With the approval of the department director/manager, in lieu of using accrued leave, the employee may have the option of working additional hours during the same work week as the scheduled holiday.

When a paid holiday falls on an employee's regularly scheduled day off, the employee will be credited with eight hours of holiday time off which must be used prior to the end of the calendar year.

Employees are required to take a middle of the work day unpaid lunch break of at least 30 minutes per day. Employees are entitled to a paid 15 minute break for every four hours of working time. Breaks may not be accrued.

Employees will schedule personal appointments (doctor, dentist, etc.) on their scheduled day off whenever possible. Employees may be required to fill in on their regularly scheduled day off for employees who are absent. Supervisors and employees will provide as much advance notice as possible and will attempt to work out an alternative schedule for the employee asked to work on their regularly scheduled day off. This is no guarantee, however, of advance notice.

The Fair Labor Standards Act (FLSA) requires that non-exempt employees be paid overtime for all hours worked in excess of forty hours during a work week. The work week consists of seven consecutive 24-hour periods, and the employer retains the right to designate when the work period begins and ends. The defined work week is not required to be the same for all employees.

Because the City does not want to incur additional costs in allowing employees to choose alternative work schedules, non-exempt employees must select an alternative schedule which does not require more than 40 hours/week. This may require employees to also request a different work week designation.

The following are examples of alternative work schedules for non-exempt employees:

EXAMPLE # 1: Compressed Work Week 4/40

Work Week Start/End: Sunday midnight - Saturday 11:59 p.m.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	off	7 to 6	7 to 6	7 to 6	7 to 6	off	off	
# Hours	Zero	10	10	10	10	Zero	Zero	40

EXAMPLE # 2: Compressed Work Week 9/80

Work Week Start/End: Friday noon - Friday 11:59 a.m.

Week 1

Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Schedule	off	off	off	7 to 5	7 to 5	7 to 5	7 to 5	7 to 11
# Hours	Zero	Zero	Zero	9	9	9	9	4

Week 2

Day	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Schedule	12 to 4	off	off	7 to 5	7 to 5	7 to 5	7 to 5	off
# Hours	4	Zero	Zero	9	9	9	9	Zero

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

Human Resources will answer questions to determine compliance with FLSA requirements.

4.03 OVERTIME/COMPENSATORY TIME

All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act (FLSA) regulations. See Appendix "B" for listing of exempt and non-exempt positions.

Non-Exempt Employees/Overtime: Non-exempt (FLSA covered) employees are entitled to additional compensation, either in cash or compensatory time off, when they

work more than forty (40) hours in a seven (7) day work week. All overtime must be authorized in advance by the employee's supervisor.

Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked in excess of forty (40) hours in a work week. When computing time worked for qualification for overtime, time paid for but not worked (e.g., holidays, sick leave and vacation time) does not count as hours worked.

Non-Exempt Compensatory time: Upon request from a non-exempt (FLSA covered) employee, the City may grant compensatory time off (comp time), in lieu of overtime compensation, at the rate of 1-1/2 times the overtime hours worked. The City may elect to pay overtime or cash out compensatory time for pay at any time.

As compensatory time represents an unfunded liability for the city, the maximum accrual of comp time shall not exceed eighty (80) hours. Employees should schedule the use of comp time with their supervisor within ninety (90) days of the date it is earned, unless granted an extension, in writing, by the City Manager. If an employee is unable to use accrued compensatory time within 90 days, or comp time exceeds the maximum accrual, overtime compensation will be paid at the current overtime rate. Every employee's compensatory time accrual will be reviewed at year end as part of budget preparation for the following year.

Exempt Employees/Overtime: Exempt employees are not covered by the FLSA overtime provisions and do not receive overtime pay or compensatory time. An exempt employee is paid to perform a job which may not necessarily be completed in a normal work week. There will be no actual deduction in pay for absences of less than a full day for personal reasons, illness, or disability.

4.04 ATTENDANCE

Employees are expected to report for work on time and maintain good attendance. If you are unable to report to work on time, you should notify your supervisor before the work day begins or within thirty (30) minutes of your scheduled start time. If an absence continues beyond one day, you *must* call in to your supervisor each day. If your supervisor is unavailable, leave a message on your supervisor's voice mail and also with the main receptionist.

4.05 UNUSUAL WEATHER CONDITIONS

During periods of inclement weather or natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees make every reasonable effort to report to work without endangering their personal safety. An employee who is unable to get to work or leaves work early because of unusual

weather conditions may charge the time missed to: vacation, floating holiday, compensatory time, or leave without pay. Non-emergency employees who arrive within two hours of the start of their normal work day during a period of inclement weather or natural disaster will be paid for a full day's work. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

During periods of inclement weather or natural disaster, employees may be assigned emergency services work schedules other than their normal work assignments.

If, due to inclement weather or natural disaster, the City determines to send employees home before the conclusion of their work day or determines not to have employees come to work, the employees will be paid their normal rate of pay for their regular work hours for that day.

4.06 BREAKS AND MEAL PERIODS

Employees may take one (1) fifteen-minute paid rest break for every four hours worked and a sixty (60) minute unpaid meal break for every six hours worked. Meal breaks may be scheduled at less than 60 minutes depending on the work schedule of the employee but may not be less than 30 minutes. All breaks should be arranged so they do not interfere with City business or service to the public. Breaks are not intended to be saved in order to extend any other break period or leave early from work.

4.07 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. Non-exempt (FLSA covered) employees called back to duty will be paid at their regular rate, with the overtime rate paid for hours worked in excess of forty per work week.

4.08 STANDBY DUTY

The purpose of Standby Duty is to allow employees to be available during off-duty hours to receive service requests concerning problems; to investigate the nature and seriousness of the problem by on-site inspection; to correct minor problems causing a hazard, damage or potential damage, or significant inconveniences to the public; to call out appropriate crews when necessary; to direct the crew to the site; to perform work as a crew member if callback should occur; and to keep appropriate records.

The City at its option may assign Standby Duty to City employees to insure that qualified personnel are available to respond to emergencies which may affect public health, safety and/or welfare.

An FLSA non-exempt employee who serves on Evening, Weekend, or Holiday Standby Duty shall receive an allowance of \$1.15 per hour of standby duty served. Hours on standby status will not be counted for the purposes of computing overtime pay or eligibility to receive benefits.

Employees on standby duty who are called out shall receive a minimum of two (2) hours pay for each initial response at the employee's overtime rate which shall be in addition to the standby duty allowance. To be eligible for another two hour guarantee, an employee must complete the original two hour call out period and be back into a standby status. If the employee is called out less than two hours from the time he or she is scheduled to start his or her regular shift, he or she shall receive one and one half (1-1/2) times his or her regular straight-time hourly rate of pay only for such time as occurs before his or her regular starting time.

Hours of Standby Duty shall be:

Evening Standby Duty. Evening Standby Duty shall commence at quitting time on the evening of a work shift and continue through to 7:00 a.m. the following morning.

Weekend Standby Duty. Weekend Standby Duty shall commence as 7:00 a.m. on Saturday and continue through to 7:00 a.m. the following Monday morning.

Holiday Standby Duty. Holiday Standby Duty shall commence as of 7:00 a.m. on each City-scheduled holiday and continue through to 7:00 a.m. on the morning following the holiday.

While on Standby Duty, employees are not required to stay at home or any other specific location; however, employees on Standby Duty shall wear a pager provided by the City and must be able to arrive at the incident location within one (1) hour of being called. 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 as outlined in the City's personnel policies.

To ensure flexibility for the employee, the City encourages employees to participate in the scheduling of Standby assignments. Employees are also encouraged to rotate their schedules.

In the event of a personal emergency that precludes the Standby employee's ability to respond, the employee must notify the Public Works Director, the Public Works Superintendent, or the City Manager (as a last resort) immediately to ensure the City's ability to respond to emergencies.

Designated Standby employees shall maintain themselves in a fit and responsible manner, able to respond to an emergency call in condition normally expected of an on-duty employee during normal work hours, and consistent with all other City policies. Employees on standby duty shall not consume or be under the influence of alcohol or controlled substances.

Employees on standby duty will record their standby and call out hours on their time sheets, and compensation for standby pay will be included on the employee's regular paycheck. The employee's supervisor will approve, in advance, any standby duty served.

The City Council authorizes the City Manager to suspend or amend this stand-by policy to insure compliance with all applicable Federal and State laws.

4.09 PERSONAL PHONE CALLS

Employees are not permitted to make personal long distance phone calls that are charged to the city. However, if city business creates an unforeseeable need for the employee to work late, a *brief*, long distance personal call, for the purpose of notifying family members, is permitted.

CHAPTER 5

COMPENSATION

5.01 SALARY PLAN

The City's pay plan is set forth in ordinance. The City Manager or his/her designee is responsible for preparing a salary schedule that establishes pay ranges for each job classification. This pay plan is in effect only with City Council approval and any subsequent changes in the pay plan must be approved by the City Council.

5.02 SALARY POLICY

It is the intent of the City to attract and retain quality employees. Within budget limitations, the City endeavors to pay salaries competitive with those of other employees in the applicable labor market. Salaries are reviewed on an annual basis and, resources permitting, an annual cost of living or market adjustment may be applied to salary ranges by the City Council.

