

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Revised City Personnel Policies
<b>DEPARTMENT:</b>	Human Resources; City Attorney
<b>PRESENTED BY:</b>	Ian Sievers, City Attorney Marci Wright, Human Resources Director Richard Moore, Human Resources Analyst

**ISSUE STATEMENT**

In our ongoing effort to ensure that the City's personnel policies are a viable and effective document, we periodically update the policies to keep them in line with our growing City and with changes in State and Federal law.

**BACKGROUND**

The City last revised the personnel policy by council adoption of Resolution 253 in January of 2007. Recent changes in the law require revising the policies to keep the City in compliance. These changes are based on the passing of several laws earlier this year: the National Defense Authorizations Act; changes to Washington's Family Medical Leave Act; and the Leave for Victims of Domestic Violence. The resulting areas of revisions are: 1) Caregiver Leave for an Injured Service member, 2) Public Employees Increase in Paid Time Off for Military Leave, 3) Leave for Spouses of Military Personnel and 4) Leave for Victims of Domestic Abuse.

We are satisfied that the revised draft meets all legal requirements and are requesting Council's adoption of the revised policies.

**ANALYSIS**

- **Caregiver Leave for an Injured Service member:** This new benefit permits a "spouse, son, daughter, parent or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise undergoing medical treatment, recuperation, or therapy, or is otherwise on the temporary disability retired list, for a serious injury or illness."
- **Public Employees Get Increase in Paid Time Off for Military Leave:** Previously qualified public sector employees were entitled to 15 paid days of military leave during each year. The new state Military Leave Act increases this paid leave entitlement to 21 days per year. All other aspects of this paid leave entitlement stay the same.

- **Leave for Spouses of Military Personnel:** In enacting this new law, the Legislature explained that its purpose is to support families of military personnel serving in military conflicts by permitting them time to spend together before a family member is deployed or while the family member is on leave from a deployment. Specifically, the law provides that during a period of military conflict, an employee who is the spouse of a member of the Armed Forces, National Guard, or Reserves who has been called to active duty or who has been deployed is entitled to 15 days of unpaid leave per deployment.
- **Leave for Victims of Domestic Violence:** This new leave provides reasonable leave from work to employees who are victims of domestic violence, sexual assault, or stalking, or whose family members are victims. "Reasonable" is not defined in the bill. The leave can be unpaid or paid, and the employee may choose to use other available paid time off in accordance with the City's leave policies.

### **FINANCIAL IMPACT**

These adjustments or additions to the leave categories would have very limited financial impact. The time taken by employees would be covered by their banked leave when available, with the exception of the increase from two to three weeks of paid leave for reservists. State law explicitly provides for this paid leave in addition to normal vacation and other leave. Otherwise the leave would be unpaid as provided by law. In some cases this might result in a temporary employee being used to fill the vacancy while the employee uses this leave causing some financial minimal financial impact.

We have attached Resolution No.281, adopting the revised policies. (Attachment A). A copy of the revisions in "bill format" highlighting new or deleted text is Exhibit A to Resolution No. 281.

### **RECOMMENDATION**

Staff recommends that Council approve Resolution No. 281 adopting revisions to City of Shoreline Personnel Policies.

Approved By: City Manager  City Attorney \_\_\_\_

RESOLUTION NO. 281

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING REVISIONS TO PERSONNEL POLICIES REGARDING AVAILABLE LEAVE TO INCLUDE 1) CAREGIVER LEAVE FOR AN INJURED SERVICE MEMBER, 2) PUBLIC EMPLOYEES INCREASE IN PAID TIME OFF FOR MILITARY LEAVE, 3) LEAVE FOR SPOUSES OF MILITARY PERSONNEL AND 4) LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE**

WHEREAS, the City of Shoreline has adopted personnel policies codified in the *City of Shoreline Employee Handbook* last revised January, 2007 by Resolution No. 253; and

WHEREAS, the City Council wishes to revise its personnel policies to include 1) Caregiver Leave for an Injured Service Member, 2) Public Employees Increase in Paid Time Off for Military Leave, 3) Leave for Spouses of Military Personnel and 4) Leave for Victims of Domestic Abuse; now therefore

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON:**

**Section 1. Amendment.** Sections 6.06, and 6.11 of the *City of Shoreline Employee Handbook* are amended, and new sections 6.14 and 6.15 are added as set forth in Exhibit A attached hereto.

**ADOPTED BY THE CITY COUNCIL ON November 17, 2008.**

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Mayor Cindy Ryu

**ATTEST:**

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Scott Passey  
City Clerk

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