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INTRODUCTION

SCOPE OF HANDBOOK

WELCOME TO SEATAC

Welcome to SeaTac! We are pleased to have you on our team. We hope your employment here will be a source of great personal and professional satisfaction. As an employee of the City, you are part of a team of dedicated and conscientious professionals working for the long-term satisfaction of the residents of the City.

This handbook is intended to be a source of general information concerning City personnel policies and procedures. We have organized the handbook into six sections - Employment; Compensation; Time Off and Benefits; Employee Responsibilities; Health, Safety and Security; and, Changes in Employment - for easy use. If there is a conflict between the provisions of this handbook and a collective bargaining agreement, the collective bargaining agreement will control.

We expect all employees to work in a positive and cooperative manner and to provide quality, cost-effective service to the residents of the City. As management, you can expect us to provide you with accurate and timely information and the resources to do your jobs properly. Working together we can share the challenges and responsibilities of government service in an open and respectful atmosphere.

Please spend the time necessary to review and understand this handbook. It should be kept throughout your employment. It sets out basic personnel policy and procedural guidelines for those of us working for the City. This handbook is intended to reduce any confusion, which may arise from unwritten or inconsistent policies. It may not, however, answer all of your questions. It is impossible for any handbook to cover all events or circumstances that could arise. If you need additional information, talk to your supervisor, department director or a Human Resources Department representative.

This handbook applies to all employees of the City. Employees who are subject to civil service rules and regulations, state laws and/or a collective bargaining agreement should refer to provisions contained therein for possible modification of, or exceptions to, information contained in this handbook.

Information contained in this handbook is subject to modification from time to time by the City Manager. We will keep you advised of changes in the handbook through memos, posted notices, departmental meetings or issuance of revised pages of this handbook.

Mayor's Welcome

The City Council and the citizens of the City of SeaTac would like to welcome you to your new position. The City is a vibrant community, economically strong, environmentally sensitive, and people-oriented. We are pleased that you have chosen to join us.

We envision a municipal government that has a positive, constructive influence on the lives of its citizens. We seek to provide the services that our community desires. It is through the efforts of individual employees that City services are delivered to citizens. Every employee has an impact on the quality of services provided to the residents of the City.

We count on you and your co-workers to coordinate your efforts and apply your talents in a positive and professional manner. With your help, we can enhance the vision the community has set for itself.

Once again, on behalf of the City Council and its citizens, thank you for your service to the City of SeaTac.

Sincerely,

Michael Siefkes
Mayor

MESSAGE FROM THE CITY MANAGER

The City of SeaTac was incorporated in February, 1990 as a Non-Charter Code City with a Council-Manager form of government. The City has approximately 150 employees, divided into eleven administrative departments that provide a full range of municipal services. SeaTac's citizens are actively involved in their local government as members of numerous citizen advisory committees.

The City of SeaTac is unlike any other City of its size in the state of Washington. The Seattle-Tacoma International Airport, run by the Port of Seattle, located completely within the City's borders and brings in over 100,000 people who work or travel through the City each day. Our unique City also has a large business community and the second largest concentration of hotel and motel rooms in the State.

City employees are committed, hard-working professionals, energized by the many challenges of a growing and changing metropolitan locale. Whether you are located at City Hall, one of our three fire stations, the community center, or our maintenance facility, your employment with the City will be both exciting and rewarding.

Work at the City is fast-paced and varied. Your capacity to adapt and to meet new challenges will be tested. You will have the opportunity to contribute to and enhance the vision the community and its leaders have set for themselves.

The City prides itself on its collaborative working relationship with its employees and its unions. Information is openly shared. Opinions are sought, considered and evaluated on their merits. The City seeks to provide an environment where everyone is treated as a valued and respected member of the team.

I am glad that you have chosen to work at the City of SeaTac. I hope that your employment with the City will bring you the opportunity and satisfaction that it has brought me.

Sincerely,

Joseph Scorcio
Acting City Manager

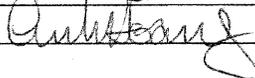
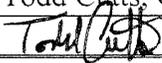
EMPLOYMENT

EMPLOYMENT

See PP-1.01 Employee Definitions Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP-1.01
Policy Name:	Employee Definitions
Department(s):	Citywide
Effective Date:	May 21, 2012
Supersedes:	Employee Handbook, page 4, Revised 1/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this policy is to provide definitions of employee categories which are used throughout the Employee Handbook and City Personnel Policies and Procedures.

Policy:

The following are definitions of employees as they are used throughout the Employee Handbook and the City's personnel policies and procedures.

A. *At-Will Employee*

An employee who has an agreement with the City specifying their employment status as an at-will employee. At-will employees are usually eligible to receive City benefits similar to a Regular Employee.

B. *Probationary Employee*

An employee, who is not an at-will employee, who has worked less than six consecutive months, as a new City employee, or in a new position. Probationary period for part-time employees is 1,040 hours. Probationary period for firefighters is one year. Under certain circumstances, a probationary period may be extended by mutual agreement of the parties.

C. *Regular Employee*

An employee who has successfully completed the Probationary Period.

D. *Full-Time Employee*

An employee who is hired to work a predetermined schedule of at least 40 hours per week.

E. *Part-Time Employee*

An employee who is hired to work a predetermined schedule of less than 40 hours per week.

F. Temporary/Seasonal Employee

An employee hired with a short-term expectation of employment to work during periods of peak workloads, extended employee absences and the like. Temporary employees generally may not be employed for more than four months at 70 or more hours per month.

G. Shift Employee

An employee, such as a Firefighter, who does not work the usual eight hour a day/five day a week schedule.

H. Non-exempt Employee

An employee who is not exempt from the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees may receive an hourly wage or a salary and are eligible for overtime at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in the work week. Overtime for firefighters is subject to the provisions of their collective bargaining agreement.

I. Exempt Employee

An employee who is exempt from the minimum wage, overtime and timecard provisions of the wage and hour laws. Exempt employees are paid on a salary basis. Examples include City management, department directors and supervisors. When employees are hired, they will be informed of exempt status.

Procedure:

Procedures are not applicable.

NEW EMPLOYEE ORIENTATION

We want you to be comfortable and as familiar as possible with the City, its operations and your new job. To help you make the adjustment; the Human Resources Department will conduct an orientation meeting, usually on your first day, to explain your salary and benefit package and union affiliation, if any. You will be asked to complete all necessary forms at this meeting, including a form indicating that you have received a copy of this handbook.

During your first few days with the City, your department will introduce you to your job duties and department-specific policies, procedures and personnel. Be sure to ask any questions you have during these orientation sessions. If you do not receive any of the information described, be sure to notify your supervisor.

THE PROBATIONARY PERIOD

The first six months of employment with the City, and the first six months after a transfer or promotion to a new job within the City, are considered the Probationary Periods for all full-time employees. For Firefighters, the probationary period is one year. For regular part-time employees, it is the first 1,040 hours worked.

The probationary period allows you time to adjust to a new workplace and/or new responsibilities. During this period, you will be assessing your job duties, the standards we expect you to meet, and your ability to meet them. Your supervisor will be going through the same process. It is important that you and your supervisor discuss performance expectations early in this six-month period, so that you will have the best opportunity for a successful career with the City.

Your performance will be reviewed on a continuous basis during this period. When necessary, you will receive feedback and coaching from your supervisor. We encourage you to ask questions and seek feedback from your supervisor and co-workers. You will receive a formal performance review after three months and near the end of your probationary period to determine whether you have successfully met the requirements of your new job.

We encourage you to ask questions and seek feedback from your supervisor and co-workers.

HOURS OF WORK

City offices are open from 8:30 a.m. to 5:00 p.m. Monday through Friday to serve the needs of our citizens. Individual departments such as Public Works and Parks and Recreation establish work schedules based on seasonal workloads and user group needs. The Fire Department works a 24-hour schedule. Consult your labor agreement, if applicable, and be sure to check with your department for their current work schedule.

Work Week

For payroll and accounting purposes, a typical workweek begins at 12:01 a.m. Monday, and ends at midnight on Sunday. Most employees who work Monday through Friday are on this workweek. For some employees working a compressed schedule, the workweek begins at noon on Friday.

Work Day

The normal workday consists of eight hours plus a meal period. Some employees or positions may have different work schedules determined by the needs of the City.

Scheduling

The City recognizes the need for flexibility in scheduling work. Management establishes work schedules. Any requests for changes in schedules or for particular days off should be made in writing in a timely fashion and approved in advance by your Department Director. Some variation in scheduling may be granted by mutual agreement between you and your department, so long as the needs of the City and its residents are met.

Rest Periods

All non-exempt employees receive one 15-minute break during each four hours of working time. The break should occur near the mid-point of each four-hour work period. Scheduling will be done by your supervisor taking into account your needs and the department's needs. Break periods are paid, but normally are not to be used to extend a lunch period or to leave early.

Meal Periods

If you are non-exempt and you work more than five hours in a day, you will have a meal break two to five hours into your shift. The normal meal break is a 30-minute unpaid period, usually near the mid-point of your shift. The exact time of your meal break will be scheduled by your supervisor to ensure appropriate coverage.

Overtime

The regular workweek is 40 working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance.

The above applies to all employees except Firefighters, whose hours of operation and schedules are governed by necessity and labor agreement.

ATTENDANCE

Timely performance of your job is essential to maintain the high quality service our City government provides. It also shows respect for your fellow employees who must assume your duties in your absence. You must report to work regularly and on time, in proper attire, with proper equipment, and ready to work. The contribution you make to the City is important.

If you will be unable to report for work, will be late, or need to leave early, notify your supervisor as far in advance as possible. If your supervisor is not available, follow department protocols or notify the Human Resources Department. Always provide a reason for the absence, tardiness or early departure, and, if possible, an estimate of how long your absence or tardiness will be.

An employee who is absent without notification for three consecutive days or shifts will be considered to have voluntarily resigned his/her position.

PERFORMANCE REVIEWS

Regular performance reviews benefit you and the City. They provide a written record of your performance and give you the opportunity to discuss with your supervisor how well you are meeting the City's expectations. They afford you the opportunity to clarify your job responsibilities, to set goals and to explore your possibilities for advancement within the City.

Regular performance reviews are intended to supplement the more frequent feedback and coaching you receive from your supervisor. Two-way communications between employees and supervisors is the best way to improve and maintain performance. We encourage you to ask questions and seek feedback from your supervisor.

Performance reviews are conducted quarterly for the first six months of employment or assignment to a new position, and annually after that. Firefighters receive monthly evaluations during probation. Your performance review is part of your personnel record. You are encouraged to provide written comment on your performance review. You will be asked to sign your performance review to document that you have read it and that you have had an opportunity to comment. You will receive a copy of your review for your own records.

Because performance on the job affects compensation and employment, your performance review deserves your active and constructive participation. Seasonal and temporary employees are coached about work expectations and performance, but normally do not receive formal performance reviews. Firefighter salary increases are separate from the firefighter performance evaluation process.

EMPLOYEE PARKING

Free parking is available to all employees in the City Hall lot on the East Side (back) of the building, adjacent to the entrance. Employees may purchase monthly parking in the garage at the current monthly rate in effect. Please do not park in the visitor parking in front of the building. At City facilities other than City Hall, consult your supervisor or department director if you have questions about where you may park.

The City encourages you to support its Commute Trip Reduction Plan by using alternative modes of transportation when and where possible.

PERSONNEL RECORDS & FILES

The City is required by law and labor agreement to maintain current employee records on all employees. Personnel records contain employment information, pay-related actions, licenses and certifications, special actions, financial enrollments, emergency information, medical enrollments, medical history, and investigative reports. While retention requirements vary based on record type, employment records must be retained for a set period of time after an employee leaves City employment. The City takes its job of maintaining accurate, confidential personnel records seriously.

The City is required to comply with valid court orders and government requests directing us to provide information from your personnel records. Generally speaking, without specific written authorization from you, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only you, your supervisor and department director, the Human Resources Department and the City Manager will have access to your personnel file. Represented employees may authorize a Union representative to have access to their files. You will receive a copy of any item placed in your personnel file.

When you move, change your telephone number or experience other changes in your personal information, please make sure you inform the Human Resources Department of such changes. In this way, your personnel records will remain accurate and up-to-date.

You may review your personnel records during normal business hours. Should you wish to do so, please make an appointment with the Human Resources Department so that a specific, mutually convenient time may be scheduled. A representative of the Human Resources Department will be present during any such review. You may include personal comments in your file if you feel it is necessary to clarify file information.

EMPLOYMENT OF RELATIVES

It is in the best interests of the City and its employees to keep business and professional relationships separate from personal and family relationships. Accordingly, the City generally will not employ family members or two individuals living together in the same household in positions where:

- One relative would supervise or audit the work of the other, directly or indirectly.
- Both relatives would have the same immediate supervisor; or
- Other circumstances exist that would create a situation of actual or foreseeable conflict of interest.

Family member includes the employee's spouse, siblings, parents, children (natural, adopted, step, or foster), grandparents, grandchildren, nieces, nephews or in-laws.

The City also may refuse to employ close relatives of officers or other high-level employees of our suppliers or others with whom the City deals where such a restriction is necessary to avoid the actuality or appearance of conflict of interest, or to protect confidential information.

Should one of the above situations occur, the City will allow either of the employees to transfer to a vacant position for which s/he is qualified. If no suitable position is available, the employees will be given the opportunity to determine which of them will resign.

EQUAL EMPLOYMENT OPPORTUNITY

The City is an Equal Opportunity Employer. All employees have the right to work in a discrimination-free environment. The City will not permit or condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by state, local or federal laws. Anyone with a protected disability will be reasonably accommodated as appropriate.

If you experience or witness conduct that you feel is discriminatory, please be sure to raise the matter for discussion and review so that the City can investigate and take appropriate action. You are encouraged to approach your supervisor or department director, as you feel necessary, or you may certainly raise it as a matter of concern under our Employee Suggestions & Complaints, described on page 30 in this handbook.