5.03 GENERAL SALARY PRACTICES

Employee Pay Rates: Employees shall be paid within the limits of their assigned salary range. The City Manager may establish a temporary entry point as a trainee rate which is within 10% of the position salary range entry point.

Starting Rate of Pay: New employees will normally start their employment at the beginning of the pay range for their classification. The City Manager, however, may approve compensation at a higher rate in the range when qualified applicants cannot be recruited or the department head determines that the best qualified applicant has experience and qualifications that warrant a higher salary. When the starting pay of a newly appointed employee exceeds mid-point of the applicable pay range, the City Manager will report to the City Council the reasons wherefore, such qualifications, quality of applicant pool, and other significant factors. Any appointment above mid-point of the range shall not be the basis for a budget amendment.

Merit Increases: Employees are eligible for a four percent salary increase within the range for their position on their performance review date (usually their anniversary date).

Salary increases are contingent on satisfactory performance with performance appraisals required for all increases. If an employee's performance is unsatisfactory, the department head will recommend that the City Manager defer a scheduled pay

increase for a specified period of time or until the employee's job performance is satisfactory. Successful achievement of a written work plan for improvement, agreed to between the department head and employee, must be achieved before the employee is eligible to receive a deferred salary increase. No deferred salary increase shall be made retroactive.

The City Manager may accelerate the performance review date and four percent pay increase by up to three months for exceptional performance. Cost of living adjustments approved by the City Council in the annual budget will not be tied to performance.

The performance evaluation form will serve as the medium through which satisfactory performance and the resulting four percent increase will be determined. The Human Resources division will be responsible for making sure performance evaluations are completed in a timely manner and that merit increases are forwarded to payroll.

Compensation Upon Promotion: Any employee promoted to a position in a higher classification and salary range shall *be paid* not less than the entry point of the new range.

5.04 PAYDAYS

Employees are paid twice monthly on the 5th and the 20th of each month for work performed between the 1st and the 15th and the 16th and the end of each month. If a regularly scheduled payday falls on Saturday or Sunday, pay checks will be distributed on Friday; if it falls on a holiday, pay checks will be distributed on the last regularly scheduled working day preceding the holiday. Certain employees, depending upon their work schedules, may be paid on alternate schedules.

Pay Deductions: The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions (e.g. automatic deposits, health club membership dues, deferred compensation, voluntary life or disability insurance, charitable or nonprofit organizations) authorized by the employee and approved by the City Manager.

Employees scheduled to be on leave or traveling on a payday are encouraged to arrange direct deposit while they are absent. Otherwise, the employee's check will be held until his/her return.

Payroll Records: The official payroll records are kept by the Finance Manager. Each department head shall submit a work record signed by each employee and supervisor on a twice monthly basis noting hours or days worked, leave taken and overtime worked. The City Manager shall sign work records for department heads.

5.05 GARNISHMENT

The City will enforce garnishments and wage attachments as required by federal or state laws. A court ordered writ of garnishment will not be cause for corrective action or discharge.

5.06 COMPENSATION UPON TERMINATION

Upon an employee's separation from City employment, the employee will receive the following compensation: regular wages for all worked hours that have not been paid; any overtime, compensatory time or holiday pay due; and payment of any accrued but unused vacation and sick leave authorized for payment, if applicable. Payment will be made at the next regular payday.

CHAPTER 6

BENEFITS

6.01 RETIREMENT BENEFITS

The City does not participate in the federal social security program. In place of it, the City provides three retirement programs for employees.

Social Security Replacement Program: All employees eligible for participation in the Washington State Public Employees Retirement System utilize this system as a replacement for the federal social security program. Employees not eligible for PERS and other benefits will pay in to social security.

All City employees contribute to Medicare insurance portion of FICA.

State Retirement System (PERS): All regular full-time and eligible part-time employees are covered by the statewide retirement system, the Public Employees Retirement System (PERS). Benefit levels, contribution rates, and eligibility criteria are set by the State of Washington.

Employees should notify their department head of their intent to retire at least three months prior to the date of retirement.

Money Purchase Plan: The City provides a money purchase 401(a) plan in which the City contributes on behalf of the employee and the employee participates according to Appendix C of this manual and within dollar limits defined by the IRS.

Deferred Compensation Plan: The City provides a voluntary deferred compensation 457 plan for employees to contribute pre-tax dollars.

(See Appendix "C" for more details on retirement plan benefits and contributions.)

6.02 DISABILITY BENEFITS (WORKERS COMPENSATION)

All employees are covered by the State Workers' Compensation (Industrial Insurance) Program. For qualifying cases, State Industrial Insurance will pay the employee for work days lost and medical costs due to job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor. Activities undertaken by employees outside their normal scope of work and/or work day may not be covered by the State Workers' Compensation Program.

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick or other leaves) the employee's regular net salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers' Compensation benefits, he/she is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability as long as accrued sick or other leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account. Employees may supplement workers' compensation salary benefits by using accrued sick or other leaves to increase their workers' compensation disability payments up to an amount not to exceed their net pay if they were working their regular schedule.

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

Citizens who are volunteering for the staff equivalent of services at the City may be covered by the state workers' compensation program. They must submit in a timely manner, in writing, the hours volunteered to ensure L & I contributions are made on their behalf for the time worked. Advisory Boards and Committees are not covered under this provision.

6.03 BENEFIT ALLOWANCE

The City provides a monthly benefits allowance (as adopted in the annual budget ordinance) for all regular full-time City employees and a pro-rated amount for regular part-time employees provided that each employee shall be required to subscribe to individual medical, dental and vision coverage as a minimum. Any remaining allowance may be used to purchase additional coverage; buy up to three (3) days added vacation time per year; contribute to the deferred compensation program provided by the City; receive as a cash payment (subject to retirement and other required deductions); and/or allocate into one or more of the employee's Section 125 flexible spending accounts. Regular employees are eligible for the benefit allowance beginning with the first full month of employment with the City. Eligible employees may elect to convert accrued vacation days to pay medical, dental and vision insurance premiums beyond the monthly benefits allowance, providing they have used or maintain a minimum ten (10) day vacation accrual. (See Appendix "C" for more details and plan benefits.)

6.04 HEALTH INSURANCE BENEFITS

Regular full-time and regular part-time employees and their dependents are eligible to participate in the City's various insurance programs beginning with the first full month of employment with the City. The programs and criteria for eligibility are explained upon hire. The City provides a monthly benefits allowance toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, without prior notice to affected employees. (See Appendix "C" for more details and plan benefits.)

Temporary employees normally will not be eligible for insurance coverage.

6.05 LIFE INSURANCE

The City provides life, accidental death and dismemberment, survivor, and long-term disability insurance for regular full-time and regular part-time employees. This coverage is effective the first day of the month following the month in which the employee started employment with the City. (See Appendix "C" for more details and plan benefits.)

6.06 OTHER BENEFITS

The City provides an employee assistance program and a Section 125 flexible spending accounts program to regular employees. Also, to reduce absenteeism and to promote employee health and productivity, the City encourages employee wellness through various City-sponsored, voluntary activities and programs. Subject to the annual budget, City funds may be budgeted to promote some in-house wellness programs.

6.07 CONTINUATION OF INSURANCE COVERAGE

Leave of Absence: Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, the City will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the City.

Workers Compensation Leave: An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums,

provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease, unless the City Manager makes an exception based on the criteria stated in Changing the Policies, Section 1.08 of these policies. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

COBRA Rights: Upon an employee's termination from City employment or upon an unpaid leave of absence, at the employee's option and expense, the employee may be eligible to continue City health insurance benefits to the extent provided under the federal COBRA regulations. Continuation rights are not available if an employee is terminated for "gross misconduct." An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire or are on an approved leave of absence, the employee will be responsible for the premium the month following the last month for which the City has paid the premium.

6.08 UNEMPLOYMENT COMPENSATION

City employees may qualify for State Unemployment Compensation upon termination from City employment depending on the reason for termination and if certain qualifications are met.

6.09 RELOCATION BENEFITS

Relocation benefits may be offered to new employees subject to Council approval.

6.10 BENEFITS UPON HIRE/RETURN FROM LEAVE

Upon hire or return from an unpaid leave, an employee's benefits-leave accruals and insurance coverage will commence on the first of the month following the month of the date of hire or return from leave.

The employee must be on paid status on the day before and after a holiday to qualify for a paid holiday.

6.11 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part-Time Employees: All leaves, including holidays, and benefit allowance are pro-rated. Pro-rated means the ratio between the number of hours in the employee's normal work schedule of at least 20 hours per week and the regular full-time schedule of forty (40) hours per week.

Temporary Employees: Temporary employees normally are not eligible to receive benefits, including leaves, holidays and insurance. The City Manager, however, may make exceptions to this policy.

6.12 REFRESHMENTS

As authorized by the City's Annual Budget, the City may furnish coffee, tea, soft drinks, or snacks for attendees of public meetings as a benefit of contribution to the public process, and for employees as a benefit of employment.

