

**CITY OF WEST RICHLAND
RESOLUTION NO. 66-22**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,
AMENDING THE CITY PERSONNEL POLICIES SECTIONS 8.2.8 SICK LEAVE
CASH-OUT, 4.10 STANDBY PAY, AND 8.1 VACATION LEAVE**

WHEREAS, changes in compensation or benefit levels in the City's Personnel Policies may only be modified by a City Council passed resolution; and

WHEREAS, City Council wishes to amend the City's Personnel Policies Sections 8.2.8 Sick Leave Cash-out, 4.10 Standby Pay, and 8.1 Vacation Leave.

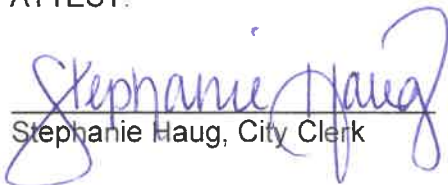
NOW, THEREFORE, The City Council of the City of West Richland, Washington, does hereby resolve as follows:

Resolution has been approved to amend the changes to the West Richland Personnel Policies Sections 8.2.8 Sick Leave Cash-out, 4.10 Standby Pay, and 8.1 Vacation Leave as indicated in EXHIBIT A, effective January 1, 2023.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON**, this 6th day of December 2022.


Brent Gerry, Mayor

ATTEST:


Stephanie Haug, City Clerk

APPROVED AS TO FORM:


Bronson Brown, City Attorney

8. LEAVES

8.1 VACATION LEAVE

Full-time non-bargaining employees are entitled to accrue vacation leave at the following rates, based on their service credit years in the PERS/LEOFF system.

Employees with service credits in the Public Employee Retirement System (PERS) or Law Enforcement Officers' and Fire Fighters' Plan (LEOFF) will start their vacation accrual based on the service credit months they have in the PERS/LEOFF system. For example, if a new employee has 72 PERS service credit months they will begin accruing vacation at a rate of 11.67 hours per month.

<u>Months of Employment</u>	<u>Vacation Hours Earned Monthly</u>
<u>1 – 60 Months (Years 1-5)</u> -----	<u>8.33 hours/month</u>
<u>61 – 120 Months (Years 6-10)</u> -----	<u>11.67 hours/month</u>
<u>121 – 240 Months (Years 11-20)</u> -----	<u>15.00 hours/month</u>
<u>241 + Months (Years 21 and beyond)</u> -----	<u>18.33 hours/month</u>

Part-time non-bargaining employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Each department is responsible for scheduling employee vacations without undue disruption to department operations. Leave requests should be submitted two (2) weeks prior to taking vacation leave and approved by the Department Director or his or her designee.

The maximum number of vacation hours which may be carried over from one calendar year to the next is 400 hours. Upon termination of employment, employees will be paid for accrued and unused vacation, up to the maximum cash-out of 400 hours.

Senior staff, which includes Department Directors, City Administrator, Information Systems Administrator, City Clerk and Human Resources Manager will accrue vacation at the rate of 15.00 hours per month for the first ten (10) years (1 – 120 months) and then 18.33 hours per month thereafter (121 plus months).

Exempt employees shall receive forty (40) hours of Administrative and Professional (A&P) leave each year beginning in January. Any unused hours do not carry over to the following year and there is no cash out provision. Department Directors shall coordinate the use of A&P leave. Trial employees are eligible for a pro-rated portion (on a ratio of the number of months remaining in the calendar year divided by 12), based on the current January to December calendar year.

The City Administrator or the Mayor may authorize non-bargaining employee's request for vacation leave cash-out on a calendar year basis (January through December). Exempt employees may cash-out up to a maximum of 40 hours per calendar year if they have been

employed with the City 36 months (3 years) or longer, and if they have a balance of 80 vacation hours or more after the cash-out, and the employee used a minimum of 40 hours of vacation during the previous 18 months. Exempt employees can cash-out up to a maximum 80 hours of vacation per calendar year if they have been employed with the City 72 months (6 years) or longer, and if they have a balance of 80 vacation hours or more after the cash-out, and the employee has used a minimum of 40 hours of vacation in the past 18 months. Hourly employees can cash-out up to 40 hours of vacation time per calendar year if they have been employed with the City 60 months (5 years) or longer, and if they have a balance of 160 hours of vacation or more after the cash-out, and the employee has used a minimum of 40 hours of vacation in the past 18 months. Hourly employees can cash-out up to a maximum 80 hours of vacation per calendar year if they have been employed with the City 120 months (10 years) or longer, and if they have a balance of 160 vacation hours or more after the cash-out, and the employee has used a minimum of 40 hours of vacation in the past 18 months.

8.2 SICK LEAVE

8.2.8 Cash-out of accrued, unused sick leave. Employees with 61– 120 months of service (6-10 years), who are taking normal non-disability retirement are eligible to cash-out up to \$4,000 of their accrued and unused sick leave, provided they retire giving at least weeks' notice. Employees with 121 – 240 months of service (11-20 years) are eligible to cash-out \$8,000 of their accrued and unused sick time, provided they resign giving at least two weeks' notice. Employees with 241 months or more (21+ years) of service, are eligible to cash-out \$10,000 of their accrued and unused sick time provided they resign giving at least two weeks' notice.

<u>Months of Employment</u>	<u>Sick Leave Cash-Out</u>
<u>61 – 120 Months (Years 6-10)-----</u>	<u>\$4,000/Retirement</u>
<u>121 – 228 Months (Years 11-19)-----</u>	<u>\$8,000/Resignation</u>
<u>240 + Months (Years 20 and beyond)-----</u>	<u>\$10,000/Resignation</u>

Except as described above, unused sick leave will not be cashed out upon separation or at any other time. Where an employee leaves the City with a sick leave balance and is rehired within 12 months, the City will reinstate the unused sick leave balance (less any hours that were cashed out in circumstances described above).

4.10 STAND-BY PAY

City employees in designated exempt and non-exempt positions as determined by the department director may be required to “standby” for duty. Employees placed on standby status will be provided with a City cellular phone. While on standby status, non-exempt employees must be available and able to respond by telephone within ten (10) minutes, and available and able to respond to the worksite in ‘fit’ condition within forty-five (45) minutes, provided it can be accomplished in a safe manner.

Employees may also be provided a City vehicle while on standby status. If a vehicle is provided, it shall be used only for City business and must be properly secured at all times. Standby duty may include weeknights, weekends, City recognized holidays, regular work hours and any other non-regular work hours. Standby duty begins daily at 7:00 a.m. and does not end until 7:00 a.m. the following day. Duration of standby duty is typically a week for non-exempt employees and a month for exempt employees. Hours on standby status will not be counted for the purposes of computing overtime pay or eligibility to receive benefits.

Employee(s) placed on standby duty shall be paid \$60 per day for standby pay on Monday through Friday. Employee(s) placed on standby duty shall be paid \$100 per day for standby pay on Saturday, Sunday, or City recognized holidays. In addition to standby pay, when an employee is assigned to standby duty responds to an emergency or other problem for which he or she has been called will also be paid the applicable overtime rate commencing when the callback was received in accordance to the callback policy. 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.