WORKPLACE HARASSMENT

The City will not permit workplace harassment based on an employee's sex, race, religion, age or other protected status. All employees are expected to deal fairly, honestly and tactfully with one another to ensure a work environment free of intimidation and harassment. The City insists on maintaining a productive work environment, which provides equal opportunity to all employees.

Harassment can take many forms, and can include unwelcome slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which create an intimidating, hostile or offensive working environment or interfere with an individual's work performance or employment opportunities. Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of their gender. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with, a supervisor or manager.

No employee shall be subjected to unwelcome verbal or physical advances or any other on-the-job conduct that could be interpreted as harassment. This protection against harassment includes conduct by co-workers, managers, vendors, guests or customers.

What You Should Do

If you at any time feel that you are being harassed, please confront the harasser and ask that the conduct stop. If you are uncomfortable doing this, or the conduct does not stop, be sure to bring this to the attention of your supervisor or other appropriate department officials, the Human Resources Director, the City Attorney, or the City Manager immediately. If you ever feel you have witnessed harassment of others, you should also bring it to the attention of management or the Human Resources Director.

What The City Will Do

The City will investigate the matter as discreetly as possible and inform you of the results of the investigation. If the investigation shows that the accused employee did engage in harassment, the City will take appropriate disciplinary action, up to and including discharge. There will be no reprisal or retaliation for raising harassment concerns. Workplace harassment is improper conduct and it will not be tolerated in our City government.

Workplace harassment is improper conduct and it will not be tolerated in our City government.

COMPENSATION

COMPENSATION

This section of the handbook contains information that will help you understand how your wages, benefits and job duties are affected by your classification and your job description or title. The City has a classification system that groups positions based on their required knowledge, complexity, and accountability. Pay for each classification is based on external salary surveys and internal salary comparisons. More information about classification and compensation systems is available from the Human Resources Department.

YOUR PAYCHECK

Pay periods are from the first through the fifteenth day of the month, and the sixteenth through the last day of the month. Normally you will receive your paycheck on the fifth and twentieth days of the month, except that the paycheck for the final pay period of the year is issued on or before December 31. If a payday falls on a weekend or a holiday, you are paid the last workday prior. You may sign up for automatic deposit of your paycheck by contacting the Finance Department. If you are a non-exempt employee, you must complete an individual time record showing daily hours worked in order to be paid properly. Exempt employees do not fill out hourly time records, but must account for daily attendance.

Deductions from your paycheck are those required by law (i.e., Medicare, workers' compensation premiums, court-ordered garnishments) and those approved by you in writing (i.e. union dues, insurance premiums, etc.).

OVERTIME/COMPENSATORY TIME OFF

The regular workweek is 40 working hours, except for firefighters, who work a 54-hour week. On certain occasions overtime may be required to meet the needs of the City and its residents. You may request not to work overtime, but you may not refuse to work assigned overtime. Your department will schedule overtime in advance, when possible, and try to minimize any inconvenience required overtime may cause. Any overtime work must be authorized by your supervisor or department director.

If overtime is required, nonexempt employees are paid at one and one-half times the regular rate of pay for all hours worked over 40 hours in one workweek. Nonexempt employees who work overtime have the option to choose compensatory time off at the overtime rate in lieu of pay. Compensatory time can be used at times mutually agreed to by you and your supervisor. Any compensatory time not used before separation of employment will be paid at your current rate of pay. The number of compensatory hours that you may accrue is governed by your labor agreement.

Overtime and compensatory time off for Firefighters are controlled by their labor agreement.

MANAGEMENT TIME

Exempt employees are eligible for time off with pay in lieu of overtime pay. The amount of management time available to exempt employees is set by ordinance based on an employee's position classification. Management time is to be scheduled with the approval of your supervisor and must be taken as time off work during the year of accrual. Management time cannot be carried over into a New Year and cannot be cashed out.

TEMPORARY ASSIGNMENT PAY

On occasion, you may be asked to fill a position on a temporary basis. How you are paid depends on the position. If the position is in the same or a lower pay range as your regular position, or if temporary assignment to that position is part of the duties of your current job description, you will continue to be paid at your current rate of pay. If the temporary position is in a higher pay range, you will be paid the greater of five percent above your current pay or Step A of the temporary position's pay range.

Your department director must authorize temporary assignment pay in writing. Temporary assignment pay applies only to assignments of five consecutive working days or more, unless otherwise provided in a labor agreement. AFSCME employees should refer to their labor agreement for additional procedures relating to temporary assignments. Temporary assignment for Fire Department personnel covered by the IAFF contract is controlled by the provisions of their labor agreement.

SALARY STEP INCREASES

Normally new employees are paid at the first step of the salary range for their positions. Employees are eligible for a step increase at the end of the probationary period, and annually after that, conditioned on acceptable performance.

Fire Fighters receive step increases as provided in their labor agreement.

RECLASSIFICATION/PAY ADJUSTMENT

Each position in the City is allocated (assigned) to a classification. A classification is a group of positions with similar duties and levels of responsibility. For example, Administrative Assistant II is a classification containing several different positions. Each classification is assigned to pay range.

Occasionally, an employee will assume higher level duties over a period of years, even though he/she remains in the same position. If the department director concurs, the employee may submit a request for a reclassification of his/her position. Reclassifications should be requested when the employee, supervisor and department director believe the responsibilities of the employee's position exceed those described in his/her current classification. The Human Resources Department reviews the request and determines if a reclassification is appropriate. If the employee's position is reclassified to a classification with a higher pay range, the employee's salary is increased to the first step on the new pay range that provides a minimum five percent (5%) increase, effective thirty (30) days after receipt by the Human Resources Department.

Occasionally, a group of positions will be appropriately described in its classification, but changes in relevant market data and other factors will suggest the need for a pay range review. For represented classifications, pay range reviews are conducted in conjunction with the collective bargaining process during contract negotiations. The Human Resources Department may review the pay range of a non-represented classification at the request of the department director and City Manager.

EXPENSE REIMBURSEMENT

If you incur authorized expenses while on City business, you will be reimbursed subject to the travel policies, regulations and procedures set forth by the City Council. Such expenses include mileage for use of your personal vehicle, or meals, lodging and transportation, if traveling in connection with officially assigned duties or other approved public purpose. If you have the option to fly to your destination but choose to drive your personal vehicle instead, you will be reimbursed for mileage expenses up to the cost of an advance purchase airline ticket. Expenses for purchase of alcoholic beverages are not reimbursable.

You are encouraged to use a City vehicle and to carpool when you are traveling on City business. Your spouse may accompany you provided the City vehicle is used for City business only, and provided there is no additional cost to the City. Your supervisor must approve use of your personal vehicle for City business in advance. If you should use your personal vehicle for travel outside the City on City business, you will be reimbursed at the rate set by the City Council.

In order to be reimbursed, you must certify the claim for reimbursement on a City Travel Authorization and Expense Claim form with attached receipts. Your reimbursement claim must be approved by your department director and submitted to the Finance Department within 30 days after completion of the travel or activity. City Travel Authorization and Expense Claim forms are available in your department.

UNION ACTIVITIES

The City works closely with its unions to ensure its labor agreements are administered fairly and impartially. Union representatives may do mutually beneficial work related to the administration of the collective bargaining agreement on work time so long as services provided the residents of the City are not adversely affected. Union representatives must first give notice to and obtain approval from their department heads when they need time during the normal work day for mutually beneficial union business. Reasonable time off with pay will be granted when possible. Meetings with City Management, investigation of grievances, and representing employees during disciplinary and discharge procedures shall be conducted on work time.

The City works closely with its unions to ensure its labor agreements are administered fairly and impartially.

TIME OFF AND BENEFITS

TIME OFF AND BENEFITS

This section of the handbook contains information that will help you understand your time off and benefits options. The City offers an excellent benefit package including vacation and sick leave; medical, dental and other insurance; and retirement. The City's benefit package has been set up so that you have the flexibility to select the options that most closely meet your needs.

SICK LEAVE

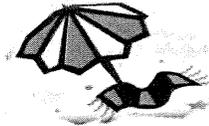
The City provides paid sick leave to continue your normal pay during absences due to your illness or injury, or illness or injury of a family member that requires your presence. Full-time employees accrue sick leave at the rate of eight hours per month, beginning the first day of employment. Unused leave may be carried over to following years. Sick leave may not be used during the first 30 days of employment nor during the pay period in which it is earned. Sick leave does not accrue during unpaid leaves of absence or layoff. Sick leave may be taken in increments of one hour or more. Sick leave of more than three consecutive days normally requires a note from a health care provider indicating the reason for your absence. Paid sick leave may be used only for the following purposes:

- Personal illness or injury;
- Medical or dental care that could not reasonably be scheduled during off work time;
- Care of an immediate family member (spouse, child, grandchild, parents, grandparents, brother or sister) or any family member or other person dependent upon the employee, with a health condition that requires the employee's care;
- Pregnancy and/or childbirth;
- Medical quarantine; or
- Death of an immediate family member if more than three days are required.

If you exhaust your sick leave, you may request vacation, leave of absence or use of accrued compensatory time from your department director.

If you separate from City employment, you or your beneficiary will receive payment equal to 25% of your accrued and unused sick leave, provided that the total cash-out of sick leave does not exceed 64 hours. This cash-out does not apply to any employee who leaves employment during the new hire probationary period.

Firefighters' sick leave accrual, use and cash-out is governed by their labor agreement.



VACATION TIME

Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of the new hire Probationary Period. Vacation time may not be used during the pay period in which it is earned. You may schedule vacation at any time provided it is approved by your department director or City Manager and does not interfere with the operations of the City. Vacation accrues according to the following schedule:

AFSCME represented and non-represented employees:

First Year	12 days
Second Year	13 days
Third Year	14 days
Fourth and Fifth Year	15 days
Sixth and Seventh Year	17 days
Eighth and Ninth Year	18 days
Tenth and Eleventh Year	19 days
Twelfth and Thirteenth Year	20 days
Fourteenth and Fifteenth Year	21 days
Sixteenth Year and thereafter	23 days

Maximum accrual that may be carried over into the following year is the amount of vacation that you could have earned in two years. Time in excess of this amount will expire, unless you were prevented from using requested vacation time due to the demands of the City.

Upon termination or retirement, you will be compensated for unused vacation up to the amount of vacation time earned over a period of two years, at your current rate of accrual.

LEAVE SHARING

See 1.10 Leave Sharing Policy.

HOLIDAYS

Regular full-time employees receive paid time off on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day. If a holiday falls on Saturday, you will receive Friday off; if on Sunday, you will receive Monday off.

AFSCME employees who work on an observed holiday will be paid at one and one-half times their normal rate of pay in addition to pay for the holiday.

Shift Firefighters receive 5.5 shifts off per year with pay in lieu of the normal holidays. Scheduling of those holidays is governed by the labor agreement.

Upon completion of one year of employment, you receive a paid "floating holiday" annually. It may be used at any time approved by your department director, but must be used within a year of the date it is accrued.

BEREAVEMENT LEAVE

See 3.05 Bereavement Leave Policy.

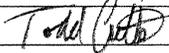
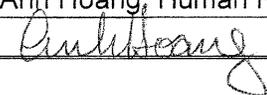
JURY DUTY LEAVE

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. However, to ensure that we can provide proper service to the public, if you receive a notice for jury duty service, please contact your department director as soon as possible so that appropriate scheduling needs can be met. If your absence would pose a significant hardship for the City, you may be asked to request a postponement of jury duty from the court. Employees who serve on jury duty are paid at their regular rate of pay less any money received for performing jury duty. Since you are being paid your full salary, you are required to sign over any pay received for jury duty to the Finance Department. Note: You are allowed to keep any mileage or parking reimbursements associated with your jury duty. You are expected to report to work on any day that you are released from service with four or more hours left in your regular shift.

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society.



City of SeaTac Personnel Policy

Policy Number:	3.05
Policy:	Bereavement Leave
Effective Date:	March 1, 2011
Supersedes:	Employee Handbook, page 17, <u>Bereavement Leave</u> , Revised 6/02
Approved by:	Todd Cutts, Interim City Manager
Signature:	
Issued by:	Anh Hoang, Human Resources Director
Signature:	

3.05.1 Policy

It is the policy of the City of SeaTac to provide regular full time employees of the City bereavement leave with pay for employees to arrange and/or attend funerals of immediate family members.

Bereavement leave is not sick leave or vacation leave; however, sick leave, compensatory time, management leave and vacation leave may be used to extend paid leave beyond approved bereavement leave as outlined below.

3.05.2 Definitions

- A. For the purposes of this policy, "immediate family" is defined as the employee's spouse or State registered domestic partner, parent, step-parent, spouse's parent, sibling, spouse's sibling, child, stepchild, grandparent, or grandchild.
- B. "Other Family Member" is defined as a member or non-member of the employee's family who could have been considered immediate family as a result of special circumstances.
- C. "Days" for the purpose of this policy are defined as eight (8) hour work days.

3.05.3 Eligibility:

- A. Length of Service - No minimum required.
- B. Employee Status - All regular full time employees are eligible for bereavement leave.

Personnel Policy 3.05
Bereavement Leave

- D. Regular part-time employees receive additional premium pay in lieu of paid leave benefits, therefore, they are not eligible for bereavement leave.