CHAPTER 7

LEAVES

7.01 VACATION

Each regular full-time employee is entitled to vacation leave as follows:

<i>Years of Employment</i>	<i>Vacation Hours Earned</i>
0 - 4 years	8 hours/month (12 days)
5 - 9 years	10 hours/month (15 days)
10 -14 years	12 hours/month (18 days)
15 -19 years	14 hours/month (21 days)
20+ years	15.3 hours/month (23 days)

Vacation accrual begins on the first day of the first full month of employment. Vacation hours are credited at the completion of each pay period. Employees are eligible to use earned vacation after six (6) months of employment. Regular part-time employees earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave.

Department heads are responsible for scheduling employee vacations without disrupting department and City operations. As a general guideline, leave requests of one week or more duration should be submitted in writing thirty (30) days in advance.

Vacation Accrual Maximum: Employees are encouraged to use vacation in the year it is earned. The maximum vacation that an employee may accrue is 184 hours. Any hours earned above the maximum will not be accrued and will be lost to the employee. Where City operations make it impractical for an employee to use his/her vacation time, the City Manager may authorize additional accruals.

Previous Relevant Service: On recommendation of the City Manager, subject to the approval of the City Council, an employee's years of service for vacation accrual purposes may be calculated based on previous relevant service (up to 50% credit may be given for related career service). The maximum annual vacation accrual based on combined years of City service and previous relevant service may not exceed 23 days per year.

Minimum Vacation Use: Vacation may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) employees. Exempt employees (not covered by FLSA) are required to use vacation at a minimum rate of one (1) day.

Employees who successfully complete their working test period will be paid for accrued but unused vacation time upon separation from employment. Employees who voluntarily or involuntarily terminate employment prior to the successful conclusion of the working test period will not be paid for accrued vacation leave.

Vacation credit does not accrue during leave without pay or on overtime hours.

Merit Vacation Days: The City Manager may, on recommendation from the department head, grant up to three vacation days per year, based on the employee's performance.

7.02 ADMINISTRATIVE LEAVE

The City Manager, at his/her discretion, may grant additional paid leave to FLSA exempt employee(s) when, in his/her judgment, the employee(s) have expended exceptional effort during periods of seasonal or otherwise extraordinary workload.

7.03 SICK LEAVE

Regular full time and regular part time employees are eligible to accrue sick leave on the first day of the first full month of employment. Full time employees shall accrue sick leave at the rate of four (4) hours per pay period; part time employees shall accrue on a pro-rata basis. Sick leave is available for use following its accrual. Sick leave is credited following completion of each pay period.

Vacation Incentive: As an incentive, employees who use 40 hours or less of sick leave in a calendar year (beginning January 1) will be awarded one (1) additional day of vacation.

Temporary employees do not accrue sick leave. Employees do not accrue sick leave benefits during a leave without pay.

Reasons for Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

- (1) Physical injury or illness of the employee;
- (2) The need to care for immediate family members who are ill or recovering from a temporary disability or child birth;
- (3) Medical or dental appointments for the employee or dependent child. Employees should try their best to schedule such appointments at times that least interfere with the work day;

- (4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (5) Use of prescription or non-prescription medication which impairs job performance or safety;
- (6) Periods of temporary disability directly associated with pregnancy or childbirth;
- (7) Additional leave beyond bereavement leave for a death in the immediate family, if authorized by the City Manager.

Doctor's Documentation: A doctor's certificate may be required when an employee is absent for a period of three (3) or more consecutive days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens by the City. Reasonable accommodation shall include consideration by the city of retraining or reassignment.

The City may require a doctor's certificate that the employee is able to perform the duties of his/her job and released to return to work.

Minimum Sick Leave Use: Sick leave may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) employees. Exempt employees (not covered by FLSA) are required to use sick leave at a minimum rate of one (1) day.

When Sick Leave is Exhausted: Employees who use all their accumulated sick leave and require more time off due to illness or injury may, with their department head's prior approval, use vacation, compensatory time, floating holiday or take leave without pay.

Payment for Sick Leave upon Termination: Employees who have worked for the City for two (2) or more years and terminate employment in good standing are eligible to be paid for twenty-five percent (25%) of accrued and unused sick leave to a maximum of 120 days at termination. Included in termination for these purposes are voluntary resignation, retirement, layoff or death.

7.04 FAMILY AND MEDICAL LEAVE

Recognizing the importance of family and out of concern for the well being of its employees, the City of University Place's leave program enables employees to use time off to take care of family matters. This family leave policy shall apply to regular

employees who have been employed by the City at least 12 months and have worked at least 1,250 hours in the preceding 12 months and shall be administered in accordance with the Federal and State Family and Medical Leave Acts. All approved time away from work in excess of three (3) consecutive work days constitutes a leave of absence for calculation of family and medical leave benefits. This applies to sick leave and other leaves but does not apply to vacation leave.

No benefits such as vacation or sick leave are earned when the employee is on unpaid leave. Dependent on the type of leave taken, group health insurance coverage may terminate at the end of the month in which an unpaid leave of absence begins. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment. The employee may be required to repay to the City contributions to benefits paid on behalf of the employee by the City.

A qualifying regular employee may request leave for up to twelve (12) weeks for the following reasons:

- (1) A medical disability directly related to pregnancy or childbirth. Pregnancy/childbirth disability that occurs following the birth of a child will be calculated along with leave to care for a new baby to determine the total allowable leave time;
- (2) To care for a new born or newly adopted child. See note (1) above;
- (3) To care for a spouse, child or parent who has a serious health condition;
- (4) To care for self, if the employee has a serious health condition that makes the employee unable to perform the functions of the position.

Continuation of Benefits: During all leaves noted in items (1) through (4) above of this family and medical leave policy, the City will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Leaves such as vacation and sick leave will continue to accrue during paid leave, but not during unpaid leave. An employee may be required to use any accrued paid leaves before a leave without pay commences.

Notification and Return to Work: A leave of absence shall be requested in writing and submitted to the department head 30 days prior to the date on which the employee wishes to begin the leave; or as soon as the need for such leave is known, whichever occurs earliest. Determination of applicability of accrued leave time or leave without pay to be used during a leave of absence will be made by the Human Resources Manager and communicated to the employee as soon as possible following receipt of the leave request. They should also provide the supervisor with their intended date of return.

Upon return from family and medical leave, an employee shall be entitled to return to his/her position, unless the City Council has abolished the position. If the employee chooses not to return to work for any reason, he/she should notify the City as soon as possible.

7.05 BEREAVEMENT LEAVE

Any regular employee who suffers a death in the immediate family shall receive up to three (3) days leave with pay. If additional time is needed, the City Manager may authorize use of accrued sick leave, vacation leave or compensatory time for up to five (5) days.

7.06 SHARED LEAVE PROGRAM

The City Manager may authorize employees to donate their accrued vacation and/or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

1. To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten (10) days of accrued vacation or sick leave, depending on which leave they are donating. In no event shall a leave transfer result in the donor employee reducing their vacation or sick leave balances to less than ten (10) days. Transfer of leave will be in increments of one day of leave. Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient. All donations of leave are strictly voluntary and confidential.
2. The employee receiving donated leave shall have exhausted all their leave accruals including accumulated compensatory time, vacation and sick leave.
3. While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave. Unused donated shared leave can be given back to the donor(s).

7.07 LEAVE WITHOUT PAY

The City Manager may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of absences that may qualify include, but are not limited to: a prolonged illness or

medical condition, parenting, caring for an ill relative, or fulfilling a military obligation in excess of fifteen (15) days per year.

An employee may be required to use any accrued paid leaves before a leave without pay begins. If an employee is on unpaid status for more than thirty (30) days, his or her anniversary date and time in service will be changed to reflect the period of absence.

7.08 JURY AND WITNESS LEAVE

Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty. It is expected that employees will report to work if there is a break during jury duty where the employee is not required to report to the courts.

The employee will continue to receive his/her regular wages but shall sign over to the City any check for jury duty or witness services.

7.09 MILITARY LEAVE

Military Training Leave: Employees who are members of the National Guard or federal reserve military units are entitled to paid leave for a period of up to fifteen (15) calendar days per year, or any greater period required by law, for performing ordered active duty training. If the active duty exceeds fifteen (15) calendar days, the employee will take accrued compensatory time, available vacation, and then leave without pay.

Leave for Active Duty Military Service: Regular employees who are called to, or volunteer for active duty military service *in excess of their 15 days* will be placed on an indefinite unpaid leave of absence during the time the employee is in an active duty status with any branch of the United States Armed Forces or state militia. The employee may, at his/her option, use any or all of accrued vacation leave prior to moving to the unpaid status. Any unused leave accruals remaining at the time the unpaid leave begins will be held until the employee returns to active employment with the City. The employee will not earn additional vacation or sick leave during the time of the unpaid leave, nor will he/she be entitled to health insurance benefits except as may be provided for under COBRA. Reinstatement following active duty will be in compliance with state and federal laws at the time of the return to work.

7.10 HOLIDAYS

The following are recognized as paid holidays for all regular employees:

New Year's Day

January 1

Martin Luther King Jr.'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
One Floating Holiday	As scheduled by employee and supervisor

A holiday falling on Saturday will be observed on the preceding Friday. A holiday falling on Sunday will be observed on the following Monday.

