

RESOLUTION NO. 196

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING RESOLUTION NO. 161
ESTABLISHING PERSONNEL POLICIES & PROCEDURES,
AMENDING VARIOUS SECTIONS OF THE PERSONNEL
POLICIES & PROCEDURES**

WHEREAS, the City of University Place adopted Resolution No. 161 on December 15, 1997 repealing Resolution No. 33 and 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 amend these 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 Amended. The Personnel Policies and Procedures are amended as shown in Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 2, 1998.


Debbie Klosowski, Mayor

Attest:


Susan Matthew, City Clerk

Attachment A

To Resolution No. 196

- (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.