3.05.4 **Use of Leave:**

- A. **Immediate Family** – In the event of a death in the employee's immediate family, the employee may take up to three (3) days off with pay to attend and/or arrange funerals of immediate family members. Employees needing to use bereavement leave for "immediate family" must notify their supervisor or Department Director of their relationship to the deceased and the amount of bereavement leave, which cannot exceed three days, needed prior to taking the bereavement leave. Employees shall then submit a written request for paid bereavement leave for "immediate family," to include relationship to the deceased and the amount of leave requested, to their supervisor and Department Director for approval.
- B. **Other Family Members** – Up to three (3) days of bereavement leave with pay may also be requested by employees to attend and/or arrange funerals of "other family members" as defined in Subsection 3.05.2.B. For such exceptions, an employee must submit written request for paid bereavement leave to their supervisor and Department Director for approval. Such written request shall explain the employee's relationship to the deceased, the special circumstances in which the deceased could have been considered "immediate family," and the amount of bereavement leave requested. Employees must obtain approval prior to taking paid bereavement leave for "other family members".
- C. **Other Leaves** – In the event that the time required to arrange and/or attend a funeral is in excess of three (3) days, and such extended leave has been approved by the employee's supervisor and Department Director, the employee may charge the excess leave time to his/her accumulated sick leave, vacation, compensatory time or management time. A maximum of ten (10) days may be granted for purpose of extending paid bereavement leave.
- D. **Close Friends and Other Relatives** – Employees may request the use of vacation, compensatory time, or management leave to attend the funeral service of close friends and other close relatives who do not meet the definitions of 3.05.2.A – Immediate Family or 3.05.2.B – Other Family Member.
- E. **Current Employee's Passing** – When a current employee of the City passes away, and the funeral service for the deceased employee is scheduled during work hours, employees may request up to one (1) day of paid bereavement leave to attend the funeral. Paid bereavement leave may be taken for only the actual time required to attend the funeral service. Employees must receive their Department Director's approval prior to attending such funeral service(s) to ensure the operations of the City shall not be interrupted. Former co-workers shall be considered "close friends and other relatives" as defined in paragraph D above.

3.05.6 **Collective Bargaining Agreement or Civil Service Laws/Rules:**

Employees covered by a Collective Bargaining Agreement ("CBA"), Civil Service laws and rules, or the Law Enforcement Officers and Firefighter's plan 1 ("LEOFF 1") disability provisions, will

Personnel Policy 3.05
Bereavement Leave

be subject to the specific terms of those agreements, laws, rules or regulations applicable to bereavement leave, which supersede this policy. In the event the CBA, Civil Service laws/rules, or LEOFF 1 regulations do not contain any provision related to bereavement leave, then the affected employees covered by same will be governed by this policy.

FAMILY AND MEDICAL LEAVE

Eligibility for Leave

In conformance with the federal Family and Medical Leave Act, if you have been employed for at least 12 months and have worked for the City for at least 1,250 hours during the previous 12-month period, you may receive up to 12 workweeks of leave every 12-month period to care for:

- Your newborn child, newly adopted child, or foster care child;
- Your spouse, child, or parent with a serious health condition; or
- Your own serious health condition that leaves you unable to perform the functions of your job.

A serious health condition is one that affects one's health to the extent that inpatient care is required or absences are necessary on a recurring basis for more than a few days for treatment or recovery.

If you and your spouse are employed by the City, the City may restrict your leave to a combined total of up to 12 workweeks of leave in a 12-month period for the birth or adoption of a child or care of a parent with a serious condition. In addition, the City may, in certain situations, grant family leaves to only one of you at a time.

Parental leave taken to care for a newborn or newly adopted child must be completed within 12 months of the child's birth or placement for adoption.

Notice and Confirmation of Leave

If you have a need to take an extended absence from your job for any of the above reasons, you must inform your Department Director, in writing, of your specific reasons for the leave at least 30 days prior to the anticipated date of delivery or placement for adoption, or 30 days prior to pre-scheduled medical treatment of yourself or sick family member. If circumstances do not allow you to give the required notice, you must give notice as soon as possible.

Prior to approving your request for medical leave, the City may require you to provide confirmation from a health care provider of the need for and probable duration of the leave requested for a serious health care condition. Such notice must be provided within 15 days of the date it is requested by the City. If planned medical treatment is required, please make a reasonable effort to schedule treatment so as not to unduly disrupt City operations.

Duration of Leave and Methods of Taking Leave

If you apply for and are granted a family leave, you will normally be given up to 12 consecutive weeks off your regular job. However, in situations where the reason for the leave is to care for your sick family member or for your own serious health condition, you may be permitted to use up to the 12 total weeks of leave on an intermittent basis or on a reduced workweek schedule, if it is medically necessary to do so.

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Duration of Leave and Methods of Taking Leave

If you request to take family leave on a reduced or intermittent work schedule, you must provide additional medical certification by a qualified health care provider which states that such accommodation is medically necessary and for how long. If you request and are granted such a leave, you may be required to transfer temporarily to an available alternative position with equivalent pay and benefits that is better able to accommodate your recurring periods of leave or your reduced work schedule.

While on family leave, the City may require that you periodically report regarding your status and intention to return to work. The City may also require that you obtain subsequent re-certification of the need for continued leave.

Benefits While on Leave

You will be allowed to have your medical and dental coverage continued under the same conditions as before your leave commenced. However, the City's payment of the employer-paid portion of your premiums is conditioned upon your return to work. Except in certain circumstances, if you do not return from a family leave, the City may recover from you all insurance premiums it paid to continue your coverage while on leave.

If you take a family or medical leave, the City asks that you exhaust your accrued vacation, sick leave and compensatory time at the beginning of the leave.

Taking a family leave will not cause you to lose any employment benefits that accrued before the start of your leave (e.g., seniority). However, you will not accrue these benefits during your family leave.

Return from Leave

Upon returning from a family leave, you will normally be assigned the same position held when the leave commenced or to a position with equivalent pay, benefits, and other conditions of employment.

It is impossible to cover all the details concerning family leave in this Handbook. If you believe you want to take family leave, please discuss it with your department director or the Human Resources Director.

ON-THE-JOB INJURY

The City has a special benefit to assist employees who are injured on the job. If you are injured on the job, you will be paid an amount by the City which, when combined with time loss payments, will equal 85% of your normal salary for up to 120 days per separate injury. Since this amount is not subject to taxation, this amount will differ little from your regular take home pay.

You must use sick leave for the first three days of absence after an on-the-job injury. If your absence continues for more than 14 days, you will receive credit for the three days of sick leave you used.

The City will charge your sick leave account until you become eligible for time loss payments as determined by the State Department of Labor and Industries, Industrial Insurance Division (L&I). You must turn your L&I time loss payments over to the City. Your sick leave will be credited back based on these time loss payments.

Employees who are injured on the job will be required to sign a waiver stating that deductions will be made to their pay in the event they do not turn over their L&I time loss checks to the City.

After 90 days you may be eligible for Long Term Disability benefits. For additional information about this program, consult the Human Resources Department or your labor agreement.

If you are injured on the job, you will be paid during any resulting period of disability up to 120 days per separate injury.

LEAVE WITHOUT PAY

See 3.09 Leave Without Pay Policy.



City of SeaTac Personnel Policy

Policy Number:	3.09
Policy:	Leave Without Pay
Effective Date:	January 1, 2010
Supersedes:	Employee Handbook, page 20, <u>Leave Without Pay</u> , Revised 1/99
Approved by:	Todd Cutts, Acting City Manager
Signature:	<i>Todd Cutts</i>
Issued by:	Anh Hoang, Human Resources Director
Signature:	<i>Anh Hoang</i>

3.09.1 **Purpose:**

The City recognizes that on occasion, an employee may need time off from work for personal reasons that are not covered by any other benefit or leave type. In these circumstances, the City may grant an employee leave without pay for a specified period of time. This policy is intended to provide guidelines to employees and managers when such leave is requested.

3.09.2 **Policy:**

It is the policy of the City of SeaTac to provide a specified period of leave time up to, but not to exceed, six months where circumstances warrant such leave. Leave without pay is a privilege the City may extend to employees at its discretion. It allows an employee to take time off from work for personal reasons, as well as to assist the City during times of financial difficulty.

3.09.3 **Eligibility:**

All regular full-time and regular part-time employees are eligible to request and, if approved, use leave without pay within the scope of this policy.

3.09.4 **Use of Leave:**

- A. Employees may request the use of leave without pay for any personal need of the employee. All accrued leave, i.e. vacation, holiday, sick leave (if the circumstances qualify the employee to use of sick leave), management leave, etc., must be exhausted before any leave without pay shall be granted. The only exception to the approval of leave without pay prior to the employee's exhaustion of all accrued leave shall be for

periods during which the use of leave without pay would be encouraged as a means to save fiscal resources during declared financial difficulties.

- B. A leave of absence without pay may not exceed six months in duration. However, the employee may be granted a leave of absence without pay or an extension to a leave of absence without pay beyond the six-month month limit without a guarantee of return to the employee's job at the time of departure. This limitation period may apply per incident of leave or per twelve-month period as determined at the City Manager's discretion.
- C. Under no circumstance will leave be authorized for the employee to "hold" their City job while on a probationary status with a newly-acquired position.

3.09.5 Benefits While on Leave Without Pay:

- A. In general, benefits shall not accrue while the employee is on a leave without pay when such leave is taken under any circumstance other than during declared City financial difficulties.
 - 1. Specifically, for regular full time employees:
 - a. For each partial calendar month the employee is on leave without pay:
 - 1) Health care insurance will continue for the entire calendar month. The employee shall be responsible to continue paying the employee's portion of health insurance premiums.
 - 2) Leave benefits (vacation, sick, and holiday) will be accrued based on the proration of the employee's hours of compensation for that month.
 - b. For each full calendar month the employee is on leave without pay:
 - 1) Health care insurance coverage will cease. The employee may continue medical, dental and vision coverage for the employee and eligible dependents on a self-paying basis by pre-paying premiums through COBRA. Life and long term disability insurance coverage will cease.
 - 2) Leave benefits (vacation, sick, and holiday) will not be accrued.
 - 2. Specifically, for regular part-time employees:
 - a. For each partial calendar month the employee is on leave without pay, health care insurance will continue for the entire calendar month. However, the employee shall be responsible for paying the employee's prorated portion of health insurance premiums based on actual hours compensated for the previous month.
 - b. For each full calendar month the employee is on leave without pay, health care insurance coverage will cease. The employee may continue medical, dental and vision coverage for the employee and eligible dependents on a self-paying basis by pre-paying premiums through COBRA.
 - c. Regular part-time employees generally do not accrue leave benefits (vacation, sick, and holiday). They will continue to not accrue leave benefits.

- B. Approved leave without pay taken during declared City financial difficulties shall not affect the employee's accrual of leave benefits. The City will continue to cover the employee's health care insurance at the benefit level prior to the employee's leave without pay. However, the employee agrees to fill out the appropriate forms required for the City to administer such continuation of coverage. Full time employees' life and long term disability insurance will be administered according to the terms of those policies.

3.09.6 Procedures to Request Leave Without Pay:

- A. All leave taken by regular part-time employees are considered leave without pay. Therefore, the following procedures to request leave without pay would only apply to regular part-time employees for leave of absence requests for 30 calendar days or more. Requests to use leave for less than 30 calendar days shall follow procedures for the applicable sick or vacation leave. The following procedures are also applicable for all regular full time employees for any request for leave without pay, regardless of duration.
 1. A request for leave without pay must be submitted to the employee's immediate supervisor and Department Director in writing and must specify the reason for the leave and the length (dates) of leave requested.
 2. The Department Director shall review and approve or deny the request in writing. If the request is denied, the Department Director shall notify the employee of his/her decision. If the request is approved by the Director, the Department Director shall forward the written request to the Human Resources Director, or designee, for review.
 3. The Human Resources Director, or designee, shall forward the request to the City Manager for final approval.
 4. Leaves without pay are granted at the discretion of the City Manager. In general, the circumstances will determine the length of leave. The City Manager's approval or denial of the leave request shall be final.
- B. If approved, and the leave without pay is for a full calendar month or longer, the employee will arrange a meeting with the Human Resources Department prior to the commencement of their leave. During the meeting with Human Resources, the employee will make arrangement for continuation of insurance coverage, including method(s) for payment of such premiums.

3.09.7 Return to Work:

- A. Employees on leave without pay may return to work early if they notify and obtain approval from their supervisor in advance of such return.
- B. Once the leave without pay has been approved by the City Manager, and the leave has commenced, if a Department Director needs the employee to return to work prior to the end of the approved period, the Director may request the employee to return early. Early return to work at the Director's request will only apply with mutual agreement between the employee and the Director. No disciplinary action will be taken against an

Personnel Policy 3.09
Leave Without Pay

employee who declines a request to return to work early from an approved leave of absence.

- C. Employees returning from a leave of absence without pay, during which their insurance benefits have ceased or switched over to COBRA coverage, will be responsible to complete the necessary paperwork to re-enroll into benefit programs for which they are eligible. Upon re-enrollment on the City's health care insurance programs, the employee's effective date of enrollment shall be determined by the health care program's underwriting eligibility rules.
- D. An employee who fails to return to work on or before the end of the agreed upon date may be terminated from employment with the City of SeaTac.
- E. Upon returning from an approved leave of absence without pay for a period of six months or less, the employee is entitled to return to the same position providing the employee returns from leave on or before the date approved by the City.
- F. An employee returning from an extended leave of absence without pay of more than six months may, at the City's discretion, be returned to the employee's job at the time of departure or to a different position for which the employee qualifies if such position is vacant and eligible to be filled.

3.09.8 Collective Bargaining Agreement or Civil Service Laws/Rules:

Employees covered by a Collective Bargaining Agreement ("CBA"), Civil Service laws and rules, or the Law Enforcement Officers and Firefighter's plan 1 ("LEOFF 1") disability provisions, will be subject to the specific terms of those agreements, laws, rules or regulations applicable to leave use and are excluded from the provisions of this policy. In the event the CBA, Civil Service laws/rules, or LEOFF 1 regulations do not contain any provision related to leave without pay policy or procedure, then the affected employees covered by same will be governed by this policy.

MILITARY LEAVE

Employees who are ordered to attend annual military reserve training or other short-term active military duty may take up to 15 days per calendar year as paid leave. Employees are entitled to return to their jobs as provided by law. All benefits continue to accrue during military leave of less than 30 days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended military leave of absence, which may continue up to five years, unless otherwise provided under federal law. Employees will receive all accrued but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage in accordance with applicable state and federal laws.

Employees who leave work to serve in the military are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

INSURANCE BENEFITS

See PP-5.01 Health Care Insurance Policy.

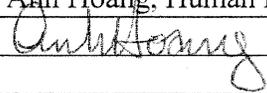
Section 125 Flexible Benefits Plan

Section 125 of the IRS Code allows for the use of pre-tax dollars to pay for certain qualifying expenses, including medical insurance premiums, many non-covered medical expenses, and dependent care.