Part-time and Temporary Employees: Holidays will be pro-rated for regular part-time employees. Temporary and other non-regular employees usually do not receive holidays, provided that exceptions may be made by the City Manager as part of an individual's benefit package.

Floating Holiday: Each regular full time employee is entitled to one floating holiday per calendar year. Regular part-time employees shall receive pro-rated floating holiday leave in proportion to the number of hours in their normal work schedule. Temporary employees are not eligible for this holiday. Floating holidays are awarded at the beginning of each calendar year.

- The floating holiday shall be scheduled by agreement between the employee and his/her supervisor.
- The holiday must be used by the end of the calendar year and cannot be carried over into the next year. Unused floating holidays are not compensated upon termination.
- Employees hired after the first of the year may be granted a pro-rated portion by the City Manager.

Religious Holidays: If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with his/her department head's approval, take the day off using vacation, compensatory time, a floating holiday or leave without pay.

Holidays Worked: Non-exempt employees who work on a holiday will be paid for eight (8) hours pay at the regular rate of pay and will also be paid for all hours actually worked on the holiday at one-half (1/2) times the regular rate of pay, provided that the total hourly rate shall not exceed one and one-half (1-1/2) times the regular rate of pay. Such work time must be pre-authorized by the supervisor. Employees who are called

out during stand-by duty shall receive holiday pay plus call out pay as described in Section 4.07 of this manual.

7.11 CONTINUATION OF BENEFITS DURING LEAVE

Employees on paid leave shall continue to receive benefits they were entitled to prior to the start of their leave including the accrual of vacation, sick leave, holidays, retirement, and health insurance benefits. Unless noted otherwise in these policies, an employee's benefits, including health insurance, are suspended during the period of unpaid leave, including leave accruals. In certain circumstances, self-payment of insurance premiums may apply (see Section 6.06 Continuation of Insurance Coverage section).

CHAPTER 8

PERFORMANCE REVIEWS AND TRAINING

8.01 PERFORMANCE REVIEWS

To ensure that all employees perform their jobs to the best of their ability, it is important that the employee and his/her supervisor communicate openly and frequently about the job and any concerns or problems the employee may be having. To accomplish this, the City has established a performance review process.

Working Test Period: During the working test period, the supervisor and the employee will meet to discuss the employee's progress. A typical process for reviews during the working test period is outlined in section 3.05.

If there are performance problems, the supervisor shall prepare a written evaluation, including a plan for improvement. All employees who have successfully completed their working test period will receive a written evaluation at the end of it, normally six months.

Scheduled Reviews: Employees receive performance reviews each year on their performance review date. Normally this occurs 12 months from the last review date; however the formal performance review date may be delayed or accelerated by the City Manager based on the employee's performance (see "Merit Increases" in Section 5.03). The annual written review is the minimum that is required. Supervisors and employees are expected throughout the year to discuss performance issues and progress on goals that are set annually.

The primary purpose of the performance review is to ensure that employees understand what is required of them for successful performance of their job duties and requirements. Additionally, evaluations may be used as a factor in pay increase decisions, performance improvement counseling efforts, career growth and determination of training needs.

8.02 TRAINING POLICY

The City seeks, within the limits of available resources, to develop staff by offering training opportunities that will increase employee job knowledge and skills. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, seminars sponsored by other agencies or organizations, and programmed learning courses. Training assigned by the City usually occurs during employee work time and is usually paid for by the City.

As part of the performance review process, the employee and his/her supervisor may set employee development goals that identify training priorities for the next review period. All training should be job related and within budget allocations.

8.03 TUITION REIMBURSEMENT PROGRAM

To promote the continued education and professional growth of City employees, a tuition reimbursement benefit program is available to regular employees with twelve (12) months of City service. Through reimbursement, an employee may have tuition costs for a job-related course reimbursed by the City, all or in part, following successful completion of the course.

- Reimbursement is for tuition or the cost of the course only; no reimbursement is made for books, lab fees or travel costs.
- Reimbursement is limited to a maximum amount per employee that is set each year by the City Manager.
- To qualify for reimbursement, the employee must submit a tuition reimbursement application and receive prior approval from the department head and City Manager. In addition, the employee must complete each course with a minimum grade of "pass" or "C".
- In the case where limited funds prevent the City from reimbursing all eligible employees, the following criteria will be considered in determining which applicants shall receive reimbursement:
 - (1) Length of service with the City;
 - (2) The City's need for the particular knowledge, skill or training; and
 - (3) How the course work relates to the employees' current job or a future promotional position.

The City's commitment shall be established in advance, in writing, using the following guidelines:

- Courses directly benefiting current duties and assignments but not considered training - 100%.
- Courses in a degree path directly benefiting future promotional opportunities with the City - 50%.
- Courses of a personal development nature or in a degree path indirectly benefiting the City or future promotional opportunities with the City - 0%. However, the City will attempt to make reasonable accommodations to the work schedule to allow the employee to participate in the educational opportunity.

The percentage paid shall be at the maximum for comparable courses at a state university within the State of Washington.

Employee acknowledges that education is on the employee's time and is not training as such. Employee agrees to reimburse the city for any preceding 12 months' tuition reimbursement payments in the event employee voluntarily leaves City service.

CHAPTER 9

EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.01 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

The position that all regular employees hold with the City is viewed by the City as that employee's primary job. Due to the high standards and emergency service expectations of the public for all City employees, all outside employment shall be approved in advance by the City Manager.

Outside Employment: Employees may engage in another job outside their City employment as long as it does not conflict with the best interests of the City or interfere with the employee's ability to perform his/her City job. Specifically, outside activities may not:

- (1) Interfere with City job responsibilities;
- (2) Be conducted during the employee's work hours;
- (3) Utilize City telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Be employment with a firm which has contracts with or does business with the City;
- (5) Involve service in a decision making or recommending capacity with a public, private, or non-profit agency that solicits funds from the City and where the employee has a role in the City to influence such actions; or
- (6) Be reasonably perceived by members of the public as a conflict of interest or otherwise discredit to public service.

Conflicts of Interest: No employee of the City of University Place shall use his/her position for personal gain and shall avoid conflicts of interest or the appearance of conflicts of interest.

9.02 POLITICAL ACTIVITIES

City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

Employees may not campaign on City time, in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities. Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties may not wear or display any button, badge, sticker or other advertisement relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause.

An employee shall not hold an appointed or elected public office of the City when the holding of such office is incompatible with or substantially interferes with the official duties of the employee's job.

Except as noted in this policy, or in the Federal Hatch Act, City employees are otherwise free to fully exercise their constitutional rights. (Reference: RCW 42.06.250.)

9.03 REPORTING IMPROPER GOVERNMENTAL ACTION (Whistleblower Protection Act)

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, it is the policy of the City:

- (1) To encourage reporting by its employees of improper governmental action taken by City officers or employees and;
- (2) To protect City employees who have reported improper governmental actions in accordance with the City's policies and procedures.

Key Definitions:

"Improper Governmental Action" is any action by a City officer or employee 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 officer's or employee's employment, and

- (a) in violation of any federal, state or local law or rule;
- (b) an abuse of authority;
- (c) of substantial and specific danger to the public health or safety; or
- (d) a gross waste of public funds.

"Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments,

reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands. In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

"Retaliatory Action" means any adverse change in the terms and conditions of a City employee's employment, or hostile actions by another employee towards a City employee that were encouraged by a supervisor or senior manager or official.

"Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Employees who become aware of improper governmental action should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves the employee's supervisor, the employee may raise the issue directly with the City Manager or such other person as may be designated by the City Manager to receive reports of improper governmental action. This should be done as soon as the employee becomes aware of the improper action.

In an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.

The supervisor, the City Manager or the City Manager's designee, as the case may be, shall take prompt action to assist the City in properly investigating the report of improper governmental action. Officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes in writing the disclosure of his/her identity. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that

- (1) An adequate investigation was not undertaken by the City to determine whether an improper governmental action occurred;

- (2) Insufficient action was taken by the City to address the improper action, or
- (3) For other reasons the improper action is likely to recur.

(See Appendix "D" for listing of County, State and Federal enforcement agencies.)

Employees who fail to make a good faith attempt to follow the City's procedures in reporting improper governmental action shall not receive the protection provided by the City in these procedures.

Protection Against Retaliatory Actions: Officials and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City Manager or the City Manager's designee. Officials and supervisors shall take appropriate action to investigate and assess complaints of retaliation.

If the employee's supervisor, the City Manager, or the City Manager's designee, as the case may be, does not satisfactorily resolve an employee's complaint that the employee has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice to the City Council that specifies the alleged retaliatory action and specifies the relief requested.

Employees shall provide a copy of their written charge to the City Manager no later than thirty (30) days after the occurrence of the alleged retaliatory action. The City shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the City or thirty (30) days after the delivery of the charge to the City, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the City Manager within the earlier of either fifteen (15) days of delivery of the City's response to the charge of retaliatory action or forty five (45) days of delivery of the charge of retaliation to the City for response.

