

ORDINANCE NO. 387

CITY OF LACEY

AN ORDINANCE RELATING TO THE PERSONNEL POLICY FOR EMPLOYEES OF THE CITY OF LACEY, AMENDING SECTIONS 2.56.150 AND 2.56.180 OF THE LACEY MUNICIPAL CODE, REPEALING SECTION 2.56.170 OF THE LACEY MUNICIPAL CODE AND ENACTING NEW PROVISIONS TO REPLACE SAID SECTION, AND PROVIDING AN EFFECTIVE DATE FOR THIS ORDINANCE.

THE CITY COUNCIL OF THE CITY OF LACEY DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.56.150 of the Lacey Municipal Code is hereby amended to read as follows:

"Sick leave. (a) Upon application from an employee, he may be granted sick leave with pay equal to his cumulated sick leave credits. The clerk/treasurer may from time to time require a certificate from the attending physician when such sickness exceeds three consecutive working days.

(b) Sick leave shall be accumulated at the rate of one day earned per month of employment and shall be charged in one-half day increments. When an employee has exhausted the cumulative sick leave, sick leave without pay may be granted by the appointing authority for the entire period of sickness or disability unless the employee requests use of cumulative annual leave or compensatory time off credits.

(c) In the event of failure of the employee to submit a certificate from the attending physician after being requested

to do so or such certificate does not clearly show sufficient disability to preclude the employee from performance of his duties, the appointing authority may cancel such sick leave whether with or without pay and require the employee to report to work.

(d) An employee receiving sick leave with pay and simultaneously receiving compensation under the Workmen's Compensation Law, or other insurance plan paid for by the City, shall receive for the duration of such compensation only that portion of his regular salary which, together with such compensation, will equal his regular salary, and sick leave shall be charged at the same rate as the portion of his salary paid by the City is to his regular salary. Until eligibility for Workmen's Compensation is determined by the Department of Labor and Industries, the City may pay full sick leave, provided that the employee shall return any subsequent overpayment to the City.

(e) An employee may take up to five (5) days leave chargeable to sick leave to attend the funeral services of a close relative, defined as one who by blood, marriage, or adoption:

- 1) is a member of the employee's household under the same roof,
- or 2) is a parent, parent-in-law, spouse, child, brother, or sister of the employee regardless of residence. The length of leave will be determined by the Department Head. The employee with the approval of the Department Head may take up to one-half day of leave to attend funeral services of a close friend or relative not covered in the above definitions. The employee may opt to take up to three (3) days emergency leave as set forth in

subparagraph (f) of this section for the same purpose.

(f) With the permission of the Department Head, an employee may use up to three (3) days of sick leave a year for such crises as serious illness in the family, or other emergencies which require the person's presence.

(g) The City will comply with State laws and regulations governing maternity leave and working by pregnant women. Pregnancy will be treated as any other medical disability. Permanent female employees may use accumulated sick leave for all disabilities connected with pregnancy, including child birth. Employees may use unpaid leave of absence for extended maternity leave, not to exceed six months, with the permission of the Department Head and City Manager. No employee shall work after the fifth month of pregnancy without a certificate of approval from the attending physician."

Section 2. Section 2.56.170 of the Lacey Municipal Code is hereby repealed.

Section 3. There is hereby added to the Lacey Municipal Code a new section, 2.56.170, to replace said section repealed by Section 2 hereof, to read as follows:

"Annual leave with pay (vacation). (a) Each permanent full-time employee of the City shall accrue annual leave with full pay in accordance with the schedule listed below, depending on the length of continuous service with the City. Permanent part-time employees shall accrue annual leave at the proportion that the number of daily hours worked bears to eight (8) hours.

Leave shall accrue monthly from the date of employment.

- (1) During the first year of current continuous employment - 96 hours (12 days) per annum.
- (2) During the second year of current continuous employment - 104 hours (13 days) per annum.
- (3) During the third and fourth years of current continuous employment - 112 hours (14 days) per annum.
- (4) During the fifth, sixth, and seventh years of current continuous employment - 120 hours (15 days) per annum.
- (5) During the eighth, ninth and tenth years of current continuous employment - 128 hours (16 days) per annum.
- (6) During the eleventh, twelfth and thirteenth years of current continuous employment - 136 hours (17 days) per annum.
- (7) During the fourteenth, fifteenth, and sixteenth years of current continuous employment - 144 hours (18 days) per annum.
- (8) During the seventeenth, eighteenth, and nineteenth years of current continuous employment - 152 hours (19 days) per annum.
- (9) During the twentieth, twenty-first, and twenty-second years of current continuous employment - 160 hours (20 days) per annum.
- (10) During the twenty-third, twenty-fourth, and

twenty-fifth years of current continuous employment -  
168 hours (21 days) per annum.

(11) During the twenty-sixth year of total employment  
and after - 176 hours (22 days) per annum.

(b) Annual leave may be accumulated to a maximum of  
thirty (30) working days. During the first six (6) months of  
service, paid annual leave shall accrue but shall not be taken.  
After the first six months of service, leave may be allowed to  
the limit of the amount credited. If the employee is separated  
within the first six months of service, all annual leave shall  
be cancelled.

(c) Each employee shall be required to take at least  
five days annual leave each year. Leave shall be granted at a  
time when it will least interfere with the work of the depart-  
ment and upon written application of the employee made in advance  
and approved by the Department Head. Leave for Department Heads  
shall be approved by the City Manager.

(d) For personnel presently employed by the City, the  
rate of annual leave will be computed by the length of their  
continuous employment with the City effective with the effective  
date of this ordinance."

Section 4. Section 2.56.180 of the Lacey Municipal  
Code is hereby amended to read as follows:

"Holidays with pay. The following and such other days as  
the city council, by resolution, may fix are holidays for all  
regularly employed full-time employees of the city:

- (1) New Year's Day;
- (2) Lincoln's Birthday;
- (3) Washington's Birthday;
- (4) Memorial Day;
- (5) Fourth of July;
- (6) Labor Day;
- (7) Columbus Day;
- (8) Thanksgiving Day;
- (9) Veteran's Day;
- (10) Christmas Day;
- (11) Biennial State Election Day.

Special holidays as a result of unusual conditions may also be observed by the City in accordance with State and/or Federal regulations.

When one of the holidays falls on a Saturday or Sunday, such holiday will be observed on the next work day following the holiday, provided that however, the department head shall grant some employees the normal working day before the holiday rather than the day following in order to maintain normal office hours of his department."

Section 5. The effective date of this ordinance is September 1, 1975.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY this 14<sup>th</sup> day of August, 1975.

CITY COUNCIL

By

W. A. Bean  
MAYOR

Attest:

Timothy McGuire  
City Clerk

Approved as to form:

[Signature]  
City Attorney

Passed: 8-14-75

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