Section 457 Deferred Compensation Plan

This optional program allows you to build for retirement by deferring a tax-free portion of your salary through payroll deduction. You may choose one of two plans offered by the City. Each plan has several investment options. Law sets the maximum amounts that you can defer each year. For employees not eligible for overtime payments, the City will match the employee's contribution up to 2% of the employee's gross annual wage. Additional information is available from the Human Resources Department.

City of SeaTac Personnel Policies and Procedures

Policy Number:	PP-5.01
Policy Name:	Health Care Insurance
Department(s):	Citywide
Effective Date:	January 1, 2013
Supersedes:	Employee Handbook, page 21 – Insurance Benefits
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Curtis, City Manager
Signature:	

5.01.1 **PURPOSE:**

It is the City's policy to make health care insurance available through group plan(s) to eligible City employees and their dependents. The plan(s) will be designed to meet the needs of the majority of City employees. The plan(s) will be reviewed periodically to ensure that employee insurance needs are being met at a competitive cost.

5.01.2 **POLICY:**

The City of SeaTac is a member of the Association of Washington Cities (AWC) Benefit Trust. Therefore, health insurance benefits offered to eligible employees are those offered by AWC to its members. In addition to the policy provisions below, employees and their dependent(s) must meet the group plan's enrollment eligibility requirements as determined by AWC. Employee's eligibility for health insurance plans and their participation in the cost of health benefits are determined by their Collective Bargaining Agreement (CBA) and the City Council. Except as provided otherwise in the employee's CBA, the following shall apply to all employees of the City.

A. **Eligible Employees and Dependents:**

1. The following classifications of employees are eligible to subscribe to the City's insurance plan(s):
 - a. All "regular employees" as defined by Personnel Policy PP-1.01 – Employee Definitions. In the case of job share employees, the employees must work a minimum of 50% of full time to be eligible; and

- b. All LEOFF I employees who retired from the City of SeaTac.
2. A “Member” or “Subscriber” is defined as: Any regular employee or LEOFF I retiree whose health insurance enrollment application has been accepted by the City.
 3. An “Eligible Dependent” is defined as: A Subscriber’s family member who is one of the following is eligible to be enrolled as a dependent on the Subscriber’s health insurance plan:
 - a. Legal spouse.
 - b. Domestic partner registered with the State of Washington’s domestic partner registry.
 - c. Dependent child under the age of twenty six (26) as defined by the City’s group insurance policy with the insurance carrier.
 - d. Dependent Child Age Twenty-Six or Older: An unmarried, dependent child who is age twenty six (26) or older, who is incapable of self-support because of mental, physical or developmental disability and is chiefly dependent upon the employee for support and maintenance. (Proof of incapacity and dependency must be furnished by the employee to the Insurance Carrier.)

B. Ineligible Employees:

All “Temporary/Seasonal employees,” as defined by Personnel Policy PP-1.01 – Employee Definitions, and job share employees working less than 50% of full time are not eligible to subscribe to the City’s insurance plan(s).

C. Medical Insurance:

Eligible employees may elect one of the following medical insurance plans offered by the City through the AWC Benefit Trust for themselves and their eligible dependents:

1. AWC HealthFirst Plan;
2. Group Health Cooperative \$10 Copay Plan; or
3. Regence High Deductible Health Plan (HDHP) with Health Savings Account (HSA).

D. Medical Premiums:

1. Regular full time employees shall pay a portion of the monthly medical insurance premium for themselves and their dependents enrolled in the applicable medical insurance plan as outlined in Appendix A, and the City shall pay the balance of

the monthly premium.

2. For regular part-time employees and their enrolled dependents, the City shall pay a pro-rated percentage of the monthly medical insurance premiums it normally pays for regular full time employees and their dependents based on the number of hours compensated to the regular part-time employees during the prior calendar month. Regular part-time employees shall be responsible to pay the balance of the medical premium for themselves and their dependents.

E. **Health Savings Account (HSA):**

Employees enrolled into the High Deductible Health Plan (HDHP) are eligible to enroll into the associated Health Savings Account (HSA) per Internal Revenue Service (IRS) codes. The City may provide contribution to the employee's HSA contributions. If such City contribution is authorized, it may be adjusted by the City on an annual basis.

F. **Dental, Orthodontia and Vision Insurance:**

The City provides dental, orthodontia, and vision insurance benefits to all regular full-time and regular part-time employees and their enrolled dependents for AFSCME and Non-Represented employees. The City provides dental insurance benefits for IAFF employees. The City pays the associated insurance premiums in full.

G. **Effective Date of Coverage:**

Insurance coverage for eligible new hires and their dependents will commence the first day of the month following the date of hire, provided the employee has properly filled out and turned in the health insurance application form to the Human Resources Department within thirty (30) days of the employee's eligibility date.

The effective date of open enrollment changes will be a date specified by the Human Resources Department for that open enrollment period.

The effective date of eligible changes outside of the open enrollment period will be as specified in the plan booklet for the group insurance plan selected and is specific to the qualifying event, provided the employee has properly filled out and turned in the health insurance application form to the Human Resources Department within the required timeline specified by the insurance carrier.

H. **Continuation of Coverage:**

1. **Coverage While on Paid Leave**

Employees who are absent from work on approved paid leave will be treated as though they were at work for health care insurance purposes. Payment of premiums by the City will continue during the length of time the employee is on

approved paid leave, and the employee shall continue to be responsible for their portion of the monthly premium for themselves and their enrolled dependents.

2. Coverage While on FMLA or FLA Leave
Employees on approved Family Medical Leave Act (FMLA) or Family Leave Act (FLA) leave shall continue to be covered on the City's health care insurance plans. The City will continue to pay its share of the insurance premiums, and the employees shall be responsible to pay their share of the monthly insurance premiums for themselves and their enrolled dependents.
3. Coverage While on Leave Without Pay
Employees who are absent from work on approved leave of absence without pay, which is not approved FMLA or FLA Leave, for a full calendar month or more may continue their health care insurance coverage for themselves and their enrolled dependents through COBRA (Consolidated Omnibus Budget Reconciliation Act) by self-paying for the full cost of the City's group insurance plan.

Upon the employee's return to regular work from the leave of absence without pay, the employee shall complete a health insurance enrollment form, and the City will resume payment for the employee and dependent coverage according to the provisions of this policy. The effective date of the employee's re-enrollment will be as specified on the enrollment form.
4. LEOFF I Retirees
All Law Enforcement Officers and Fire Fighter, Plan 1 (LEOFF I) employees who qualify for service retirement or disability retirement with the City of SeaTac shall be maintained on the City's LEOFF I group insurance for life.
5. Service Retirement and Separation of Employment: "COBRA" Continuation
Non-LEOFF I employees who retire or separate from City service have the option of continuing their health insurance through the COBRA for a specific period of time. Information is available in the Human Resources Department, or the City's third party administrator, Northwest Administrators, Inc., (206) 726-3285. Subscription charges on COBRA will differ from the City's group plan rates. The option to convert to COBRA coverage must be exercised within sixty (60) days following the separation or retirement date. Employees also have the option of applying for and purchasing individual health care policies on their own.

I. **Cancellation of Coverage:**

An employee's group insurance will automatically be cancelled on the last day of the month in which the employee separates from regular employment.

5.01.3 **PROCEDURES:**

A. **Application for Membership or Changes in Coverage:**

All insurance enrollments or changes must be accomplished on prescribed forms which are available in the Human Resources Department. Such applications must be received by Human Resources within the time line outlined below:

1. **New Employees:** Employee and dependent coverage must be applied for at the time a new employee completes his/her new hire paperwork, otherwise coverage will not be available until the next open enrollment period.
2. **Employees Already Enrolled:** If an employee is already enrolled in one of the City's group health care plans and acquires dependents through marriage, adoption or birth of a child, the employee must complete and return the enrollment application to Human Resources within the required timeline specified by the insurance carrier.
3. **Changes in Dependent Eligibility:** It is each employee's responsibility to notify the Human Resources Department in writing of any change in the eligibility status of their dependents for the purposes of health care insurance and COBRA benefits. Failure to notify Human Resources of reduction in eligible dependent(s) will result in the employee being required to reimburse any unnecessary health care premiums paid by the City for the employee's dependent health care insurance. Conversely, if the employee fails to notify the City of newly eligible dependent(s) in a timely manner, the City is not liable for medical expenses or retroactive health care insurance premiums incurred by the employee as a result of the delay in adding the new dependent(s) onto the employee's insurance plan.

B. **Open Enrollments:**

The City will offer an open enrollment period at least once annually. During such open enrollment period, employees may join, add dependents, or transfer between plans without evidence of insurability. When such open enrollment periods are offered by the City, the Human Resources Department will notify all employees of the time and conditions of the open enrollment including the effective date of open enrollment changes.

C. **Domestic Partner Benefits – IRS Reporting:**

As required by IRS Code, employees receiving domestic partner health insurance benefits shall have additional income reported in their name to the IRS, and applicable taxes withheld, for the premiums paid for the insurance coverage for the enrolled domestic partner and the domestic partner's eligible, enrolled dependent children.

D. **Benefit Information:**

Booklets explaining each plan and respective benefits are available on request from the Human Resources Department, or the AWC Website at www.awcnet.org/healthbenefits, or by phone at (800) 562-8981. Questions concerning coverage and limits should be directed to the respective Plan Administrator or the Human Resources Department.

5.01.4 **POLICY DISCLAIMER:**

This policy has been written to generally inform employees of the health care insurance benefits under the City's group plan. It is not intended to replace or supersede the specific provisions of our written contract with the insurance company. All interpretations of coverage must be from the insurance carrier's contract provisions and not this reference document (this policy).

5.01.5 **COLLECTIVE BARGAINING AGREEMENT OR CIVIL SERVICE LAWS/RULES:**

Employees covered by a Collective Bargaining Agreement ("CBA"), Civil Service laws and rules, or the Law Enforcement Officers and Firefighter's plan 1 ("LEOFF 1") disability provisions, will be subject to the specific terms of those agreements, laws, rules and/or regulations applicable to health care insurance and are excluded from the provisions of this policy. In the event the CBA, Civil Service, and/or LEOFF 1 laws, rules and/or regulations do not contain any provision related to health care insurance policy or procedure, then the affected employees covered by same will be governed by this policy.

City of SeaTac
Policies and Procedures
 PP-5.01 Health Care Insurance
APPENDIX A

5.01.2.D. **Employee Insurance Premiums Monthly:**

For 2013	Regence		Regence
<u>Medical Plan Selected</u>	<u>HealthFirst</u>	<u>Group Health</u>	<u>HDHP w/HSA</u>
Employee Only	\$50.00	\$7.01	\$0.00
Employee & Spouse	\$110.00	\$15.38	\$0.00
Employee & 1 Child	\$81.00	\$28.29	\$0.00
Employee & 2+ Children	\$103.00	\$76.32	\$0.00
Employee, Spouse & 1 Child	\$136.00	\$37.66	\$0.00
Employee, Spouse & 2+ Children	\$160.00	\$85.69	\$0.00

For 2014	Regence		Regence
<u>Medical Plan Selected</u>	<u>HealthFirst</u>	<u>Group Health</u>	<u>HDHP w/HSA</u>
Employee Only	\$68.00	\$7.01	\$0.00
Employee & Spouse	\$136.00	\$15.38	\$0.00
Employee & 1 Child	\$101.00	\$28.29	\$0.00
Employee & 2+ Children	\$129.00	\$76.32	\$0.00
Employee, Spouse & 1 Child	\$170.00	\$37.66	\$0.00
Employee, Spouse & 2+ Children	\$198.00	\$85.69	\$0.00

5.01.2.E. **Health Savings Account (HSA) City Contribution:**

Effective January 1, 2013, the City will match the employee's contribution for themselves and enrolled dependents at a rate of \$2 match for every \$1 the employee contributes into their HSA, not to exceed a City match of \$2,067 per year for Employee Only enrollment and \$4,167 per year for Employee and Dependent(s) enrollment.

RETIREMENT BENEFITS AND DEFERRED COMPENSATION

The City of SeaTac has three separate programs to help you save for your retirement. Consult Human Resources or your Plan documents for details.

Retirement Plans

As a regular City employee, you participate in PERS or LEOFF, whichever is applicable by law. State law governs eligibility and procedures for retirement. Details are provided during orientation. Additional information is available from the Human Resources Department.

Section 401(a) Social Security Replacement Program

When the City incorporated, it had the option to enroll in Social Security or in an approved social security replacement program. The City chose a social security replacement program administered by the International City Management Association Retirement Corporation (ICMA). This program operates much like a mutual fund. Because this is a replacement for social security, law mandates it. The City must contribute a percentage of your wages and you must contribute a percentage of your paycheck into your account. You choose how your funds are to be invested from investment options ranging from conservative, low-risk to aggressive, high-risk.

Enrollment in the Section 401(a) program does not affect your ability to receive Social Security benefits. If you accumulate or have accumulated 40 quarters of coverage, you will be eligible for Social Security retirement benefits.

Section 457 Deferred Compensation Plan

This optional program allows you to build for retirement by deferring a tax-free portion of your salary through payroll deduction. You may choose one of two plans offered by the City. Each plan has several investment options. Law sets the maximum amounts that you can defer each year. For employees not eligible for overtime payments, the City will match the employee's contribution up to 2% of the employee's gross annual wage. Additional information is available from the Human Resources Department.

CONTINUING EDUCATION

The City provides educational assistance to regular, full-time employees to attend higher education courses that will improve their current and future job-related skills. Employees must first apply for tuition reimbursement and have the prior approval of their supervisor and department director. A Tuition Reimbursement Committee will approve or deny the request based upon predetermined selection criteria and availability of funds. If an employee voluntarily leaves City employment, he/she will be required to repay the City for the cost of any tuition reimbursed during the six (6) months prior to resignation.