Upon receipt of the request for hearing, the City shall apply within five (5) working days the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The City will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

Protection Against Intimidation or Coercion: Officials and employees are prohibited from using their official authority or influence, directly or indirectly, to threaten, intimidate, or coerce an employee for the purposes of interfering with that employee's right to disclose information concerning an improper governmental action in accordance with these policies and procedures.

Nothing in this section authorizes an employee to disclose information prohibited by law.

Responsibilities: The City Manager is responsible for implementing the City policies and procedures for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are:

- (1) Permanently posted where employees will have reasonable access to them;
- (2) Made available to any employee upon request, and;
- (3) Provided to all newly-hired employees.

Officers, managers and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action up to and including discharge.

9.04 NO SMOKING POLICY

The City prohibits smoking by employees in all City facilities, City-owned buildings and individual employee offices, city vehicles, and offices or other facilities rented or leased by the City.

9.05 USE OF CITY VEHICLES AND EQUIPMENT

Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited, except as stated in section 4.08. Use of City cellular phones for personal use other than in an emergency is prohibited. An exception may be made when an employee's normal work schedule is changed by the City and the employee needs to change personal plans.

Other City equipment, including vehicles, should be used by employees for City business only. Any misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action up to and including termination.

9.06 SAFETY/SEAT BELT POLICY

Pursuant to Washington law, anyone operating or riding in City vehicles or driving or riding in a private or commercial vehicle while on City business must wear a safety/seat belt at all times.

9.07 DRIVER'S LICENSE REQUIREMENTS

As a condition of employment for certain City positions, an employee may be required to hold a valid Washington State Driver's license, have a good driving record, and, if driving their personal vehicle on City business, provide proof of personal vehicle insurance.

If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. In addition, the City may require employees in certain positions to undergo a Department of Licensing driving record check once per year, typically on their annual performance review date.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action up to and including discharge.

9.08 SAFETY/SECURITY

The safety of each employee, co-workers and the public is the primary responsibility of each employee. Every employee is responsible for maintaining a safe work environment and following the City's safety policies. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The City will make every effort to remedy problems as quickly as possible.

Endangerment of other employees or the public may result in immediate non-disciplinary suspension or disciplinary action up to and including discharge.

Employees assigned or provided safety clothing or equipment are required to wear or utilize that clothing or equipment. Failure to do so may result in disciplinary action up to and including termination.

In case of an accident involving a personal injury, regardless of how minor or serious, employees shall immediately notify their supervisor, department head or Human Resources Manager.

The Safety Committee of the City will function in accordance with state and federal laws and will maintain direct communication with management in all areas of safety and in particular with employee and supervisory safety training programs and establishment and maintenance of an anonymous safety suggestion program.

The City retains the right to inspect employees' lockers, work areas, desks, persons, packages, computers and other work equipment and tools when it has concern regarding the safety and/or security of its employees and citizens and of the information for which it is responsible.

9.09 SUBSTANCE ABUSE

The City is committed to providing and maintaining a safe and productive work environment that is free from the effects of drugs, alcohol and other job impairing substances. It is primarily concerned with the well-being of employees and the public they serve. We encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. All City employees are subject to the policies stated in this section (9.09). However, employees of the City who are required to have and maintain a Commercial Driver's License in order to perform the duties of their job are also subject to the "Drug and Alcohol Testing Policy for Employees who Operate Commercial Vehicles" in Appendix E of this manual. If there are any conflicts or contradictions between Appendix E and this section, Appendix E will preempt the language in this section.

City Resources Available: Although the decision to seek diagnosis and accept treatment may be voluntary, the City is fully committed to helping employees overcome substance abuse through its available resources. In most cases, the expense of treatment may be fully or partially covered by the City's benefit program. The Human Resources Manager can provide more information on available benefits. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination. Employees who refuse to seek treatment when requested by proper City authority are subject to disciplinary action for their actions or inactions.

Use of Medication: An employee taking prescription or non-prescription medication that may affect the employee's ability to work or may affect the safety of the employee, co-workers or the public is required to notify his/her supervisor prior to commencement of work. The supervisor will make a determination whether it is in the best interests of the employee and the City that the employee work, not work or be reassigned during the period of medication.

When Job Performance is Affected: Although the City's emphasis is on rehabilitation, it must be understood that disciplinary action may be taken when an

employee continues to demonstrate problems in job performance or is involved with or under the influence of drugs or alcohol on the job. The City may discipline and/or immediately terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The City may also discipline and/or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the City's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others.

Drug-Free Workplace: To comply with the requirements of the federal Drug-Free Workplace Act, the City adopts the following policies:

- The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees is strictly prohibited.
- Employees must notify the City within five (5) days of any conviction for a drug violation in the workplace.
- Violation of this policy can result in disciplinary action up to and including discharge. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for termination.

Drug Testing: The City may require an employee to undergo testing for drugs when it has reasonable cause or suspicion to believe an employee may be in violation of its drug-free workplace policy.

9.10 COMPLAINT PROCEDURE/PROBLEM SOLVING PROCESS

The City recognizes that situations may arise in which an employee feels that he or she has not been treated fairly or in accordance with City policies and procedures. For this reason, a number of steps are outlined below to address problems and complaints.

A "complaint" is defined as an action by an employee alleging that he/she has not been treated fairly concerning the administration of these personnel policies or other administrative policies of the City.

This complaint procedure does not apply to claims of discrimination, sexual harassment, or reports of improper governmental action. Separate procedures apply to these types of complaints -- see Harassment/Discrimination Complaint Procedure, Section 2.06 and Reporting Improper Governmental Action, Section 9.03.

No punitive action shall be carried out against the employee for using this procedure.

Complaint Procedure:

- (1) Discuss your problem or complaint with your supervisor. He or she will give you a reply within five (5) working days, unless it is mutually agreed that additional time is needed.
- (2) If you feel the problem is not resolved to your satisfaction with your supervisor, or you disagree with how City policies have been applied, you should discuss the matter with your department head. The department head will respond to your complaint within five (5) working days after receiving the complaint unless it is mutually agreed that additional time is needed.
- (3) If you remain dissatisfied with the response from the department head, you can submit the problem, in writing, to the City Manager. The written complaint should include a description of the problem and the remedy you seek. It should be filed within twenty (20) working days of the occurrence leading to your complaint, or twenty (20) working days after you first became aware of the circumstances.

The City Manager may meet with the parties involved and will prepare a written response within ten (10) working days of the meeting unless it is mutually agreed that additional time is needed. The City Manager may bring in a third party from outside the City to help resolve the problem. The City Manager's response and decision shall be final and binding.

9.11 BULLETIN BOARDS

The City maintains bulletin boards for posting information as required by federal and/or state law as well as to provide information to its employees. Posting of materials on City bulletin boards is restricted to that materials deemed appropriate by the City. Employees desiring to post materials shall make such request to the Human Resources Manager for determination of appropriateness.

9.12 SOLICITATION

Solicitation by employees for the collecting of money, goods or gifts for other than City sponsored events is prohibited during work time. This includes but is not limited to solicitations for service, community, religious or charitable groups. Solicitation for political organizations is explained in section 9.02.

No City funds or resources can be utilized for outside solicitations.

9.13 ACCEPTANCE OF GIFTS

No City employee shall solicit or receive a gift, loan, favor, entertainment, or other thing of monetary value if it is or appears to be solicited, received, or given with the intent to give or obtain special consideration or influence to any job-related action by the employee. However, this policy shall not prohibit:

1. Attendance at a hosted meal provided in conjunction with a seminar, conference, or banquet which relates directly to City business, or which is attended as a staff representative.
2. An award publicly presented in recognition of public service.
3. An occasional non-money gift (such as fruits and candy given to the City) having a monetary value of \$50.00 or less when the gift is offered without obligation or the appearance of obligation. Such a gift may be accepted if made available to employees and the public alike.
4. Any gift which would have been offered or given to the employee regardless of City employment.

9.14 PROFESSIONAL AND CIVIC ASSOCIATIONS

It is the intent of the City Council that the City, as a municipal corporation, be actively represented in civic and service organizations whose activities may benefit or otherwise affect the citizens of University Place. The City Manager may authorize City employees and/or officers to be active participants in such organizations. Where specific University Place clubs may not exist, the City Manager may authorize membership in alternative neighboring, or overlapping organizations. When possible, the City itself shall be the designated member of the organization, extending the ability to designate various attendees as necessary.

Benefits to the City from such memberships shall include, but not be limited to:

- a. providing information to such organizations through membership in committees and attendance at meetings;
- b. identifying opportunities to advance city programs or goals through partnership with civic and service organizations;
- c. furthering other mutual benefits to the City and the organization which may arise from association, such as cooperation in organizing and supporting community events.

Officers or employees holding such memberships are prohibited from:

- a. exerting influence on other employees or officers to provide financial contributions or other support to the civic or service organization;
- b. using the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in

which the officers or employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.

Department Heads shall request permission from the City Manager membership in a civic or service organization, with explanation of the benefits to be derived from such membership. The City Manager may authorize membership and expenses, subject to the City's travel and meals reimbursement policies. Memberships shall be annually reviewed, subject to the City's budget process not to exceed \$500 per membership per year. The City will pay for membership and participation expenses in approved organizations but will not pay for charitable or personal contributions of time, money or goods.

