

CITY OF GIG HARBOR

RESOLUTION NO. 254

A Resolution relating to personnel regulations: adopting a re-write of existing regulations and adding new provisions.

WHEREAS, the Gig Harbor City Council determined that some existing regulations need improvement or updating; and

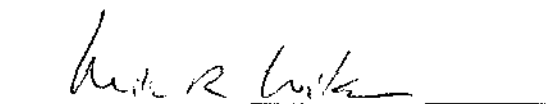
WHEREAS, the City Council determined that new provisions are necessary to direct employee performance; NOW, THEREFORE,

The City Council of the City of Gig Harbor, Washington, RESOLVES that Exhibit "A" Personnel Regulations, is adopted as city policy and personnel regulations I, II, and III shall be effective retroactively to January 1, 1989.

Passed this 10th day of July, 1989.

  
Don McCarty, Mayor

ATTEST:

  
Michael R. Wilson  
City Administrator/Clerk

Filed with city clerk: 6/20/89  
Passed by city council: 7/10/89

EXHIBIT "A"

CITY OF GIG HARBOR

PERSONNEL REGULATIONS

I. SICK LEAVE (new section)

An employee who has taken no sick leave during any six (6) month period shall receive, as a bonus, one annual day off or one day's pay (eight hours) for each such period. It shall be the responsibility of the employee to notify the city of the eligibility of the bonus day(s). No sick leave shall be allowed for the first day of absence when the employee has taken sick leave (other than for medical examinations, treatment of the employee by a physician, absence due to a job related injury, or illness in the immediate family requiring the employee to remain at home) on three (3) separate occasions within the preceding six (6) month period.

II. EDUCATION PROGRAM (new section)

Upon satisfactory completion of a job related educational course when the employee who desires to take the course has prior written approval from the City Administrator, the city shall reimburse the employee for the educational course. The city agrees to compensate reasonable expenses for textbooks required for such course and will retain such textbooks in the department of the Department Director.

III. PROBATION (amended section)

An appointment to a full-time position other than law enforcement officers, shall not be permanent for a period of six (6) months. An appointment to a full-time law enforcement officer position shall not be permanent for a period of twelve (12) months. Probation is an extension of the selection process and failure of same as determined by the Chief Administrative Officer or department manager does not constitute any right to appeal under these regulations. Employees on probation may be terminated by the Chief Administrative Officer or the department manager. Upon satisfactory completion of the probationary period, the employee shall gain regular status. Unsatisfactory probationers shall be notified in writing by the department manager at any time during the probationary period. A copy of the notification shall be retained in the personnel files. Termination of a probation employee shall be for cause only.

#### IV. OVERTIME (amended section)

When approved by a Department Manager, overtime shall be paid for each hour worked beyond eight (8) hours a day or forty (40) hours a week; provided, attendance at conferences, seminars, conventions, or training sessions shall not be considered in calculating overtime, but shall be paid at the regular rate. No compensation shall be paid for travel to and from conferences, meetings, seminars, or training sessions. The rate of pay shall be one and a half times the normal hourly rate of pay. Overtime pay shall be calculated to the nearest half hour interval.

Department Managers shall receive pay for over-time when the following conditions exist:

1. A paid overtime employee is not available;
2. The work performed is non-supervisory; and
3. The work must be accomplished immediately.

The rate of pay shall be one and a half times the averaged pay rate for the position normally required to perform the work.

#### V. VACATION (amended section)

Annual vacation leave is earned based on the following schedule up to a maximum of twenty-six (26) days per year:

|                      |   |
|----------------------|---|
| First year           | 6.67 hours a month to equal 80 hours a year                 |
| Each year thereafter | an additional .67 hours per month equal to 8 hours per year |

Employees should use vacation leave within the year accumulated; ~~The Chief Administrative Officer may approve a year-to-year accumulation.~~ however, accumulated leave shall not exceed thirty (30) days at the end of the calendar year.

New general employees may use accumulated leave following their six (6) month probation and law enforcement officers following their twelve (12) month probation.

A request for vacation leave shall be approved by the Department Manager prior to the first day of leave. Employees with greater seniority have priority if a conflict of requested leave periods occurs.

Employees leaving city employment shall be paid at a current rate of pay for all unused accumulated vacation leave.

VI. TRAVEL PLANNING AND REIMBURSEMENT (amended section)

When employees are required to travel on city business, they shall be reimbursed for:

1. Private vehicle use, at a rate of ~~\$-.20~~ \$.24 per mile;
2. The actual and reasonable expenses for lodging and meals.

When employees are making travel and accommodation arrangements, it shall be the responsibility of the employee to obtain, whenever available, government discount rates.