PART-TIME EMPLOYEES BENEFITS

Those employees who work 20 hours or more on average per week in the preceding month may choose pro-rated medical, dental and vision coverage based on the number of hours worked in the preceding month. Regular part-time employees receive a 10% salary supplement in addition to their base pay in lieu of vacation and sick leave benefits. Regular, part-time employees are eligible for unpaid leave as outlined in the Leave Without Pay section.

OTHER BENEFITS

The services of a Credit Union are available to all regular employees. The City sponsors a variety of other programs and activities, including an Employee Assistance Program and a Wellness Program. There are employee social activities at different times throughout the year, including an annual awards program. Participation in all such activities is voluntary.

EMPLOYEE RECOGNITION PROGRAM

Policy currently under revision.

EMPLOYEE RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES

This section of the handbook contains information that will help you understand what your responsibilities are as a City employee and what the City expects of you. If you have any questions about what is appropriate in terms of your appearance, conduct, actions, use of City property, or related issues, please contact your supervisor or the Human Resources Department.

PERSONAL APPEARANCE

It is important for City employees to project a professional, business-like image, especially when dealing with the public. How you look is the image the public has of the City of SeaTac. Your dress, grooming and personal hygiene must be appropriate to the work situation.

Traditional business clothing is always appropriate office attire, especially at professional gatherings and Council meetings. Casual business attire is acceptable provided it projects a professional, business-like image. The following information is intended to serve as a guide to help define minimally acceptable casual business attire for the office.

Slacks - Casual cotton slacks are acceptable provided they are clean, pressed or wrinkle-free. Jeans are acceptable on Fridays.

Shirts - Casual shirts with collars, polo shirts, sweaters and turtlenecks are acceptable.

Dresses and skirts - Casual dresses and skirts and mid-length split skirts are acceptable.

Footwear - Loafers, boots, flats and casual leather shoes are acceptable.

Aim for a classic and understated look when selecting your casual businesswear for the day. Pick clothing that is comfortable yet communicates a professional attitude. Take your day's schedule into account when you are dressing.

It is never appropriate for City employees to wear stained, wrinkled, frayed or revealing clothing to work. When in doubt, leave it home or ask your supervisor ahead of time if you have any questions.

Employees who work in the field or in recreation should be groomed and dressed appropriately for the working conditions. Shirts and jackets should identify you as a City of SeaTac employee. Pants or shorts should be clean and not excessively worn or faded. Appropriate safety equipment must be worn.

Uniformed employees are subject to the dress requirements stipulated in your department's operating procedures and labor agreement.

Supervisors will be expected to provide feedback to employees who need additional guidance. Any employee whose dress, grooming or personal hygiene is inappropriate will be required to take corrective action and may not be compensated for any work time missed because of failure to be appropriately groomed or attired.

How you look is the image the public has of the City of SeaTac.

COMPUTER USAGE

While the City encourages the use of computer technology, the following ensures that everyone can get the maximum benefit from the City's investment in technology. If you have questions about the computer and/or computer usage, contact your Department Director, Systems Administration, or the Human Resources Department.

Authorized Access

All users must be authorized to open a central computer system user account through the Finance and Systems Department. This user account includes access to the electronic messaging system and the Internet. Use of an unauthorized user account is prohibited. All users are encouraged to protect their passwords and to log out when away from their workstations.

Software

In order to protect SeaTac's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, you must check with the Finance and Systems Director. Games and other non-business related software may not be installed on City computers. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home without prior approval.

Copyright Compliance

Software is protected from unauthorized duplication by law. SeaTac respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers. Copyrighted material should not be sent via City e-mail or on the Internet.

Electronic Media

Electronic mail, as well as voice mail, may be used only for City business during working hours. All electronic media communications should be professional and business-like in tone. You should not use electronic media for gambling, games, derogatory or discriminatory remarks or humor, or commercial messages. Sending and receiving personal e-mail messages should be limited to before and after work or during lunch or breaks. Remember that City management has access to all e-mail, and you should not consider e-mail or voice mail communications private. In addition, e-mail messages on the system, and hard copies, are subject to public records disclosure requests or discovery in court proceedings. Confidential or sensitive communications via e-mail are not advised. As a matter of courtesy to other system users, please try to keep e-mail messages brief, limit general broadcasts, and delete unneeded messages.

Internet Access

The Internet is an important source of information. Access is limited to legitimate City business purposes only. Internet access for your personal use, even during lunch or breaks or before or after work, is inappropriate. The City randomly monitors Internet usage. Please keep this in mind when you access the Internet. Misuse of the Internet may result in disciplinary action. With regard to Internet e-mail, the same rules apply as to inter-office e-mail.

USE OF CITY PROPERTY

City vehicles, supplies and equipment must be used for the authorized conduct of official business and for such services as are available to the public generally. By state law, they are not for personal use. City stationery, supplies and postage may not be used for personal mail. You should have all personal mail, including packages, delivered to you at your home address. The City cash drawer shall not be used for cashing personal checks.

If you are entrusted with a City vehicle, equipment, materials or property to use in your job, you are responsible for its proper use and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology owned by the City is the property of the City. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable, you should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. Use of the City's telephone lines for personal commercial business purposes is prohibited.

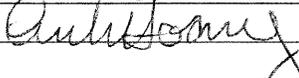
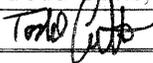
The City may provide a locker, cabinet, or desk for your personal belongings. Only City-provided locks may be used on these facilities. The City reserves the right to inspect City-owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property.

STANDARDS OF CONDUCT & DISCIPLINE

See PP-4.04 Standards of Conduct and Discipline Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP-4.04
Policy Name:	Standards of Conduct and Discipline
Department(s):	Citywide
Effective Date:	May 21, 2012
Supersedes:	Employee Handbook, page 28-29, Revised 1/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The City believes that certain guidelines regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the City, or is offensive to citizens or coworkers will not be tolerated.

Policy:

A. Appropriate Conduct:

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the City.

Appropriate employee conduct includes:

- Treating all citizens, visitors, and coworkers in a courteous manner;
- Refraining from behavior or conduct that is offensive or unprofessional, or which is contrary to the City's best interests;
- Reporting to management suspicious, unethical, or illegal conduct by coworkers, citizens, or suppliers;
- Cooperating with City authorities;
- Complying with all City safety and security regulations;
- Wearing clothing appropriate for the work being performed;
- Performing assigned tasks efficiently and in accord with established quality standards;
- Reporting to work punctually as scheduled and being at the proper work station, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report on time;

- Smoking only at times and in places not prohibited by City rules or local ordinances;
- Eating meals only in designated eating areas or areas out of public view; and
- Maintaining cleanliness and order in the workplace and work areas.

B. Inappropriate Conduct:

City management believes in progressive discipline in most cases. The decision to use progressive discipline in a given case is an attempt to improve one's performance or behavior. The City will review each situation independently and make a decision on what it deems to be appropriate discipline in all cases, up to and including discharge. Progressive discipline may include coaching, counseling, written reprimand, disciplinary probation, suspension or discharge. For represented employees, procedures are set forth in their applicable labor agreements. For at-will employees, the use of progressive discipline is at the full discretion of the City, and such shall not alter the nature of the at-will employment relationship between the City and the employee.

Some examples of conduct that may lead to corrective action include:

- Falsifying or altering any City record or report, such as applications for employment, medical reports, time records, expense accounts, absence requests, or other records;
- Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
- Neglect of duty, inattention to duty, or dereliction of duty;
- Unauthorized absence (including patterns of continual tardiness);
- Insubordination, including refusing to follow management's instructions concerning a job-related matter;
- Possession, consumption, or being under the influence of alcohol or a controlled substance while on duty or on City premises;
- Discrimination or harassment;
- Smoking or the use of smokeless tobacco in a City vehicle, facility or when representing the City in public;
- Conviction of a crime;
- Disorderly conduct, immoral conduct, or discourteous treatment of the public, co-workers or suppliers while on duty;
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- Physical unfitness for the position held;
- Bringing a dangerous weapon onto City property (unless it is secured in a private vehicle parked in a City lot);
- Playing pranks, practical jokes, or engaging in horseplay;
- Wearing improper attire or having an inappropriate personal appearance; and
- Personal fiscal irresponsibility that adversely impacts the City.

These examples are not all-inclusive. Conduct unbecoming a City employee, and other behavior, may also be grounds for discipline or discharge.

Procedure:

Procedures are not applicable.

EMPLOYEE SUGGESTIONS & COMPLAINTS

The City recognizes the need for employees to hear and be heard on issues that affect them. It believes that SeaTac citizens are best served by effective, two-way communications between employees and management. Toward this end, the City encourages an atmosphere conducive to the exchange of information and ideas.

Employee Suggestions

The City benefits when employees have an opportunity to share suggestions for improving operations. If you have an idea for improving the way that things are accomplished at the City, please share it. It is always appropriate to share such ideas informally with your co-workers and/or supervisor. We also encourage you to write your suggestion down on the appropriate form and submit it to the Human Resources Director.

Employee Complaints

It is the intent of the City to do what is fair and reasonable at all times. Employees are welcome to express any concerns that they may have to their supervisors, department directors, the Human Resources Director or the City Manager. All employees, including supervisors, are urged to address work-related complaints. A "complaint" is any question or dispute regarding the interpretation or application of the City's policies and procedures, or other work-related situations. It is always appropriate to share your complaints with your supervisor and/or department head. The Human Resources Department is available to listen to your complaints, as well. You will not be retaliated against for raising concerns or complaints.

When your work-related complaints go unresolved, you may take the following steps. Steps must be taken in succession. Represented employees may use this procedure, but must use the grievance procedure in their labor agreements when grieving matters addressed by that agreement.

Step One: Your Supervisor

Each employee is encouraged to take up his/her complaint with his/her immediate supervisor. Try to raise any complaints within ten (10) working days of the occurrence or date that you become aware of it. If the complaint is resolved at this step, your supervisor will provide you with a memo regarding the resolution. If your complaint is one that you are reluctant to discuss with your supervisor, contact the Human Resources Department or go directly to Step Two. If your supervisor does not respond or his/her response seems unreasonable or not satisfactory, you may go on to Step Two.

Step Two: Department Director

If your complaint is not resolved at Step One, you should present your complaint in writing to your Department Director as soon as possible, and no later than five (5) working days later. The Department Director (or designee) will investigate, meet with those involved, or take other appropriate action, and respond in writing no more than ten working days after receiving the complaint. If the concern is resolved at this step, your supervisor will provide you with a memo regarding the resolution.

Step Three: City Manager

If the complaint cannot be resolved at Step Two, you or the Department Director may refer it to the City Manager. After your matter has been studied, and the City Manager takes whatever steps s/he deems appropriate, s/he will then issue a written response to you, generally within twenty (20) working days of receipt of your complaint at Step Two. The decision of the City Manager will be final and binding.

REPORTING IMPROPER GOVERNMENT ACTION

The City recognizes and supports the right of every employee to report, and to be protected from retaliation for reporting, alleged improper governmental action. Improper governmental action is action by a local official or employee that is undertaken in the performance of their duties that violates law, is an abuse of authority, is a danger to the public health or safety or is a gross waste of public funds. It generally does not include personnel actions.

What You Should Do

If you suspect improper governmental action, report it immediately, in writing, to your supervisor, the Human Resources Director, City Attorney or City Manager. You can also report directly to outside agencies responsible for investigation and enforcement of the law you believe has been violated. We encourage you to exhaust internal procedures before going to outside agencies

What We Will Do

The recipient of the report will promptly investigate the report and you will be advised of the result of the investigation. Your identity will be kept as confidential as the law permits.

Non-retaliation

You will not be retaliated against if you act in good faith and provide information in accordance with this policy. If you feel you have experienced retaliation, please provide written notice of the charge to the Human Resources Director, City Attorney or City Manager no later than 30 days after the occurrence. The City will respond within 30 days. If you are dissatisfied with the response, you may apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

For More Information

For additional information about outside agencies, the hearing processes, or any other rights you may have under the law, please consult your supervisor or Department Director.

If you suspect improper governmental action, report it immediately.

CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

As a public entity, it is particularly important that the City avoid situations involving actual, potential, or perceived conflict of interest. City employees are expected to represent the City in a positive and ethical manner. Accordingly, employees may not engage in activities that conflict or appear to conflict with the performance of their official duties.

Examples of conflicts include:

- Use of city property or money for one's own or another's personal gain;
- Use of your official position to secure privileges or exemptions for yourself or someone else;
- Acceptance or solicitation of a personal favor, gift or item of economic value offered to influence your official actions, or from any party involved in a transaction or contract with the City;
- Involvement in any business or professional activity, including outside employment, that would be incompatible with your responsibilities to the City;
- Off-duty conduct that has an adverse effect upon the City's business or reputation;
- Having an interest, directly or indirectly, in any contract, sale, lease or purchase that is under your supervision or which would benefit you personally.

It is not a conflict for a City employee to:

- Attend a hosted reception or meal in conjunction with a meeting regarding City business or where official attendance as a staff representative is appropriate;
- Accept a gift of nominal value given to the City as an expression of appreciation which can be shared with citizens and employees of the City as a whole; and
- Receive a publicly presented award in recognition of public service.

City employees may not hold outside employment if such employment would negatively affect performance at work, limit availability for work, or create an actual or an apparent conflict of interest. Outside employment may not be conducted during work hours nor may City resources be used. City employees may not work for firms that contract with the City.

If you are considering outside employment or need more information about potential conflicts of interest, please talk to your department director.

POLITICAL ACTIVITY

The City recognizes and fully supports the right of employees to vote, to express their opinions, to hold any political office, and to participate in any political campaign. However, for the good of the City, and to avoid potential conflict of interest, City employees may not engage in political activity on City time. Please keep in mind the following guidelines.

- Employees should refuse any attempt to solicit political support or contributions during work hours.
- Public facilities or resources may not be used to assist the campaign of a candidate or the promotion or opposition of a ballot proposition; employees may not assist any campaign during City work hours.
- No employee may wear or display campaign buttons or literature during City business hours.
- Employees participating in fund raising or other campaign activities must make clear that they do not represent the City and the City does not endorse the candidate or position.
- Employees may not attempt to obtain political contributions from co-workers through threat or promise of differential treatment on the job.