9.15 UNIFORMS, SPECIAL EQUIPMENT AND CLOTHING

The City may require the wearing or use of uniforms, special clothing and/or special equipment. When such requirement exists, the City will pay for the purchase of such uniform, clothing or equipment. The employee is required to wear or utilize such clothing or equipment in accordance with City policy and practice. Failure to wear or utilize such uniforms, equipment or clothing may result in disciplinary action up to and including discharge.

CHAPTER 10

DISCIPLINE AND TERMINATION

10.01 GUIDELINES FOR APPROPRIATE CONDUCT

As public employees we are responsible to the public and held to a high standard of performance to maintain the public trust. In pursuing University Place's goal of excellence in City service, we expect excellence from each of our employees while striving to make this an enjoyable and rewarding place to work.

The following are examples of types of inappropriate work behavior that may result in discipline up to and including termination:

- (1) Being on the job in possession of, distribution, sale, transfer or use of alcohol, narcotics, other controlled substances or non-prescribed use of otherwise lawful prescription drugs;
- (2) Violation of a lawful duty, falsification of records or making a false claim on City funds;
- (3) Insubordination or other disrespectful conduct;
- (4) Sexual harassment or other unlawful harassment of another employee, member of the public, vendors or contractors;
- (5) Excessive or unexcused absence or tardiness for any reason;
- (7) Fighting or threatening violence in the workplace;
- (8) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the City;
- (9) Violation of duties or rules in these personnel policies, or any other City rule or administrative order;
- (10) Theft or inappropriate removal of property;
- (11) Boisterous or disruptive activity in the workplace;
- (12) Negligence or improper conduct leading to damage of property;
- (13) Violation of safety rules or endangerment of the safety of the individual, co-workers or the public;
- (14) Possession of dangerous or unauthorized materials in the workplace;
- (15) Unauthorized disclosure of confidential information.

This list contains examples only and is not exhaustive. The City may discipline or terminate employees for other reasons not stated above. Some offenses are such to require immediate termination to ensure the public trust and safety.

10.02 INVESTIGATORY OR NON-DISCIPLINARY SUSPENSION

A supervisor may place an employee on paid or unpaid suspension pending the outcome of an investigation undertaken by the supervisor or when the supervisor determines that public confidence, the efficient functioning of the City, or the safety of the employee, co-workers or the public may be endangered by the employee's continued presence at the work site. Based on the outcome of the investigation, further action may or may not be taken by the City.

10.03 DISCIPLINE PROCEDURE

The City's discipline procedure, as follows, is intended to give for-cause employees advance notice, whenever possible, of problems with their conduct or performance so they have an opportunity to improve. Based on the seriousness or other circumstances of the situation, however, discipline may begin at any level, may skip steps and/or any steps may be repeated as appropriate. The City may determine that immediate termination is the appropriate, first and only step to be taken. Granting an at-will employee use of the disciplinary procedure does not eliminate an employee's at-will employment status.

(1) Verbal Counseling. With the exception of offenses requiring more stringent action, the supervisor will discuss behavior and performance problems with the employee on an informal basis. This gives the employee the opportunity to make changes and avoid proceeding to the formal discipline steps below. Such discussions may be temporarily documented in the supervisor's file, but not in the employee's personnel file. Repeated counseling will result in a written warning.

(2) Written Warning. This is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written warnings are placed in the employee's personnel file. The written warning shall include the nature of the infraction, what the employee needs to do to correct the conduct or improve performance, and make clear what further disciplinary action would follow if the incident happens again or improvement does not occur within a specified time period.

(3) Suspension. A temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record.

(4) Discharge. An employee may be terminated from City employment for a serious offense or when the progressive steps above do not result in corrected behavior or improved work performance or when the offense is such that the City determines immediate termination to be appropriate.

Pre-Termination Suspension. Prior to a pre-discharge meeting, the City may place an employee on unpaid pre-termination suspension. As determined by the outcome of the pre-discharge meeting, the unpaid pre-termination suspension may be upheld, reversed or amended.

Pre-Discharge Meeting. In the event a department head or the City Manager decides to discharge an employee, the employee shall be provided written notice of the pre-discharge meeting that includes an explanation of the reasons and the time of the meeting. The meeting will be presided over by the City Manager or a designated representative. The employee may bring one person to the meeting as an observer who may not interfere with the orderly process of the meeting.

At the meeting, the employee shall be given an opportunity to respond, either orally or in writing, and to explain why the City should not go ahead with the discharge. Within three (3) working days of the meeting, the City Manager will issue a written decision determining whether the discharge will proceed, or some alternative disciplinary action. A longer review period may be required in more complex situations.

Working Test Period Employees: For-cause employees in their working test period may be terminated with or without cause at any time without following the discipline steps above. Likewise, the employee may resign in good standing during the working test period without discredit to their work record. At-will employees continue to serve in an at-will capacity even after completion of the working test period.

10.04 TERMINATION

Termination from employment with the City may be for a number of reasons including:

Resignation: Employment termination initiated by the employee who chooses to leave the City voluntarily.

Layoff: Involuntary employment termination initiated by the City for non-disciplinary reasons due to lack of work, limited funds, organization change or needs of the City and not related to the employee's performance.

Medical: Employment termination initiated by either the employee or the City when an employee is unable for health reasons to continue to work.

Retirement: Voluntary retirement from active employment status initiated by the employee.

Discharge: Employment termination initiated by the City. It may be for cause or without cause depending on the employment status of the employee.

Prior to termination of employment, the employee will participate in an exit interview normally conducted by the Human Resources Manager during which the employee's benefits, rights and responsibilities following termination are explained. At the exit interview employees are expected to return all City property.

10.05 RESIGNATION

City management *expects* employees to provide two (2) weeks' notice of resignation and executive employees four (4) weeks' notice of resignation. Failure to provide appropriate notice may result in ineligibility for re-hire and a resignation not in good standing.

10.06 LAYOFF

The City Manager may layoff employees for lack of work, reorganization, budgetary restrictions or other changes that have taken place in accordance with the needs of the City.

Temporary employees, first, and then employees who have not completed their working test period will be laid off before regular employees are affected.

In determining regular employees to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

The City reserves the right to retain any employee needed for essential City services and emergency responsibilities if they cannot be accomplished under the foregoing guidelines.

Employees who are laid off will be placed on a re-employment list for up to six (6) months. Persons on this list will be given preference over outside candidates if they are qualified for any City position.

10.07 MEDICAL

If the employee has a physical or mental impairment that prevents him/her from performing the required duties of the employee's position and the employee cannot be reasonably accommodated, the employee or the City may institute termination for medical reasons. The City may require an examination at its expense performed by a physician of its choice prior to a medical termination. Failure to submit to such a request may result in discharge.

10.08 DISCHARGE

An employee may be discharged from City employment for any of the reasons listed below:

- (1) During or at the end of the employee's working test period with or without cause;
- (2) At-will employees may be discharged without cause or reason provided;
- (3) For cause employees may be discharged;
 - As a result of disciplinary action;
 - For unsatisfactory job performance;
 - Inappropriate conduct as outlined in Section 10.01;
 - Due to loss of skills, certifications or other conditions which would make the employee unable to satisfactorily perform the job or unfit for service.

10.09 BENEFITS AT TERMINATION

Employee and dependent benefits normally cease the day following the date of termination. However, based on contracts with benefit providers, some benefits may continue until the end of the month during which the employee terminates. Employees may be able to convert some group benefits to individual policies following termination. The Human Resources Manager will explain benefits at termination during the exit interview.

10.10 RETURN OF CITY PROPERTY

Prior to release of a terminated employee's final check, the employee will be required to return to the City all property in his/her possession or assigned to him/her including but not limited to:

- ◆ Credit cards
- ◆ Telephone calling cards
- ◆ Equipment and tools

- ◆ Identification badges and security passes
- ◆ Business cards
- ◆ Keys
- ◆ Manuals and written or electronic materials/computer access codes
- ◆ Protective equipment and uniforms
- ◆ Vehicles

The value of property not returned or lost will be deducted from the employee's final pay check and/or appropriate legal action will be taken to reclaim the property.

APPENDIX A
Organizational Chart

UNOFFICIAL DOCUMENT

Citizens of University Place



Advisory Committees, Boards and Volunteers

- Planning Commission
- Parks & Recreation Commission
- Community Oriented Public Safety Committee
- Neighborhood Advisory Committees
- Other Boards, Committees, and Volunteers

<i>City Attorney's Office</i>	(2.75)
●City A	

- City Attorney
- Asst. City Atty. (.75)
- Paralegal
- Contract Legal (\$)

<i>City Manager's Office</i>	(3.50)
●City	

- (3.50)
-
- City Manager
 - Executive Secretary
 - Asst. to the City Manager
 - Intern (.5)

City Clerk's Office	(2.50)
City Clerk's Office	•City Clerk's Office

- City Clerk
- Deputy City Clerk
- Office Specialist III (.50)

$$(14.75)$$

Community Services

- Community Services Director/ACM
- Department Administrative Secretary
- Office Assistant II
- Office Assistant I (.5)

(16.25)

*Planning/
Community Development*

- Planning/Community Development Director
- Department Administrative Secretary

(16.00)

Public Works/Engineering

- Public Works Director/City Engr.
- Department Administrative Secretary

(SX.25)

(5)

(\$)

(4)

(2)

(\$)

\$1

(4.25)

(4)

(3)

(4)

(8.0)

(2)

Hall (\$)
Imill
lge (\$)
t. Wkr.

