
Council Meeting Date: January 30, 2017

Agenda Item: 8(d)

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Proposed Resolution No. 402 Revising the Employee Handbook
DEPARTMENT:	Human Resources
PRESENTED BY:	Paula Itaoka, Human Resources Director
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The Employee Handbook ("Handbook") contains the City's personnel policies and practices. It was first adopted in 1996 by Council Resolution No. 104 and periodically updated as laws or policies changed. In 2016, staff conducted a comprehensive review of the Handbook to update all sections as needed. This is a recommendation to adopt modifications which include:

- Housekeeping changes to improve readability and comprehension (e.g.: clerical, formatting, organization, indexing, movement of text, added clarity, and updated data.)
- Moderate and substantial changes to incorporate practices, remove some text, and enable the City Manager to approve Handbook changes as needed.

RECOMMENDATION

No action is required as this item is for discussion purposes only. However, when this item is brought back for Council action, scheduled for February 27, 2017, staff recommends that Council adopt Resolution No. 402 to update the Employee Handbook.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The Employee Handbook ("Handbook") contains the City's personnel policies and practices. It was first adopted in 1996 by Council Resolution No. 104 and periodically updated as laws or policies changed. In 2016, staff conducted a comprehensive review of the Handbook to update all sections as needed. This is a recommendation to adopt edits which include:

- Housekeeping changes to improve readability and comprehension (e.g.: clerical, formatting, organization, indexing, movement of text, added clarity, and updated data.)
- Moderate and substantial changes to incorporate practices, remove some text, and enable the City Manager to approve Handbook changes as needed.

Moderate and substantial changes include Authority, Limited Term Employees, Telecommuting, Telephone, Email, Voice Mail and Other Communication Systems on City Equipment and Personal Equipment, Recruitment and Selection, Classification and Classification Review, Reasonable Accommodation, Vacation Carryover and Vaping. Details follow with changes shown in red strikethrough and underline.

Authority, page 9 of Attachment A

Reason for the change: The Handbook provides the City Manager with authority to take personnel actions but lacks clarity regarding authority to change the Handbook. Staff proposes adding text as follows.

D. Authority

The City Council hereby delegates to the City Manager the authority to make all necessary and appropriate personnel rules, practices and procedures and to thereby modify the Employee Handbook; provided however, the cost must fit within the adopted budget and have a de minimis impact on future costs, and the City Council is informed thirty days in advance of any change.

Authority to take personnel actions is vested in the City Manager. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions is frequently delegated to Department Directors and immediate supervisors; however, coordination of all such actions through Human Resources is required.

Limited Term Definition, page 12 of Attachment A

Reason for the change: The City employs limited term personnel. Staff proposes a definition that follows.

3. Limited Term

A position that has a specific end date, works 20 or more hours a week and is not Extra Help. The maximum term is limited to three years.

Telecommuting and Telephone, Email, Voice Mail and Other Communication Systems on City Equipment and Personal Equipment, pages 10,15, 37- 42, 67- 69 of Attachment A

Reason for the change: These sections have outdated, inaccurate or non-applicable text regarding contemporary City technology, procedure and personnel policy. Staff proposes to delete these sections and create contemporary administrative procedures to address these topics (in cooperation with the Information Technology division, the City Clerk's office and the Human Resources department.) Please refer to Attachment A to view the proposed deletions on pages 10, 15, 37-42, and 67-69.

Recruitment and Selection, page 17 of Attachment A

Reason for the change: The Handbook addresses recruitment and selection; however, lacks some clarity regarding the candidacy of internal applicants. Specifically, that a qualified internal applicant will receive an interview. Staff proposes the following modification:

A. Recruitment and Selection

1. External and Internal Recruitment

Job Posting and Application: Open positions will be posted on the City's web page with links to the application process. The opening will be posted for a minimum of five working days. To ensure internal employees are aware of an open position, Human Resources will announce openings through email.

Selecting Candidates for an Interview: The hiring manager will review the applications and identify candidates that will proceed to an interview. Additionally, all regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

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

2. Internal Recruitment Only

The Department Director, after consultation with the Director of Human Resources, will determine if an opening will be available internally only.

Job Posting and Application: Human Resources will announce openings through email, directing interested employees to apply through the City's web page with links to the application process. The opening will be posted for a minimum of five working days, any employee may apply.

Selecting Candidates for an Interview: The hiring manager will review the applications and identify candidates that will proceed to an interview. All regular employees who applied will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

Selecting the Best Candidate: The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references. If there is not an internal candidate who has a strong match between their knowledge, skills and abilities and the work responsibilities of the position; the position may be re-posted and made available to external applicants.

4.01 Selection

The City's policy is to hire the best candidate for any job vacancy. The best candidate is determined by the strongest match between the knowledge, skills and abilities of the individual and the work responsibilities of a position.

In order to provide consideration for a current City employee who applies for an open position to promote or transfer, an interview will be granted provided he or she is a good match of knowledge, skills and abilities for the open position

4.02 Job Posting

The City encourages promotion from within the organization. All openings will be posted internally via e-mail so employees may become aware of openings and apply for positions for which they are interested and qualified.

