

CITY OF REDMOND, WASHINGTON

ORDINANCE NO. 554

AN ORDINANCE, relating to city service and employment policies; and amending sections 2.02.080, 2.02.090, 2.02.100 and 2.02.110 of the Redmond Municipal Code.

THE CITY COUNCIL OF THE CITY OF REDMOND DO ORDAIN AS FOLLOWS:

Section 1. Section 2.02.080 of the Redmond Municipal Code is hereby amended to read as follows:

2.02.080 Vacation leave accrual. Each full-time employee shall accrue vacation leave time at the rate of 5/6 working day per month for each full calendar month of continuous employment (ten days per year) and shall be entitled to take an annual vacation leave with pay in accordance with the rules and regulations herein specified.

Each full-time employee shall accure additional vacation leave time for longevity service according to the length of service, upon completion of continuous employment for the years indicated below as follows:

Years of employment	Additional vacation days
Three	One
Four	Two
Five	Three
Eight	Four
Ten	Five
Fifteen	Seven
Twenty (or more)	Ten

An additional day of vacation will be granted in case a paid holiday falls within an employee's vacation period.

Vacation leave time cannot be earned or accrued during any leave without pay, but such leave shall not be considered an interruption of consecutive years of employment, for the purpose of determining entitlement to additional vacation days under the foregoing schedule. Consecutive years of service shall cease with the date of separation.

Section 2. Section 2.02.090 of the Redmond Municipal Code is hereby amended to read as follows:

2.02.090 Rules for vacation leave.

(a) Annual vacation leave shall be vested as of June 1 of each year and shall be taken during the twelve months next succeeding; Provided, That no vacation leave shall be taken which exceeds the annual vacation leave entitlement of ten (10) days plus any additional days for longevity service, subject to the provisions of subparagraph (h).

(b) Earned vacation days may be taken at any time during a period of sickness after expiration of sick leave.

(c) Vacations shall be scheduled by the City and department heads at a time that will cause the least possible interference with the operations of the City and the department. Every employee desiring to claim accrued vacation leave must first procure the approval of the department head under which he is employed. It shall be the duty of each department head to keep a roster of vacation leave and approve a schedule of vacation leave so as to least interfere with the operation of the department. Department heads desiring to claim accrued vacation leave must secure the approval of the Mayor.

(d) In order to avoid unreasonably extended periods of absence from position of employment, vacation leave time for two successive years must be separated by at least twenty days of on-the-job work time. Vacation leave during any calendar year may be claimed and taken by an employee for a continuous period, or may be divided into not more than two separate periods during any calendar year. When the best interest of the City require it, the appointing authority may divide such vacation leave into more than two such periods during a calendar year.

(e) The original date of employment shall be used in computation of continuous service time, notwithstanding the fact that such date of employment may antedate the effective date of this ordinance. Vacation leave time shall not accrue for service time during a fraction of a month which is insufficient to constitute a "calendar month of service" as defined by this ordinance.

(f) Each department head shall prepare in writing on or by March 15 of each year, a preliminary schedule of vacations for the employees in his department. A copy of such preliminary schedule shall be filed with the City Clerk, the Mayor, and the Personnel Officer.

On or by the last day of each calendar year, each department head shall file with the City Clerk, the Mayor and the Personnel Officer, a written report listing thereon names of the employees and the vacation leave periods during which vacations were taken by each of the respective employees. All used vacation time shall be entered on the personnel record of the respective employee.

(g) Vacation leave shall not be accumulated from year to year. Failure of an employee to make use of earned vacation leave time within the year following its accrual as prescribed by this ordinance, shall constitute a waiver and loss of such leave and shall not form the basis of any severance pay or additional compensation to such employee by reason of having continued to work at his regular job during which the employee may have been entitled to take time off for vacation, subject to the provisions of subdivision (h); Provided, That existing employees who are vested with earned vacation time accrued as of June 1, 1971 in excess of their annual vacation eligibility (including additional days for longevity service), shall be entitled to carry the excess days accrued on their personnel record.