DRIVING ON CITY BUSINESS

City of SeaTac has a number of motor vehicles that employees may be permitted or required to use from time to time for City business. Your supervisor may authorize you to drive your own vehicle on City business. Be sure your insurance covers you and your vehicle if you drive on City business. To avoid injury or liability to you or the City, please observe the following rules.

- Present a valid Washington driver's license to Human Resources before driving a City vehicle. Human Resources will keep a copy of your driver's license in your personnel file. You must have the license and proof of insurance when driving on City business.
- Do not loan out a City vehicle to others inside or outside of the City without permission.
- Drive in a safe and legal manner, including complying with Washington seat belt laws. The City may periodically check the driving records of individuals authorized to drive on City business.
- Report any problems with any City vehicle to the Maintenance Division immediately.
- Do not drive on City business under the influence of drugs and/or alcohol.
- Do not drive on City business if you are experiencing any adverse mental or physical effects from prescription or non-prescription medication.
- Do not affix bumper stickers or other signs or stickers to a City vehicle unless prior approval from the City Manager has been obtained.
- Notify the Human Resources Department immediately if your license has been suspended or revoked.

CITY PRESENTATIONS

As a City employee, you may be called upon to make presentations to the City Council, community groups and/or advisory committees. If so, please feel free to ask for guidance from your supervisor or department director regarding your presentation. In general, employees making presentations should be well prepared and professional in dress, appearance and presentation. Handouts or overheads are often helpful to accompany your presentation. Allow time to answer questions, but adhere to the scheduled time allotted.

HEALTH SAFETY AND SECURITY

HEALTH SAFETY AND SECURITY

This section of the handbook contains important information about your health, safety and security. If you have any questions about workplace health, safety and security, including the City's policy on substance abuse and drug testing, inclement weather, emergency and disaster preparedness, and 9-1-1 calls, please contact your supervisor or the Human Resources Department.

WORKPLACE HEALTH & SAFETY

It is the City's policy to comply with all applicable safety and health regulations and to provide a workplace free from recognized hazards. Employees are expected to comply with all safety and health requirements and to follow the basic safety information outlined below. Consult your department director or Human Resources if you need more information.

- Learn and follow all safety procedures promulgated by the City's Safety Committee. Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- If you are injured on the job, you must let your supervisor know, and fill out an accident report as soon as possible.
- Report unsafe conditions or damaged property to your supervisor.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- Use the protective clothing and equipment appropriate for your job. Always dress in a way that will not invite job-related injuries.
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- Store all materials and equipment in their proper areas.
- Learn proper lifting procedures and adhere to them.
- Become familiar with any Hazardous Material Safety Data Sheets applicable to your job.
- Do not smoke in any City building, on City property or in City vehicles. Smoking is permitted only during lunches and scheduled breaks and only outside in designated smoking areas.

INJURY AND ACCIDENT REPORTING

State and federal laws require all employees to report to their supervisors, any occupational incidents causing injury, illness or disease. Further the City requires employees to report all occupational incidents and all vehicular accidents to their supervisors. In most cases, you must submit the completed report before the end of your duty period and not later than twenty-four hours after the incident. The City has created forms for this purpose. Use the form entitled *Employee Report of Injury, Illness or Disease* to report an occupational injury, illness or disease. Use the *Accident Reporting Kit* to report all vehicular accidents.

In the event of an occupational incident causing injury, illness or disease, complete a copy of the *Employee Report of Injury, Illness or Disease* form and submit it to your supervisor as soon as possible after the incident. If the occupational incident requires medical treatment, complete the Washington State Department of Labor and Industries' *Report of Industrial Injury or Occupational Disease*. Copies of this form are available from your treating physician or medical facility. Be sure to use the City's main mailing address when completing this form.

In the event of a vehicular accident, complete the *Accident Reporting Kit* located in your vehicle. If you sustain an injury as a result of the vehicular accident, complete both the *Employee Report of Injury, Illness or Disease* and the *Accident Reporting Kit* forms and submit both forms to your supervisor as soon as possible after the accident.

In the event of an occupational incident and/or vehicular accident, your supervisor will conduct an investigation to determine the incident or accident's cause. He/she will then complete a *Supervisor's Report of an Accident* and forward all forms to the Human Resources Department.

It is your responsibility to complete the City and the Department of Labor and Industries' forms accurately and thoroughly. If you have any questions about these forms or the reporting procedure, contact your supervisor or the Human Resources Department.

Copies of these forms are available from your department or from the Human Resources Department. The City's *Employee Report of Injury, Illness or Disease*, *Accident Reporting Kit* and *Supervisor's Report of an Accident* forms must be completed even if you have completed other medical or insurance forms.

All occupational incidents and vehicular accidents, no matter how slight, must be reported to your immediate supervisor for evaluation and investigation.



City of SeaTac Accident Prevention Policy

Date Issued:	October 10, 2008
Issued by:	Steve Mahaffey, Human Resources Director
Approved by:	Craig Ward, City Manager <i>CW</i>
Policy Number:	2.00

Purpose:

The City has established an Accident Prevention Policy to ensure a safe and healthy workplace free from recognized hazards. Employees shall follow safety policies as they complete their assigned duties to ensure their own safety, the safety of fellow employees, the safety of the public and the protection of City property.

Scope:

All City employees are covered by this policy. Fire Fighters are also covered by provisions of their written safety program. The success of this program depends on the commitment and cooperation of every City employee. The City Manager and Department Directors have responsibility for promoting safety policies and ensuring their implementation. The Human Resources Department in conjunction with the Safety Committee shall coordinate and evaluate the program and assist supervisors and employees in their efforts to comply with all applicable rules, laws and regulations pertaining to employee health and safety.

L&I, WISHA and WAC

In 1973, the legislature passed the Washington Industrial Safety and Health Act (WISHA). WISHA requires employers to provide safe and healthful workplaces for all employees. The Department of Labor and Industries (L&I) is a state agency that has the responsibility to establish and enforce workplace safety and health rules. These rules are the Washington Administrative Code (WAC).

Element 1 - Safety Orientation:

Each employee will be given a safety orientation by their supervisor upon hire. The orientation will cover the following items:

1. A description of the accident prevention program:

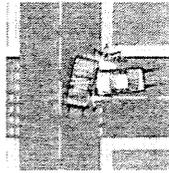
The City of SeaTac has a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140). It consists of this safety orientation and a safety committee that is described in Element 2 below. Employees will be asked to sign a checklist (*attachment 1*) once their safety orientation is complete. We also have basic safety rules that all employees must follow. They are:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment (PPE) whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited. Make your supervisor aware when prescription or over-the-counter drugs are being used that may have potential side effects that could affect the ability to safely perform duties (refer to City of SeaTac Policy 1.00 – Drug Free Workplace). Fire Fighters are covered by the provisions of their bargaining agreement.
- Employees shall not bring firearms into any City building or facility. Note: this does not apply to police or military personnel engaged in official duties.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
- Wear suitable clothing for the job, including clothing provided by the City. Avoid torn or loose fitting clothing, jewelry, footwear or apparel which may endanger self or another's safety.
- Keep aisles and walkways clear of all obstructions and foreign objects including water, oil or grease.
- Ensure materials are stacked, blocked, interlocked or limited in height so that they cannot slide or collapse.

2. How and when to report accidents, incidents and injuries.

If you are in an accident, injured or become ill on the job, report this to your supervisor immediately. If required, emergency assistance may be accessed by dialing 9-1-1.

If the occupational incident requires medical treatment, employees are encouraged to report to the Highline Work Clinic 13030 Military Rd. S. Suite 100, Tukwila, WA 98168; Phone: (206) 243-9675. Employees have the option of reporting to a physician of their choosing. Employees will be asked if the injury occurred on the job and will be asked to complete the *L&I Report of Industrial Injury or Occupational Disease Form*. Copies of this form are available from your treating physician or medical facility.



Accident Involving a City of SeaTac Vehicle

Call 9-1-1 immediately to report the accident and request that a law enforcement officer investigate the accident in the following circumstances:

- Any accident involving a City vehicle and another vehicle(s) where there is any damage to either vehicle(s).
- Any accident involving an injury to a person.

Note: Identify yourself to the 9-1-1 dispatcher as a City of SeaTac employee driving a City vehicle. Next, follow the instructions in the *Accident Reporting Kit (attachment 2)* located in each City vehicle including reporting the accident to your supervisor as soon as possible and complete the *Accident Reporting Kit*.

The City has created forms for documenting and reporting all accidents, incidents and injuries. Use the form titled *Injury Report Form (attachment 3)* to report an occupational injury, illness or disease. Use the form titled *Risk Management Incident Report (attachment 4)* to report all vehicular accidents and incidents. We ask that you complete the necessary forms before the end of your shift and not later than twenty-four (24) hours after the occurrence.

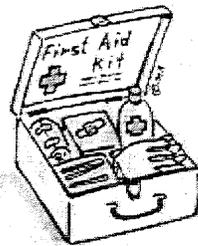
It is your responsibility to complete the City and L&I forms accurately and thoroughly. If you have questions about forms or the reporting procedure, contact your supervisor or the Human Resources Department. All completed forms shall be given to your supervisor. Forms must be completed even if you have completed other medical or insurance forms. Copies of all forms are available from your department, from the Human Resources Department or located at G:/Group/HR Forms & Info.

Supervisors will conduct an investigation to determine the incident or accident's cause. He/she will then complete their portion of the *Injury Report* or *Risk Management Incident Report Form(s)* and forward all forms to the Human Resources Department.

All employees injured in the course of their employment who lose time shall obtain a Return to Work slip from their attending physician before returning to work. There may be occasions when a Return to Work slip may be necessary from an attending physician when injury or illness occur off the job. Such instances include, but are not limited to:

- Employee accidents resulting in broken bones, head injuries, vision problems, or any other condition in which could conceivably affect job safety or be aggravated by the work situation.
- Employee illness such as heart conditions, diabetes, multiple sclerosis, nervous or psychiatric conditions, or any conditions affecting hearing and vision.
- Illness requiring surgery.

The confidentiality of medical records shall be maintained in the Human Resources Department.



Location of First Aid supplies.

- | | |
|-------------------------------|---|
| <i>City Hall -</i> | 1 st and 3 rd floor Kitchens |
| <i>Community Center -</i> | Staff Office and Kitchen |
| <i>Maintenance Facility -</i> | Bldg 1 – Office area between Parks & Public Works
Bldg 2 – Between the Bay and Storage areas |

Each workstation and City vehicle is supplied with an Emergency Disaster Supply Bag (Red Bag). These bags also provide minimal first aid supplies.

If the first aid kits or red bags are missing items, please contact the Human Resources Department.

The City will ensure that all employees are afforded quick and effective first-aid attention in the event of an on the job injury (WAC 296-800-150). A minimum of one (1) First-aid trained employee shall be available during working hours at all job locations.

All persons in the following position classifications are required to have valid First-aid certifications:

- Custodian
- Facilities Maintenance Worker 1
- Facilities Maintenance Worker 2
- Maintenance Worker 1
- Maintenance Worker 2
- Park Operations Lead
- Park Operations Worker



All persons in the following position classifications are required to have valid CPR and First-aid certifications:

- Beach Manager
- Assistant Beach Manager
- Lifeguard
- Preschool Instructor
- Recreation Leader 1
- Recreation Leader 2
- Recreation Attendant
- Recreation Program Specialist
- Recreation Services Coordinator

The City conducts annual CPR, First-aid and Automated External Defibrillator (AED) training.



Emergency numbers shall be posted near the telephones when feasible. The City Employee Emergency Hotline is 206.973.4995. This hotline is updated during emergent situations and during inclement weather conditions.

3. How to report unsafe conditions and practices.

If you see something that is unsafe or someone working unsafely, immediately report it to your supervisor.

The City has created a *Report of a Workplace Hazard form (attachment 5)*. This is an optional form that an employee can use to report a hazard. Completed forms shall be given to the Human Resources Department or your department safety representative.

Safety concerns should be reported to a department safety representative, the Human Resources Department or safe@ci.seatac.wa.us for those with email access.

4. What to do in an emergency, including how to exit the workplace.

Evacuation maps are posted throughout City facilities. They show the location of exits, fire extinguishers, first aid kits and where to assemble outside.



Fire Emergency

You will be trained on how to use a fire extinguisher as part of your orientation. The Fire Department also conducts periodic fire extinguisher training to employees. If you discover a fire, tell another person immediately. If the fire is very small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows, or there is thick smoke, do not continue to fight the fire. Activate the fire alarm, call 9-1-1 and exit the building immediately.

When the fire alarm is activated, tell other employees in the area to evacuate with Emergency Disaster Supplies (Red Bag), coats, purses, radios, cell phones, etc. Follow the designated building evacuation routes. **DO NOT USE THE ELEVATORS WHEN EXITING.** Designated Safety Committee Representatives shall check common areas. Assist others as necessary. Go to the designated assembly point outside the building:

<i>City Hall -</i>	Southwest Corner of the Parking lot near Valley Ridge Park
<i>Community Center -</i>	Climbing Rock
<i>Maintenance Facility -</i>	Disc Golf Course Entrance

Designated department representatives shall take attendance of staff and report to the facility reporter so that emergency personnel can be notified of employees who may be trapped in the building. The facility reporter shall be identified by wearing a fluorescent 'Emergency Management' vest (City Hall and Community Center) or shall be identified by carrying a fluorescent flag (Maintenance facility).

Employees that need to leave the designated gathering place must notify the facility reporter.

The Fire Department shall review with the facility reporter whether it is safe to re-enter the building or if an alternate worksite is needed. Please note: Employees may be outside for long periods of time before re-entrance to the building or relocation is determined.

If allowed to return to work area:

- Inspect the structure and condition of working spaces. Report safety concerns to your supervisor who shall report to an Inspector or other staff as appropriate.
- Complete injury report forms if necessary.
- Continue to deliver City services or wait for direction.

