

**CITY OF WEST RICHLAND
RESOLUTION NO. 5-18**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON,
AMENDING THE CITY PERSONNEL POLICIES**

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;

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

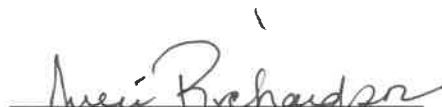
Section 1. The West Richland Personnel Policies are hereby amended as attached.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND,
WASHINGTON,** this 16th day of January, 2018.



Brent Gerry, Mayor

ATTEST:



Julie Richardson, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney

4.6 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. Repeated refusals to respond to a call back may constitute grounds for disciplinary action, up to and including termination. Employees called back to duty will be paid their appropriate rate of pay, and non-exempt employees will receive pay for hours worked, including the overtime rate for hours worked over the applicable overtime threshold, with a two-hour minimum per call back. The City agrees to reimburse a non-bargaining employee for a meal when 1) he or she has been called out and works a minimum of four (4) hours or; 2) he or she is called out and works a minimum of ~~four~~ two (2) hours prior to the employees regularly scheduled shift, or; 3) his or her shift is extended a minimum of two (2) hours beyond their normally assigned work shift during a twenty four hour period, or; 4);- he or she works two (2) hours beyond the end of their scheduled overtime (rounds).

The time allowed for meals shall be non-compensable. The meal period shall be on City time in all circumstances when the non-bargaining employee is required to remain on duty during the meal period. The City will pay a non-bargaining employee \$12.00 per meal.

A non-bargaining employee shall be entitled to a second meal in the event he/she works an additional four (4) hours after he/she is entitled to the first meal.

Non-bargaining employees are not required to submit meal receipts. This provision shall not apply to scheduled overtime for a non-bargaining employee.

Section 5.13 Meal Expenses

5.13 MEAL EXPENSES

Employees traveling on official City business are entitled to receive a per diem meal advance or reimbursement using the claims process. Travel within Benton and Franklin Counties is not eligible for per diem meal advance or reimbursement, unless conducting such City business where obtaining a meal may pose a hardship, subject to the approval from the department director or designee. The City's policy is to use the per diem rate for all travel unless the affected employee makes a specific request for actual reimbursement based on the extraordinary circumstances of their trip.

Meal Expense Reimbursement:

If there is a situation wherein the employee can demonstrate that the per diem amount is not sufficient to cover actual expenses, they can request approval for reimbursement of actual meal costs in lieu of the per diem amount. Exercising this option requires the approval of the Mayor or his/her designee – prior to the trip and before receiving any per diem payments. This can only be done as a reimbursement and cannot be made available in advance of the trip.

Employees who choose to be reimbursed for their actual cost of meals must attach the itemized receipts for meals to the Travel Expense Report for reimbursement through the claims process. (NOTE: A credit card charge slip is not sufficient documentation. It may be necessary to ask the restaurant for an itemized receipt if it is not automatically provided to verify that no ineligible items were purchased.) Expense Reports must be approved and signed by the department director. Reasonable and customary tips are allowed with meals.

Reimbursement for expenses at locations outside Washington will be reimbursed according to Table 2 of IRS Publication 1542.

The Mayor, City Council and employees are permitted to submit expense forms for approval to be reimbursed for meal expenses for City business related meetings and/or events where official business that benefits the City is conducted or discussed. This includes, but is not limited to, recruitment of employment candidates, City volunteers, educating the public, obtaining professional advice or counsel related to city business, participating in inter-governmental meetings, Council, board or commission meetings, meetings with vendors, consultants and staff from other jurisdictions, elected officials or dignitaries. Reimbursements for reasonable and allowable meal expenses that may include the meals of participants in a meeting where official City business is conducted and or discussed and there is a benefit to the City may be submitted. The request for reimbursement should include a statement of the City business or public purpose of the meeting or event.

See City Policy 5.15 and 5.16 for allowable and non-allowable expenses.

8.2 SICK LEAVE

8.2.1 Accrual. Regular full-time employees accrue eight (8) hours of sick leave for each month of employment. ~~Maximum accumulation of unused sick time will be nine hundred sixty (960) hours. The maximum number of unused sick hours which may be carried over from one calendar year to the next is nine hundred sixty (960) hours.~~ Regular, part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. Temporary employees ~~do not accrue sick leave benefits.~~ accrue one (1) hour of sick leave for every forty (40) hours worked.

8.2.5 Cash-out of accrued, unused sick leave. Employees with fifteen (15) or more years of service who resign with notice as described in this policy, or who are otherwise separated from employment for a non-disciplinary reason, may receive a cash-out of accrued and unused sick leave up to but not exceeding one-thousand five hundred (\$1,500) of the employee's accrued and unused sick leave. Employees with twenty (20) or more years of service who resign with notice as described in this policy, or who are otherwise separated from employment for a non-disciplinary reason, may receive a cash-out of accrued and unused sick leave up to but not exceeding two-thousand dollars (\$2,000). Employees who take normal non-disability retirement may receive a cash-out of accrued and unused sick leave up to but not exceeding two-thousand dollars (\$2,000). 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 the circumstances described above).