(h) At the option only of the administrative staff, and for the convenience and benefit of the City, vacation leave time may be accumulated from year to year, up to but not exceeding twenty-five working days. Such specifically authorized accumulated vacation leave shall be reviewed annually on June 1st, and any earned unused vacation time accumulated in excess of the twenty-five day limit shall be forfeited by the employee and removed from the records. Failure of an employee to make use of earned vacation leave time so as to avoid such forfeiture shall constitute a waiver, and the loss of such leave shall not form the basis of any severance pay or additional compensation to such employee by reason of having continued to work at his regular job for a period during which he may have been entitled to take time off for vacation. Vacation leave so accumulated in excess of the annual vacation leave eligibility (ten days plus additional days for longevity service) shall be taken as authorized by the administrative staff.

Section 3. Section 2.02.100 of the Redmond Municipal Code is hereby amended to read as follows:

2.02.100 Payment in lieu of vacation leave. There will be no pay in lieu of earned vacation leave which has not been taken except in cases of separation. In cases of separation, the following procedures shall apply for payment for vacation time earned but not taken:

(a) Employees who leave the employ of the City because of discharge for cause or resignation without two weeks notice will receive pay for unused vacation up to the end of the last preceding full year of employment.

(b) Employees who leave the employ of the City for any reason other than discharge for cause or resignation without two weeks notice will receive pay for any vacation time earned but not taken up to separation date.

Section 4. Section 2.02.110 of the Redmond Municipal Code is hereby amended to read as follows:

2.02.110 Sick leave accrual. Each full-time employee shall accrue sick leave time at the rate of one working day per month for each full calendar month of continuous employment and shall be entitled to take sick leave with pay in accordance with the rules and regulations herein specified; Provided, That sick leave time shall not vest, or be available to any employee until he shall have worked for the City a minimum of six calendar months; Provided further, That the City Council may grant up to thirty days additional sick leave for extended illness.

Sick leave may be accumulated to a maximum of 90 days. Any accumulated sick leave is forfeited upon separation except in cases of death or retirement under the provisions of any City employee pension or retirement system. In these instances, the employee shall be compensated to the extent of 25% of his sick leave accruals up to the maximum accrual of 90 days. In the case of retirement, such amount shall be paid to the employee and

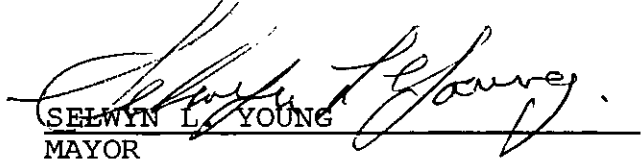
in the case of death, to the beneficiary designated as such under the applicable pension or retirement system, or, in the event no beneficiary has been named, to the employee's estate.

In any case in which an employee shall be entitled to benefits or payments under the Workmen's Compensation Act or similar legislation of the State of Washington or any other governmental authority, the City shall only pay the difference between the benefits and payments received by such employee and the regular rate of compensation such employee would be eligible to receive from the City if he would have been able to work. The foregoing payment or contributions of the City shall be limited to a period of time such employee had accumulated sick leave as hereinabove specified.

Section 5. This ordinance shall take effect and be in force five (5) days after the date of its publication in the manner provided by law.

PASSED by the Council of the City of Redmond, Washington, at a regular meeting thereof, AND APPROVED by the Mayor this 4 day of May, 1971.

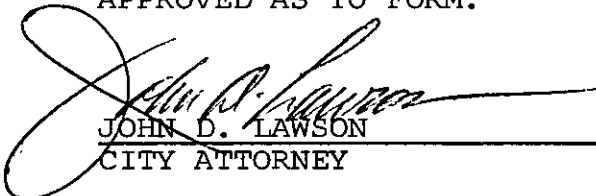
CITY OF REDMOND


SELWYN L. YOUNG
MAYOR

ATTEST:


ELEANOR J. HAYDEN
CITY CLERK

APPROVED AS TO FORM:


JOHN D. LAWSON
CITY ATTORNEY

Published in the Sammamish Valley News on 5-12-71.