Fire Drills will be conducted at least annually.



Earthquake Emergency

DROP COVER AND HOLD UNTIL SHAKING STOPS

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Wait two minutes after the shaking has stopped. Follow the evacuation procedures of a Fire Drill.

Staff in the field should report their location to their supervisor via radio or phone if able to do so.

- If possible, staff in the field should return to their work facility or wait for direction to report elsewhere.

The facility reporter shall review with the Building Official or designee whether it is safe to re-enter the building or if an alternate worksite is needed. Please note: Employees may be outside for long periods of time before re-entrance to the building or relocation is determined.

If allowed to return to work area:

- Inspect the structure and condition of working spaces. Report safety concerns to your supervisor who shall report to an Inspector or other staff as appropriate.
- Complete injury report forms if necessary.
- Continue to deliver City services or wait for direction.

Tune AM radio to 710 KIRO or 1000 KOMO for emergency information and updates.

Telephone usage should be minimal. Employees will want to check on family and friends to confirm their location and safety. Employees are encouraged to use out-of-state emergency contacts understanding that the ability to use local telephone lines may not be possible.

Earthquake drills will be conducted at least annually.

5. Identification of hazardous chemicals used at City Facilities.

We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our Chemical Hazard Communication Program on the hazards of these chemicals before you work with them or work in an area where they are used. This will include safe use and emergency actions to take following an accidental exposure.

Prior to remodeling, renovation or demolishing a City owned or leased building, the City will conduct an asbestos survey. The following general requirements apply to any demolition activities involving buildings with asbestos-containing materials:

- WAC 296-155-775 Preparatory Operations requires an engineering survey, a written demolition plan or method of operation, and a determination whether asbestos and other hazardous materials are present at the work site.
- WAC 296-155-775(9) and WAC 296-62-07721(2) require the identification of asbestos containing materials prior to demolition.
- WAC 296-62- 07721(2)(b)(ii) requires a good faith survey be conducted by an accredited inspector prior to demolition.
- WAC 296-155(9) from Part S of the construction standard requires that apparent or suspected asbestos-containing materials be removed prior to demolition. This applies to other hazardous substances as well. Removal of asbestos-containing material must follow the requirements of WAC 296-62 and 296-65.

6. Use and care of required personal protective equipment (PPE).

A hazard assessment for PPE has been conducted and some positions in the City require an employee to wear PPE to protect against injury. You will be instructed by your supervisor as part of our PPE program using the manufacturer's instructions on how to use and care for PPE before you are first assigned a task requiring the use of PPE.

7. **On-the-job training about what you need to know to perform the job safely.**
Before you are first assigned a task, your supervisor will show you what to do along with safety instructions and required PPE. We have established safety rules and PPE requirements based upon a hazard assessment for each task. Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 - Safety Committee:

The City of SeaTac has an established Safety Committee. Our committee consists of management appointed and employee elected representatives. Employees will elect annually from among themselves a representative of each department to be on the committee. The Safety Committee members will elect annually a chairperson or co-chairpersons. The regularly scheduled meeting is the third Wednesday of every month. This may be changed by vote of the committee.



Employee Safety Orientation

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. **Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.**

The employee _____ has been:

- Told about parts of the written safety program that describe the employer's safety efforts.
- Given a copy of the Accident Prevention Policy and has read it.
- Told who his/her elected Safety Committee representative is.
- Told when required safety meetings are scheduled.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to his/her supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the route from the assigned workstation.
- Told what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Chemical Hazard Communication Program training requirements and:
 - Shown where to find the Material Safety Data Sheet (MSDS) file and program document.
 - Taught how to read labels and use the MSDSs.
 - Told generally what kinds of chemicals we use and their hazards.
 - Informed about the hazards and precautions related to chemicals he/she will be using.
 - Trained on safe methods to perform the job/task the employee was assigned including any hazards associated with that job/task.
 - Given any personal protective equipment (PPE) required and trained on how to use and care for it. PPE required for this job:

-
- Provided any formal training required to do his/her job such as proper lifting, forklift operation, etc. Initial formal training given:
-

The signatures below document that the above orientation was completed on the date below.
Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

ATTACHMENT 2

ACCIDENT REPORT

YOUR VEHICLE

Your Name _____
 Phone Number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____
 Model _____ Yr. _____
ACCIDENT
 Date _____ Time _____ AM PM
 Place of Accident _____

Vehicle Speed _____ Direction N S E W
CONDITIONS
 Pavement Dry Wet Ice Snow
 Weather _____
 Visibility _____
 Traffic Control Lights Sign None
 Police Investigation Yes No Report # _____
 Police City County State Other
 Summons Issued Yes No
 To whom? _____

OTHER VEHICLE

Driver's Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____
 Model _____ Yr. _____
 Owner _____
 Ins. Co. _____
 Vehicle Speed _____ Direction N S E W

OTHER PEOPLE INVOLVED IN ACCIDENT

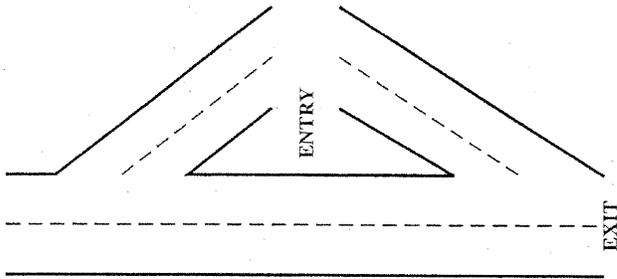
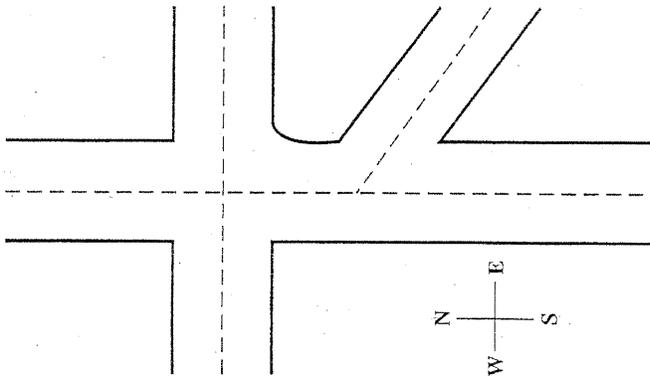
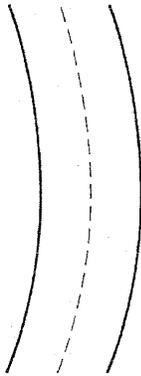
Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 In Your vehicle Other vehicle Pedestrian
 Injured? No Yes Describe _____

WITNESSES

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____

Describe what happened _____

Draw a rough diagram of accident — measure or step off distances, including skid marks and distances between vehicles. Draw squares to show position of all vehicles involved. Indicate by arrows the direction each was traveling. Show names of streets or highways and widths. Show your vehicles as "A", other party as "B", etc.



CITY OF SEATAC
EMPLOYEE INJURY REPORT

Employee's Name: _____ Date of Report: _____

Department: _____ Job Title: _____

Date and time of accident: _____

Person to whom accident reported: _____

Location of accident: _____

Did you seek medical attention for your injury? Yes No

If not, why? _____

Name & location of medical facility: _____

Is this a new injury? Yes No If re-injury, date of original injury? _____

(If re-injured) Former Employer _____

(If former injury) L&I Claim # _____

Body part/ type & location of injury: _____

Summary of what happened to cause the injury: _____

Do you think the accident could have been avoided? Yes No

If yes, how? _____

Witness(es) who observed the incident: If not City employee(s), include address and phone #(s)

Name address & phone

Name address & phone

Name address & phone

Employee Signature: _____ Date: _____

Immediately submit this form to your Department Supervisor. We ask that you complete this form before the end of your shift and not later than twenty-four (24) hours after the occurrence.

CITY OF SEATAC
SUPERVISOR REPORT OF INJURY

Injured Employee's Name: _____

Supervisor's Name: _____ Department: _____

Additional Witness(es) who observed the incident (if any) not noted in employee report:

Name address & phone

Name address & phone

Is employee's "summary of what happened" complete? Yes No

If no, what would you add? _____

Corrective Action recommended: _____

Corrective Action taken: _____

Date Report Received: _____ Date Report Reviewed: _____

Determination: Preventable? Yes No Employee Follow-up needed? Yes No

Explain: _____

Signature: _____ Job Title: _____

Date: _____

(This area to be completed by the City of SeaTac Safety Committee)

Reviewed by Safety Committee? Yes No Date: _____

Comments to Supervisor: _____

ATTACH ADDITIONAL PAGES IF NECESSARY

Forward the completed and signed injury report to Risk Coordinator/Human Resources immediately.

ATTACHMENT 4

Insurance Claim #: _____

City Claim #: _____

Claimant Name: _____

Risk Management
Incident Report

I. Employee's Report of the Accident/Incident

Date & Time of the Accident/Incident: _____ 20____: _____ (A.M. or P.M.)

Date & Time the Accident/Incident was reported: _____ 20____: _____ (A.M. or P.M.)

Address/Location where the Accident/Incident occurred: _____

Were the police notified/called? Y or N _____ If yes, Police Case #: _____

Vehicle involved in the incident: _____

City Vehicle License #: _____ Driver's License #: _____

Details of the Accident/Incident: _____

Nature of Injury or Property Damage: _____

Were any City Employees working in the specific area to where the Accident/Incident occurred? Y or N
If Yes, what work were they performing? _____

Were any contractors/vendors working in the specific area to where the Accident/Incident occurred? Y or N
If Yes, what work were they performing? _____

Were there any witnesses to the Accident/Incident? Y or N
If Yes, identify their Name, Address and Phone # below:

Name	Address	Phone
1		
2		
3		

Date: _____ 20____ Employee's Signature: _____

Forward the completed and signed incident report to Risk Coordinator/Human Resources before the end of your shift and not later than twenty-four (24) hours after the occurrence.

Insurance Claim #: _____

City Claim #: _____

Risk Management Incident Report

II. Supervisor's Report of the Accident/Incident

Date & Time the Accident/Incident was reported to you: _____ 20____: _____ (A.M. or P.M.)

City Employee(s) involved in the Accident/Incident: _____

City Vehicle License #: _____ Was the Employee authorized to operate? Y or N

Were injuries incurred by claimant or City employees? _____

Had there been notification of a problem in this location? Y or N explain/provide documentation: _____

Recommended Corrective Action? _____

Date the corrective action was completed: _____ 20____

Date: _____ 20____ Supervisor's Signature: _____

This area to be completed by the Risk Coordinator (Required):

Date Received by Risk Coordinator: _____ 20____

Risk Coordinator Signature: _____

Forward the completed and signed incident report to Risk Coordinator/Human Resources before the end of your shift and not later than twenty-four (24) hours after the occurrence.



Report of a Workplace Hazard

This is an optional form that an employee can use to report a hazard.

If you complete this as an employee, give a completed copy to the Human Resources Department. If you don't want to include your name on the form, make sure you give enough details about the hazard so we can recognize and correct it if necessary.

Your name: _____ Today's Date: _____

Briefly describe the workplace hazard:

(Please give more details if you are filling this out anonymously. Use the back if you need more room).

Where is the hazard located? _____

Has the hazard been reported? _____

If so, who was it reported to? _____

Briefly describe what's been done to correct the hazard. _____

Who took action to correct the hazard? _____

SECURITY

It is the intent of the City to provide a safe and secure place to work. The Human Resources Director and the Chief of Police are in charge of security for the City. Immediately report the presence of any unauthorized person, anyone engaged in suspicious or improper activities, suspicious looking packages, or any other perceived security threat to the Human Resources Director and/or the Chief of Police.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on City premises and while on City business. The City assumes no responsibility for loss, damage, or theft of personal property. Employees are expected to know and comply with the City's security procedures as outlined below, and are expected to report any violations or potential problems to the Human Resources Director or Chief of Police.

- Employees will be issued identification cards, keys, parking stickers, and other such equipment appropriate for their positions.
- Employees are responsible for the proper care and return of all City property and equipment assigned to their possession. Any incidents of damage or theft of City property will be thoroughly investigated and appropriate action taken.
- Employees who want to take City property or equipment off premises must have their supervisor's written authorization. Failure to receive prior, written authorization may result in disciplinary action.

If you have questions or suggestions for improved security, or if you need more information, consult your department director, the Human Resources Director and/or the Chief of Police.

It is the intent of the City to provide a safe and secure place to work.

SOLICITATION

Only with the prior written approval of the City Manager will individuals not employed by the City be permitted to enter City premises to solicit, survey, petition, or distribute literature. This restriction includes charity solicitors, salespersons, questionnaire surveys or any form of solicitation or distribution.

The following guidelines apply to employee solicitation and distribution in the workplace.

- Employees may use the lunchroom to display charitable items that are for sale (i.e., band candy, Girl Scout cookies, etc.) but may not solicit other employees during work hours or in work areas. Participation in charitable activities is strictly voluntary. The City assumes no liability for loss or theft of items.
- Employees may use the Employee Bulletin Board to display notices of personal items for sale or for business opportunities. Employees may not solicit business nor sell merchandise during work hours.

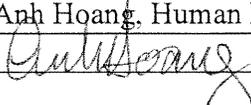
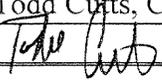
Any other solicitation or distribution requires prior written approval of the City Manager.

SUBSTANCE ABUSE AND DRUG TESTING

See 1.00 Drug Free Workplace Policy.

City of SeaTac

Policies and Procedures

Policy Number:	PP-5.02
Policy Name:	Drug Free and Alcohol Free Workplace
Department(s):	Citywide
Effective Date:	September 7, 2012
Supersedes:	July 25, 2006; Employee Handbook, page 37, <u>Substance Abuse and Drug Testing</u> section, revised 01/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Curtis, City Manager
Signature:	

Purpose:

The employees of the City are its most valuable resource since it is through their work that City services are provided to citizens and the public. The City has a significant interest in the health and safety of its employees as well as its citizens and the public. Therefore, the City of SeaTac has established work requirements and procedures to ensure that its employees perform their duties and responsibilities free of the presence of illegal drugs and alcohol.