- Finance Mgr
- Accountant
- Finance Specialists (3)

(Finance Mgr)
(\$)

- CIS Manager • HR Manager
- CIS Engineer (2) • Office Spec. III
- Office Specialist III
- Consultants & Part-Time(\$)

(HR/PS)
(\$)

- (HR/PS)
(S)

- Parks & Rec Mgr.
- Recreation Supv.
- Recreation Coor.
- Office Asst. I
- Maint. Wkr. I (.25)
- Part-time (\$)

- Planning Mgr.
- Senior Planner
- Assoc. Planner
- Asst. Planner
- Bldg. Official.
- Bldg. Inspector
- Code Enforce.
- Fire Marshal (\$)

- Permits Mgr.
- Off. Spec. III
- Office Asst. I

- City Engineer
 - Project Engr.
 - Eng. Inspect (
 - Engr. Tech.
 - Office Spec. I
- (.5)

- Superintendent.
- Maint. Wkr. III (2)
- Maint. Wkr. II (2)
- Maint. Wkr. I (2.5)
- Office Asst. I (.5)
- Part-time (\$)
- Proj. Eng
- Eng. Insp. (.5)
- Off. Spec. III
- Consult. Eng.
- (\$)

APPENDIX B**At-Will/For-Cause, FLSA Exempt/Covered Matrix**

UNOFFICIAL DOCUMENT

At-Will/For Cause, FLSA Exempt/Covered Matrix

City of University Place, WA			
		At Will	For Cause (6 Month Trial Service Period)
FLSA Exempt	Executive/Managerial	- City Manager - City Attorney - Ass't City Mgr/CS Director - P&CD Director - PW Director	
	Administrative/Professional	- Ass't To the City Manager - Executive Secretary - Dpty. City Attorney - Paralegal - City Clerk - Information Services Mgr. - HR/Public Safety Mgr. - Finance Manager - Parks & Recreation Manager - Planning Manager - Building Official - Permits Manager - Project Engineer - Public Works Superintendent - City Engineer - Info. Systems Engineer - Accountant - Recreation Supervisor - Senior Planner	
FLSA Covered	Technical/Para-Professional	Intern	- Administrative Secretary - Deputy City Clerk - Office Assistant - Office Specialist - Finance Specialist - Recreation Coordinator - Associate/Ass't Planner - Planning/Engineering Tech. - Maintenance Worker I, II, III - Maintenance Laborer - Building Inspector - Codes Enforcement Officer
	Casual/Seasonal	- Office Aide - General Worker - Recreation Assistant	
N/A	Contract Professional	- Attorney - Prosecutor - Defender - Engineer - Planner - Consultants	

APPENDIX C

Summary of Employee Insurance Benefits

The following is a listing of insurance plans available to City of University Place employees:

Medical Plan: Association of Washington Cities Employee Benefits Trust, Plan A (underwritten by Washington Physicians Service) or an HMO.

Dental Plan: Association of Washington Cities Employee Benefits Trust, Plan F (underwritten by Washington Dental Service).

Vision Plan: Association of Washington Cities Employee Benefits Trust, Full Family - \$25 Deductible, Second Pair Option (underwritten by Vision Service Plan).

Long Term Disability Insurance: 60% of Salary; 90-day Elimination Period; Maximum Monthly Benefit of \$5,000; Minimum Monthly Benefit of \$100 (through R.L. Evans Company, provided by Unum Insurance).

Life and Accidental Death and Dismemberment Insurance: \$25,000 per employee (through R.L. Evans Company, provided by Unum Insurance).

Survivor Life Insurance: Spouse or Children - 30% to a \$900 monthly maximum benefit; Spouse and Children - 60% to a \$1,800 monthly maximum benefit (through R.L. Evans Company, provided by Unum Insurance).

Other Insurance: The City also may offer voluntary group life, short-term disability or other optional insurance programs paid for by the employee via payroll deductions.

ADDITIONAL BENEFIT INFORMATION

The City of University Place does not contribute to Social Security. PERS is the Social Security replacement for regular employees, and a 7.5% Deferred Compensation contribution is made for temporary employees. In addition, for regular employees, the employee is required to contribute 3.0% or more of their monthly earnings into a 401(a) Defined Contribution Plan matched by a City contribution of 5.25% of the employee's monthly earnings into the 401(a) plan. Vesting for the City share of the 401(a) contribution is 33.3% after one year, 66.7% after two years, and 100% after three years of being employed with the City.

The City of University Place employees belong to PERS. The employer and employee contributions to PERS are established by the State Department of Retirement Systems..

APPENDIX D

County, State and Federal Enforcement Agencies

PIERCE COUNTY

Pierce County Council

(General Complaints)
930 Tacoma Ave. S. #1046
Tacoma, WA 98402
(253) 591-7777

Pierce County Environmental Health

14350 SE Eastgate Way
Bellevue, WA 98007
(425) 296-4932

Pierce County Department of Planning and Land Services

2401 S. 35th
Tacoma, WA 98409
(253) 591-7272

Pierce County Prosecuting Attorney

946 Tacoma Ave. S.
Tacoma, WA 98409
Civil Division: (253) 596-6732
Criminal Division: (253) 591-7400
Fraud Division: (253) 591-7400

Puget Sound Air Pollution Control Agency

110 Union Street, Suite 500
Seattle, WA 98101
(206) 343-8800

STATE OF WASHINGTON

Attorney General's Office

Consumer Protection Division
2000 Bank of California Center
900 Fourth Avenue, Suite 2000
Seattle, WA 98164-1012
(206) 464-6684

Auditor's Office

Legislative Building

P.O. Box 40021
Olympia, WA 98504-0021
(360) 753-5280

Department of Ecology

3190 160th S.E.
Bellevue, WA 98008-5452
(425) 649-7000

Human Rights Commission

1511 Third Avenue
Seattle, WA 98101
1-800-233-3247 or
(206) 464-6500

Department of Health

Health Consumer Assistance
P.O. Box 47890
Olympia, WA 98504-7890
800-525-0127

Department of Labor & Industries

1305 Tacoma Ave. S., Suite 305
Tacoma, WA 98402-1988
(253) 596-3800

Liquor Control Board

Enforcement Office
515 South M Street
Tacoma, WA 98405
(253) 597-3653

Department of Natural Resources

P. O. Box 68
Enumclaw, WA 98022-0068
(360) 825-1631

Puget Sound Water Quality Authority

P. O. Box 40900
Olympia, WA 98504-0900

(360) 493-9300

Department of Social and Health Services

Special Investigation Office
5200 Southcenter Blvd., Suite 23
Tukwila, WA 98188
(206) 764-4048

UNITED STATES

Department of Agriculture

Office of Inspector General
915 Second Avenue
Seattle, WA

Supervisor Auditor
(206) 220-7490

Supervisor Special Agent
Investigation
(206) 220-7991

Alcohol Tobacco & Firearms

Criminal Enforcement
915 Second Avenue
Seattle, WA
(206) 220-6440

U. S. Attorney

800 Fifth Avenue
Seattle, WA
(206) 553-7970

Department of Commerce

Office of Inspector General
Office of Audits
915 Second Avenue
Seattle, WA
(206) 220-7970

Government Accounting Office
Fraud Hot Line 800-424-5454

**Consumer Product Safety
Commission**

Hot line

800-638-2772

U.S. Customs Service

Office of Enforcement
909 First Avenue
Seattle, WA
(206) 553-7531

U.S. Department of Education

Office of Inspector General
915 Second Avenue
Seattle, WA

Audits/Investigations
(206) 220-7860 (206) 220-7876

Environmental Protection Agency

Criminal Investigations
1200 Sixth Avenue
Seattle, WA
(206) 553-8306

**Equal Employment Opportunity
Commission**

2815 Second, Suite 500
Seattle, WA
(206) 220-6883

**Federal Emergency Management
Agency**

130 228th Street S.W.
Bothell, WA
(425) 487-4600

Federal Trade Commission

915 Second Avenue
Seattle, WA
(206) 220-6363

General Services Administration

915 Second Avenue
Seattle, WA

Office of Inspector General

Audits Investigations
(206) 931-7650 (206) 931-7654

**Department of Health & Human
Services**

Food & Drug Administration
22201 23rd Drive S.E.
Bothell, WA

Consumer/Trade Complaints
(425) 483-4949

Office of the Regional Secretary
General Counsel's Office, Inspector General

Audits/Investigations
(206) 615-2252 (206) 615-2259

**Department of Housing and Urban
Development**

Office of Counsel
909 First Avenue, Suite 190
Seattle, WA
(206) 220-5192

Office of Inspector General

Audits/Investigations and Fraud
(206) 220-5360 (206) 220-5380

Interstate Commerce Commission

915 Second Avenue, Room 1894
Seattle, WA 98174
(206) 220-6424

Department of Interior

U.S. Fish & Wildlife Services
Division of Law Enforcement
121 107th N.E.
Bellevue, WA
(425) 553-5543

