

ORDINANCE 2018 - 16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, AMENDING CHAPTER 2.62.090 OF THE SUNNYSIDE MUNICIPAL CODE, PERTAINING TO PERSONNEL POLICIES – VACATON LEAVE

WHEREAS, pursuant to Chapter 35A.13 of the Revised Code of Washington, the City Council is charged with the legislative authority of the City of Sunnyside; and,

WHEREAS, Chapter 2.62.090 of the Sunnyside Municipal Code governs personnel policies for the city; and,

WHEREAS, the City Council has determined that Chapter 2.62.090 should be amended to modify the vacation cap for non-represented employees; and

WHEREAS, the City Council has determined that adoption of this amendment is in the best interests of residents of the City of Sunnyside and will promote the general health, safety and welfare;

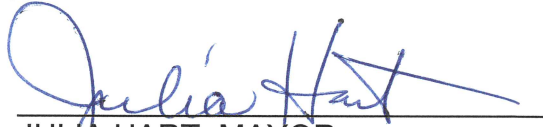
NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

Section 1. Chapter 2.62.090 SMC is amended as set forth in Exhibit “A” attached hereto and incorporated herein by this reference.

Section 2. Except as amended herein, Title 2 SMC shall remain unchanged.

Section 3. This Ordinance shall be effective five (5) days after passage, approval and publication as required by law.

PASSED this 10th day of December, 2018.



JULIA HART, MAYOR

ATTEST:



JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:



KERR LAW GROUP, PLLC
Attorneys for the City of Sunnyside

EXHIBIT A

2.62.090 Vacation leave.

- A. Purpose. To establish a human resource policy to define vacation leave.
- B. Eligibility. Regular full-time employees and regular part-time employees are eligible to use accumulated vacation leave after six months from date of hire. Use of these accrued and accumulated vacation hours is subject to approval by the employee's department head. An employee's vacation may not exceed the amount of vacation time the employee has actually accrued.
- C. Seasonal and emergency employees are not eligible to earn vacation leave with pay.
- D. Use of Vacation.
1. Scheduling. Accrued vacation must be used in increments of at least one hour. The dates and length of time an employee uses accumulated vacation leave require prior approval by the employee's immediate supervisor. Employees are expected to plan as far in advance as is practical their request for and use of vacation time and communicate those requests to their supervisor. The supervisor takes into account the wishes of the employee as well as the needs of the City.
 2. Maximum Hours. Vacation leave may be used as accumulated. Vacation leave is, however, not available for use until earned and posted to the employee's accrued vacation leave following the end of the current pay period. As of December 31st of each year, no employee will be permitted to have an accumulated amount of accrued vacation leave in excess of 300 hours.
 - a. Any accrued vacation leave in excess of 300 hours will be forfeited on an annual basis.
 - b. The City Manager is authorized, in writing, to extend the period for use beyond December 31st for an additional 90 days provided the employee has previously requested to use an adequate amount of vacation leave to bring their accrual balance below 300 hours and had their vacation leave cancelled or denied by the City due to the City's need to restrict employee leave.
 - c. Employees are expected to responsibly manage their vacation leave balance to avoid shortfalls and excesses.
- E. Non-represented and Management Employees. Vacation leave is accrued starting on the employee's first day, with the following amounts being accrued each year:
1. One year to four years of service: 88 hours.
 2. Five years to six years of service: 112 hours.
 3. Seven years to 12 years of service: 136 hours.
 4. Thirteen years of service and over: 160 hours.
- F. Vacation hours will be accrued on a pay period basis. No accrued vacation time may be used until after six months' employment.
- G. Vacation Pay-off at Separation. A separating employee is paid for accrued vacation leave at the rate of pay in effect at the time of separation up to a maximum of 300 hours.
- H. When separation is caused by an employee's death, payment for accrued vacation leave is paid in the employee's name. [Ord. 2012-13 § 1 (Exh. A, Pol. No. 1009), 2012.]