The Department Director, after consultation with the Director of Human Resources, will determine if a position will be posted internally for regular employees only, or posted both internally and externally. If posted internally only, it will be open for 5 working days; if no qualified internal candidates apply; it will then go into the regular external recruitment process.

Classification and Compensation, page 33 of Attachment A

Reason for the change: The Handbook refers to job classification review but lacks clarity on the process. Staff proposes added text as follows.

1. Job Classifications.

~~The Job Description and Salary Range assigned to the responsibilities of a position is the 'job classification.'~~ ~~A A-classification-description~~ ~~job description includes a job title and statements that define the position, including -consisting of an appropriate title, description of essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. duties, statement of minimum education, experience and training is prepared and maintained for all regular positions within the City. Salary range assignments are recommended by the —Each classification is assigned a salary grade and corresponding salary range by the Human Resources Director to the and the City Manager, with input from the appropriate Department Director. Periodically, the City may revise its job classifications as needed or classification descriptions and re-evaluate individual jobs as part of a compensation study.~~

2. Classification Review

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

Requesting a Classification Review

~~A Department Director, with the approval of the City Manager, may request a classification review when planning to change the assigned duties of a position within the next calendar month.~~

~~—An employee who does not believe that his or her their classification accurately reflects the current duties of the position may request in writing a classification review if it has been more than one year since the last classification review and the majority of duties have changed. —of his/her classification~~

Performing the Classification Review

The Human Resources department performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaire.

~~r by the Department Director.~~ After review by the Department Director and the Human Resources Director, any changes shall be recommended to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees. Any changes resulting from an employee request for a classification review ~~in classification that would increase an employee's pay rate~~ will be retroactive to the date of submittal of the request for review. In the event that a classification review results in a denial of a change in classification ~~the reclassification request, but~~ also results in a determination the employee was working out of class ~~during the period of the classification review~~, the employee will be awarded out of class pay. The out of class pay will be effective for the qualifying out of class work (based on 5.08 Out of Class Pay) performed between the time the ~~on the date the~~ employee submitted the written request for classification review and ~~the date of the denial of the reclassification request~~ end on the date the out of class duties are no longer performed and will be based on Section 5, Out of Class Pay.

Reasonable Accommodation, pages 42-43 of Attachment A

Reason for the change: The Handbook doesn't have a section on reasonable accommodation. Staff proposes a new section as follows:

O. Reasonable Accommodation

The City of Shoreline does not discriminate against qualified individuals with a disability with regard to any aspect of employment and is committed to complying with the American with Disabilities Act.

The City recognizes some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he or she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee must contact the Human Resources Department to begin the interactive process. Accommodation requests may be made orally or in writing to the Human Resources Department. Requests may be made by the employee, the employee's supervisor or someone on behalf of the employee.

A reasonable accommodation is assistance or changes to a position or working conditions that will enable an employee with a disability to perform the essential functions of their job. The City will provide reasonable accommodation to employees with medically certified disabilities, unless doing so would pose an undue hardship.

Human Resources will meet with the employee to review the accommodation process, answer questions and provide the necessary forms which include a Medical Certification form to be completed by the employee's physician.

If the Medical Certification does not confirm that the employee has a disability, Human Resources will seek clarification from the medical provider and the employee before rejecting the request. If the Medical Certification confirms that the employee has a disability, the employee, supervisor and human resources will meet and begin an interactive process. The interactive process will include discussing the disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions of his or her position, make the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment. Following the interactive process, a decision will be made and the employee will be notified if the accommodation is approved or denied.

Vacation Carryover Exception Requirements, pages 45-46 of Attachment A

Reason for the change: The Handbook doesn't fully reflect the expectation that vacation should be used and carry over exceptions won't be granted two years in a row. Staff proposes added text as follows:

3. Carryover Exceptions

Employees with a vacation balance in excess of the carryover maximum should reduce the balance to the maximum. If an employee perceives they cannot use vacation because in cases where City operations have prevented it, the employee should discuss the matter with their supervisor well ahead of requesting a carryover exception. , an employee from using vacation time, tIf the employee and supervisor are unable to plan for the employee to take the time off, they may request a carryover exception. The Department Director with the approval of the City Manager may allow a carryover exception of unused accrual in excess of the carryover maximum amount specified above to be carried over. An employee will not be granted an exception two years in a row. carryover exception granted in one year will not be granted again in the next year.

Tobacco and Vaping Free Workplace, page 66 of Attachment A

Reason for the change: Vaping is akin to the actions of smoking or other forms of tobacco use. Staff proposes to prohibit vaping as follows:

H. 8.09—Tobacco and Vaping Free Policy Workplace

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

FINANCIAL IMPACT

There is no cost associated with the recommended updates.

RECOMMENDATION

No action is required as this item is for discussion purposes only. However, when this item is brought back for Council action, scheduled for February 27, 2017, staff recommends that Council adopt Resolution No. 402 updating the personnel policies in the Employee Handbook.

ATTACHMENTS

Attachment A: Resolution No. 402

Exhibit A: Revised Employee Handbook