Department of Justice

Drug Enforcement Administration
220 West Mercer, Suite 104
Seattle, WA
(206) 553-5443

Department of Labor

Occupational Safety & Health (OSHA)
1111 Third Avenue, Suite 715
Seattle, WA 98101-3212
(206) 553-5930

Office of Inspector General

Audits

1111 Third Avenue, Suite 600
Seattle, WA 98101-3212
(206) 553-4880

Investigations

1111 Third Avenue, Suite 785
Seattle, WA 98101-3212
(206) 553-4504

Office of Womens Bureau

1111 Third Avenue, Suite 885
Seattle, WA 98101-3212
(206) 553-1534

Mine Safety & Health Administration

117 107th N.E.
Bellevue, WA
(425) 553-7037

National Transportation Safety Board

19518 Pacific Highway South
Seattle, WA
(206) 764-3782

Nuclear Regulatory Commission

(800) 882-4672

**Securities and Exchange
Commission**

915 Second Avenue
Seattle, WA 98174
(206) 220-7500

Fraud/Waste/Abuse Hot Line
800-488-8244

APPENDIX E

City of University Place, WA

Drug and Alcohol Testing Policy for Employees who Operate Commercial Vehicles

UNOFFICIAL DOCUMENT

I. PURPOSE

The purpose of this policy is to establish compliance with the Federal Highway Administration regulations requiring drug and alcohol testing for Commercial Driver's License holders. Regulations issued by the United States Department of Transportation mandate urine drug and evidential breath alcohol testing for employees in safety-sensitive positions, including those who are required to hold a Commercial Driver's License. This policy sets forth the City of University Place alcohol and drug testing program and the testing and reporting requirements as required by those regulations.

II. APPLICATION

This policy applies to all employees of the City who are required to have and maintain a Commercial Driver's License in order to perform the duties of the job. Contractors performing functions for the City involving the use of a vehicle requiring a Commercial Driver's License, will be subject to specific alcohol and drug testing as required by federal regulations.

III. POLICY

The City has a significant interest in the health and safety of its employees and the citizens of the City of University Place. In furtherance of that interest, it is the policy of the City to take those steps necessary to ensure that its employees perform their duties and responsibilities free of the influence of drugs and alcohol. Employees are encouraged to seek confidential counseling on problems associated with alcohol and drug abuse. There will be mandatory drug and alcohol testing for employees and job applicants under the circumstances outlined in this policy.

IV. DEFINITIONS

ACCIDENT - Accident means an occurrence involving a commercial vehicle on a public road which results in (1) a fatality; (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

DRIVER - This term includes all employees whose positions may involve driving a commercial vehicle and that require the possession of a Commercial Driver's License.

COMMERCIAL VEHICLE - A commercial vehicle is one that either: 1) has a gross vehicle weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); 2) is designed to transport 16 or

more persons, including the driver; or 3) is used to transport hazardous materials.

DRUGS - For the purposes of this policy, in accordance with the applicable federal regulations, "drugs" refers to the following five substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines.

MEDICAL REVIEW OFFICER (MRO) - The Medical Review Officer is the licensed physician responsible for receiving and interpreting laboratory results from the urine drug tests.

SAFETY SENSITIVE POSITION - For purposes of this policy, these are positions associated with the driving of commercial vehicles.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - A Substance Abuse Professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP is responsible for evaluating employees with positive test results.

V. PROHIBITED CONDUCT

The following conduct regarding alcohol and drug use or abuse is prohibited:

A. ALCOHOL CONCENTRATION

An employee may not report for or remain on duty requiring the performance of duties covered under this policy while having an alcohol concentration of 0.04 or greater.

B. ALCOHOL POSSESSION AND ON DUTY USE OF ALCOHOL

An employee may not possess or use alcohol while on duty or while operating a commercial vehicle.

C. PRE-DUTY USE OF ALCOHOL

An employee may not operate a commercial vehicle within four hours after using alcohol. An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

D. ALCOHOL USE FOLLOWING AN ACCIDENT

An employee required to take a post-accident alcohol test may not use alcohol for eight hours following the accident, or until a post-accident alcohol test is given, whichever comes first.

E. USE OF DRUGS

An employee may not report for duty or remain on duty which requires driving a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively should provide written notice from their physician or pharmacist with respect to the effects of such substances.

F. REFUSAL TO SUBMIT TO A REQUIRED TEST

An employee may not refuse to submit to a post-accident, random, or reasonable suspicion alcohol or drug test as directed by this policy.

G. POSITIVE DRUG TEST

An employee may not report for duty or remain on duty requiring the performance of duties covered under this policy if the employee tests positive for drugs or alcohol.

H. TAMPERING WITH A REQUIRED TEST

An employee may not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.

I. POSSESSION, TRANSFER OR SALE

No employee may possess, transfer or sell drugs or alcohol while in any position covered by this policy.

VI. TESTING

A. Pre-employment Drug Testing

All individuals who are covered by this policy must pass a drug test as a post-offer condition of employment.

B. Reasonable Suspicion Testing

Employees subject to this policy shall submit to a drug and/or alcohol test when the City reasonably suspects that this policy (except the prohibitions against possession, transfer or sale of alcohol) may have been or is presently being violated. A referral for testing will be based on contemporaneous, articulable observations. Such referrals will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

Alcohol testing for reasonable suspicion may only be conducted just before, during or after an employee operates a commercial vehicle. If removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will

not be allowed to perform or continue to perform covered functions until:

- 1) an alcohol test is administered and the driver's breath alcohol concentration measures less than 0.02; or
- 2) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has violated this policy concerning the use of alcohol.

C. Post-Accident Testing

Following an accident (as defined above) involving a commercial vehicle, the driver is required to submit to alcohol and drug tests when the driver receives a citation under state or local law for a moving traffic violation, or where a fatality occurs as a result of the accident. Testing should occur as soon as possible, but may not exceed eight hours after the accident for alcohol testing and 32 hours after the accident for drug testing.

A driver who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with testing or the results of testing. Drivers who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and will be subject to sanctions for refusal to test as provided in this policy.

D. Random Testing

Employees covered by this policy will be subject to random, unannounced alcohol and drug testing.

E. Re-tests

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by the Medical Review Officer.

VII. REFUSAL TO TAKE AN ALCOHOL OR DRUG TEST

No employee shall refuse to submit to an alcohol or drug test as directed under this policy. A refusal to submit shall include, but is not limited to:

- a. a failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the procedures manual;

- b. failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the procedures manual;
- c. engaging in conduct that obstructs the testing process.

Refusal to submit to a test shall be considered the same as a positive test result.

VIII. SECURING INFORMATION FROM PREVIOUS EMPLOYERS

If a person is to be hired into a position subject to this policy and during the previous two years has worked as a driver of a commercial vehicle, that person must authorize a request of all employers of the driver within the past two years to release information on the following:

- a. Positive alcohol or drug tests
- b. Refusal to be tested

This information must be obtained before the person is employed by the City. However, if the information has not arrived by the anticipated start date, and if the person has passed the pre-employment drug test, the person may be hired and the requested information must be obtained from the previous employers within 14 calendar days of the date of hire. If the information has not been received within the 14 calendar days, the person will not be permitted to drive commercial vehicles until the information has arrived. If the information obtained from previous employer indicates either a positive test or that a refusal to be tested occurred within the past two years, that person will not be permitted to drive commercial vehicles unless subsequent information indicates that an evaluation by a Substance Abuse Professional was made and return to duty testing was administered.

IX. CONFIDENTIALITY AND RECORD RETENTION

All records related to drug and alcohol testing will be maintained in a secure location with controlled access. These records will be kept separate from records pertaining to all other employees.

X. CONSEQUENCES OF ENGAGING IN PROHIBITED CONDUCT OR POSITIVE DRUG OR ALCOHOL TESTS

A. Discipline

The City maintains a zero tolerance, immediate termination policy towards positive drug and alcohol test results for employees covered by this policy.

An employee will be subject to the zero tolerance termination action if:

- a. the employee tests positive for a drug or drugs;
- b. results from an alcohol test indicate a blood alcohol level of 0.04 or greater; and/or,
- c. the employee has engaged in prohibited conduct as outlined in Section V.

All employees regardless of disciplinary action taken will be advised of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse.

B. Alcohol Concentration of 0.02 but less than 0.04

Employees having a breath alcohol concentration of at least 0.02 but less than 0.04, shall be removed from duty requiring the driving of a commercial vehicle for at least 24 hours. In addition, appropriate discipline measures will take place.

XI. EMPLOYEE ASSISTANCE PROGRAM/VOLUNTARY REFERRAL

The City supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily. Any employee who comes forth and notifies the City of alcohol or drug abuse problems will be given the assistance extended to employees with any other illness. Any such program, however, may not interfere with the tests required by these rules. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or a refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the city.

Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses. Insurance coverage for treatment will be provided to the extent of individual coverage. Confidentiality of information will be maintained as much as possible at all times.