

CITY OF NORTH BONNEVILLE
RESOLUTION NO. 552

A RESOLUTION OF THE CITY OF NORTH BONNEVILLE, WASHINGTON AMENDING THE
PERSONNEL POLICY MANUAL

WHEREAS, City adopted its personnel policies by Resolution 414 in January 2011; and

WHEREAS, the City amended the adopted personnel policy manual by Resolution 452 in December 2012; and

WHEREAS, the City has determined that updating of the personnel policy manual is needed to meet current requirements that have been mandated by statute.

NOW, THEREFORE, BE IT RESOLVED, the City Council of North Bonneville, Washington hereby amends Resolution 452 and the adopted personnel policy manual as follows:

Legend: New language added = underlined
 Old language deleted = ~~strikethrough~~

905 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) entitles an employee who has been employed with the City for fifty-two weeks and has worked at least 1,250 hours during the twelve -month period immediately preceding the commencement of the FMLA leave, up to twelve work weeks of FMLA leave during the twelve-month period following the date the employee's first FMLA leave begins for the following reasons:

- For the birth of a son or daughter, and to care for a newborn child.
- For the placement with the employee of a son or daughter for adoption or foster care.
- To care for the employee's spouse, son, daughter or parent with a serious health condition.
- Because of a serious health condition that prevents the employee from performing the essential functions of the employer's job.
- Veteran's Leave and Exigency Leave.

FMLA leave may be paid or unpaid; however, all accrued paid leaves must be exhausted before unpaid leave commences, with the exception of workers on State Paid Family and Medical Leave or Workers' Compensation (L&I) leaves that run concurrently with FMLA.

The Washington Family Care Act (WFCA), under this act, employees with accrued vacation or general leave, floating holidays, or sick leave or may use their leave to take care of a sick family member. Employee's have to comply with all notice and document requirements under the applicable policy type of leave used.

Domestic Violence Act, pursuant to chapter 49.76RCW, employees who are victims of domestic violence, sexual assault, and stalking are guaranteed "reasonable leave." The law protects victims of domestic violence, as well as their family members. Family members include children, spouses, registered domestic partners, parents, parents-in-law, grandparents, and

individuals, with whom the employee has a "dating relationship." Employees are entitled to leave in order to participate in legal proceedings, receive medical treatment and mental health counseling, or obtain support from social services programs. Family members can take leave assist victims in their endeavors to obtain help or secure safety.

- Employees in need of leave under this law may use vacation or general leave or may take unpaid leave. Employees are required to provide advance of the of the need for leave to the Chief Administrative Officer when predictable. Where advance notice is not possible, notice must be given no later than the end of the first day that the employee needs the leave. The City of North Bonneville may request that the employee provide timely verification that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking. This verification may be in the form of a police report, a court document, or a statement from an advocate for victims of domestic violence, an attorney, a member of the clergy, a medical professional, or statement from employee. Except where disclosure is authorized or required by law, The City of North Bonneville will maintain confidentiality of all information provided by the employee in conjunction with this leave.

Washington Paid Family Leave Program is a family leave and medical leave statewide insurance program that offers employees the opportunity to receive partial wage replacement while on leave to care for themselves and their family members. It may be used while on leave to recover from an illness or injury, bond with a new child, to care for a sick or injured family member, and certain military-related events. Eligibility and compensation are determined by the Washington State Security department. For more information, visit www.esd.wa.gov.

914 Holidays

The following days are recognized as paid holidays for regular full-time and part time employees:

Holiday	Day Observed
New Year's Day	January 1st
Martin Luther King's Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19th</u>
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day Immediately following Thanksgiving
Christmas Day	December 25th
1 Floating Holiday	

With the exception of those employees normally scheduled to work on a weekend day, City-paid holidays which fall on a Saturday will be observed on the preceding Friday; paid holidays falling on a Sunday will be observed on the following Monday. Employees who are off work on an unpaid leave of absence will not receive Holiday pay.

Holiday pay is for each employee's standard workday. Part-time employees and employees on flex schedules are paid the same amount on holidays as they are for their regularly scheduled workdays.

Floating Holidays

On January 1st of each year all regular full time employees will be credited with 8 hours (1 day) of floating holiday leave and all regular part time employees will be credited with a pro rata amount of floating holiday leave. An eligible employee may then select when to take their floating holiday hours subject to approval from their Manager or designee, or the Mayor. Floating holidays can be scheduled and taken in the same manner as vacation time. Only employees who are employed as of July 1st will receive the floating holiday for that year.

Work on Holidays

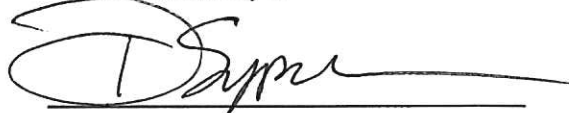
In the event that a non-exempt employee is required to work a holiday, they will be paid a rate of twice their regular rate of pay for all hours worked on the holiday. Such time must be pre-authorized by the Manager or designee, or the Mayor.

PASSED IN REGULAR SESSION BY THE CITY COUNCIL ON SEPTEMBER 14, 2021



Brian Sabo, Mayor

ATTEST:



Deanna Syron, City Clerk

APPROVED AS TO FORM:



Kenneth B. Woodrich, City Attorney