Policy:

The policy of the City is to provide a safe work environment for its employees and protect the public by ensuring that the workplace is free from substance abuse. Employees working under the influence of illegal drugs or alcohol are prohibited in the workplace.

Employees are encouraged to seek confidential counseling from the Employee Assistance Program (EAP) or from other providers for problems associated with drug or alcohol abuse. The City of SeaTac is committed to providing support for employees undergoing treatment and rehabilitation for drug or alcohol dependency. The City is also committed to the accountability of employees for violations of this policy through appropriate discipline, up to and including termination.

1. Scope:

All employees of the City of SeaTac are covered by this policy except Fire Fighters who are currently covered by provisions of their bargaining agreement. All City employees required to have a Commercial Drivers License (CDL) as a condition of employment are

subject to the CDL related provisions of this policy. For purposes of this policy, the "City" is defined as the Presiding Judge, or designee, as it relates to SeaTac Municipal Court employees.

2. Use of Prescription and Over the Counter Medications:

This policy does not apply to employees taking prescription drugs under the direction of a physician or dentist, provided the use does not endanger the employee, co-workers or the public. It is the employee's responsibility to discuss with his/her physician, dentist or pharmacist whether a drug or over the counter medication may impair work performance. If the medication may impair work performance, the employee shall notify his/her supervisor of the medication being taken and the period of time the medication will be used.

The supervisor may, if he/she reasonably believes that the employee's performance is impaired or poses a safety risk due to the medication, send the employee home on sick leave until the employee provides the City with a return to work authorization from the employee's health care provider.

3. Treatment and Rehabilitation:

The City provides an EAP for employees needing treatment for drug or alcohol problems as well as medical plan coverage for both inpatient and outpatient treatment. Accrued leaves may also be used for treatment and rehabilitation.

4. Notification of a Conviction of a Criminal Drug or Alcohol Statute:

An employee must notify the Human Resources Director of any conviction of a criminal drug or alcohol statute (including driving while intoxicated) within five (5) working days following the conviction if such conviction may affect the employee's ability to meet the requirements of his/her job. The City reserves the right to determine job requirements and what and how the conviction may affect the employee's ability to meet those requirements. In determining the affect of the employee's conviction on his/her ability to meet the job requirements, the City shall not consider the employee's off duty activities unless such activities are in violation of this policy.

5. Managerial Responsibility:

Managers and supervisors shall be responsible for the enforcement of this policy. The City will provide training to all managers and supervisors authorized to act under this policy.

6. Prohibited Conduct:

The following conduct regarding alcohol and drug use or abuse is prohibited:

- A. USE OF DRUGS AND ALCOHOL: An employee shall not consume alcohol or use illegal drugs while on duty or report for duty while under the influence of illegal drugs or alcohol. This includes driving City supplied vehicles and private vehicles on City business while under the influence of alcohol or drugs.

Note: Alcohol may be permitted by the City Manager on City premises for certain social functions, such as off work retirement events or the City's annual evening awards banquet, subject to applicable statutes and regulations.

- B. PRE-DUTY USE OF ALCOHOL: An employee shall not report for work within four hours after consuming alcohol. An on-call employee who has consumed alcohol within four hours of being called in must acknowledge the use of alcohol when called and shall not report for duty.
- C. ALCOHOL USE FOLLOWING AN ACCIDENT: Employees subject to CDL rules shall not consume alcohol for eight hours after an accident or until a drug and alcohol test is given, whichever comes first.
- D. USE OF PRESCRIPTION DRUGS: Failure to notify the employee's supervisor before beginning work that the employee is taking medications or a prescribed drug that may interfere with the safe and effective performance of his/her duties.
- E. REFUSAL TO SUBMIT TO A REQUIRED TEST: An employee shall not refuse to submit to a drug and alcohol test ordered in accordance with this policy.
- F. TAMPERING WITH A REQUIRED TEST: An employee shall not tamper with, adulterate, substitute samples or otherwise obstruct any drug or alcohol testing process.
- G. POSSESSION, DISTRIBUTION OR SALE OF CONTROLLED SUBSTANCES: No employee shall possess, distribute or sell any controlled substance while on City property, on City business, in City vehicles or in personal vehicles being used for City business.
- H. FAILURE TO NOTIFY OF CONVICTION: Failing to notify the Human Resources Director of any conviction of a criminal drug or alcohol statute (including driving while intoxicated) within five (5) working days following the conviction if such conviction may affect the employee's ability to meet the requirements of his/her job. The City reserves the right to determine job requirements and what and how the conviction may affect the employee's ability to meet those requirements.

- I. FAILURE TO FOLLOW THROUGH ON REQUIRED TREATMENT: Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled:
 - 1) As a condition of continued employment, or
 - 2) Pursuant to a written agreement between the City and employee.

7. Reasonable Suspicion Testing:

- A. An employee is required to take a breath alcohol and urine drug test when a supervisor has reasonable suspicion to believe that the employee is working under the influence of alcohol or drugs. The supervisor's determination that reasonable suspicion exists to require a drug and alcohol test shall be based on contemporaneous, articulable, observations regarding the employee's appearance, behavior, speech, or body odors of the employee, by a supervisor. The supervisor shall document his/her observations within 24 hours of the observation.
- B. In cases in which a supervisor, (and a second supervisor or employee, if reasonably available under the circumstances) has reasonable suspicion to believe that the employee is working under the influence of drugs or alcohol, the supervisor has the right to require that the employee undergo a urine specimen collection and breath alcohol analysis.
- C. All supervisors and employer representatives designated to determine whether reasonable suspicion exists to require an employee to undergo drug or alcohol testing shall receive training on the signs and symptoms of alcohol and drug abuse. The observations may include the indication of chronic and withdrawal effects of controlled substances.
- D. In the event the supervisor requires a reasonable suspicion test, the supervisor shall provide transportation to and from the testing location and assist the employee in obtaining transportation to his/her home after the test. The employee shall be placed on paid administrative leave. If the test is negative for the presence of drugs or alcohol, the employee shall return to work on his/her next shift following notification of a negative test. If the test results are positive, the employee shall be subject to disciplinary procedures, up to and including termination.

8. Drug and Alcohol Testing Process:

All drug and alcohol testing shall be performed in the same manner as required by the Office of Drug and Alcohol Policy and Compliance (ODAPC) for CDL holders. While such testing is completely separate from a required test under the ODAPC requirements for CDL holders, the testing agencies and laboratories shall use the same methods as required for CDL holders.

Breath Alcohol Testing:

All breath alcohol testing shall be conducted by a Breath Alcohol Technician (BAT) using an evidential breath alcohol testing device.

Drug Testing:

Drug testing shall be done through urinalysis. The following drugs shall be tested:

- Marijuana
- Cocaine
- Amphetamines
- Phencyclidine (PCP)
- Opiates

The City shall pay the cost of drug and alcohol testing.

9. Results of Alcohol Testing:

If a required breath alcohol test results in a level of 0 through .019, the test shall not be considered significant and the employee shall return to work.

If the employee tests positive for alcohol at the level of .02 through .039, the employee shall be removed from duty immediately and sent home (with transportation arranged for or taken home by the employer). If removed from duty based on reasonable suspicion of alcohol use, the employee will not be allowed to return to work until:

- A. An alcohol test is administered and the employee's breath alcohol concentration measures 0.00; or
- B. Twenty-four (24) hours have elapsed following the determination that there had been reasonable suspicion to believe that the employee was working under the influence.

An employee sent home for a positive alcohol test of .02-.039 or higher may use accrued leave time. No discipline shall result from a test result in this range.

10. Results of a Positive Alcohol Test (.04 or greater) or a Positive Drug Test:

An employee who tests positive for the use of alcohol at a level of .04 or higher shall be considered a violation of this policy and subject to disciplinary procedures. In addition, when a Medical Review Officer (MRO) has reviewed a drug test result with an employee and has determined the test result is positive, the following shall be required:

- A. Assessment by a Substance Abuse Professional: An employee who has tested positive for alcohol at a level of .04 or greater, or tested positive for drugs may be required to be evaluated by a Substance Abuse Professional (SAP) and follow a treatment plan developed by the SAP prior to being released to return to work. A

CDL holder shall be required to be evaluated by a SAP and follow the recommended treatment plan.

- B. Return to Duty Testing: Employees who have violated this policy, including those who have tested positive on a drug or alcohol test, and who, under a disciplinary procedure, are allowed to return to work, must test negative prior to being released for duty. A return to duty test following alcohol misuse shall not exceed an alcohol concentration of 0.00.
- C. Follow-up Testing: An employee who is referred for assistance related to alcohol misuse and/or use of drugs is subject to unannounced follow-up testing for a period not to exceed sixty (60) months. The Human Resources Director will determine the number and frequency of follow-up testing with input from a SAP prior to the employee's return to duty.
- D. Re-Tests: Employees who test positive for drugs may request a second test of the remaining portion of their split urine sample within seventy-two (72) hours of notification of a positive test result by the MRO. The City shall pay for such testing, but may require reimbursement of the cost from the employee.
- E. Refusal to Take an Alcohol or Drug Test: No employee shall refuse to submit to an alcohol or drug test. A refusal to submit shall include but is not limited to:
 - 1. Failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing;
 - 2. Failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine drug testing;

Refusal to submit to a test shall be considered the same as a positive test result.

- F. Engaging in Conduct That Obstructs the Testing Process: An employee must provide an adequate sample for testing and shall not adulterate, substitute a sample, or otherwise obstruct the testing process.

11. Confidentiality and Records Retention:

Records related to drug and alcohol testing will be maintained in the Human Resources Department with controlled access. These records will be kept separate from an employee's personnel file.

12. Additional Requirements for CDL Holders:

Employees required to possess a CDL as a requirement of their job are subject to additional requirements under the ODAPC. These requirements include pre-employment testing, random testing and post accident testing.

Post Accident Testing:

Any accident involving a CDL vehicle must be reported immediately by the employee to his/her supervisor. The supervisor shall investigate the accident as soon as possible and determine whether there is reasonable suspicion to require a drug and alcohol test. Testing is mandated by the ODAPC under the following circumstances:

- An accident that has resulted in the loss of human life.
- An accident in which the driver receives a citation and there is an injury requiring medical attention away from the scene of the accident.
- An accident in which the driver receives a citation and any vehicle in the accident is damaged to the extent that it must be towed from the scene.

Procedure:

1. Procedure When Drug or Alcohol Testing is Suspected:

The supervisor shall directly observe the employee's behavior and document in writing (within 24 hours) the observations that led him/her to suspect drug or alcohol use. When possible, a supervisor should request another supervisor or employee to observe the employee's behavior to verify that there is a reasonable basis to believe that an impairment exists due to drugs or alcohol.

After observations have been made and the supervisor believes the employee is working under the influence of drugs or alcohol, he/she should meet immediately with the employee in a private setting (with another supervisor or observer present) to discuss the concerns and provide an opportunity for the employee to explain his/her behavior. The supervisor should tell the employee about his/her observations and concerns regarding impairment and ask for any explanation which may account for their observations. The supervisor should ask the employee if he/she has used alcohol or drugs and when taken.

2. Authorization for Drug and Alcohol Testing:

When the above observations have been completed and a supervisor or manager believes that an employee is working under the influence of drugs or alcohol, he/she shall immediately notify his/her department head, or his/her designee in responsible charge. The supervisor, manager or department head shall then immediately notify the Human

Resources Director, or designee. The department head or designee, or the Human Resources Director or designee shall review the situation and determine whether there is reasonable suspicion to authorize a drug and alcohol test. Note: the person authorizing the test shall have been trained in drug and alcohol testing procedures.

3. **Test Procedures:**

Drug and Alcohol testing is performed by:
The Work Clinic
Highline Medical Plaza
13030 Military Road South, Suite 100
Tukwila, WA 98168
Telephone: 206-243-9675
Fax: 206-242-5630
On Call Pager: 206-314-0741
Business hours for testing: 7:30 a.m. through 5:00 p.m.

After hours testing is available 24 hours per day, 7 days per week by pager. A certified technician will be sent to the City of SeaTac work site to perform a drug and alcohol test.

- No appointment is necessary for testing between 7:30 a.m. and 5:00 p.m.
- When a decision has been made to test an employee he/she is to be tested for both drugs and alcohol.
- An employee subject to reasonable suspicion testing must be driven to the testing location. The employee is not allowed to drive himself/herself. The supervisor should have another supervisor, if available, accompany him/her and the employee being tested to the test site.
- The employee should not be allowed to drive home after the test. The supervisor or manager who has taken the employee to the clinic to be tested should take the employee home after the test, help the employee arrange to be picked up by a friend or relative, or call a taxi for the employee.

Paging Instructions for After Hours Testing:

- Dial 206-314-0741
- Will ring once
- Will beep 4 times
- Silence---enter your phone number
- Wait
- Will hear continuous beeping
- Hang up

A certified technician will phone you back at the number you have listed to obtain your whereabouts and meet you there.

INCLEMENT WEATHER

The public's need for our services may be especially great during inclement weather. It is particularly important for employees to report to work during inclement weather if the City does not declare an emergency closure and if it does not jeopardize your safety. If you cannot get to work or are delayed, you should notify your supervisor, department director, or the Human Resources Department as soon as possible.

When a critical weather condition is recognized by the City Manager, non-exempt employees, who are unable to get to work because of weather conditions, may use sick leave, vacation or be granted an authorized unpaid absence. Non-exempt employees who arrive less than two hours late because of weather will be paid from their normal start time. If you are more than two hours late, you will be given a chance to make up the time if schedules and conditions permit. If you are released early by authorization of the City Manager due to weather conditions, you will be paid for the unworked time.

Employees who were on pre-scheduled vacation may not convert their vacation to sick leave and may not reduce their vacation to 6 hours on the day(s) the City closes early.

EMERGENCIES AND DISASTER PREPAREDNESS

Knowing what to do in an emergency increases the chances that you and everyone else will come through safely. The City has adopted an Emergency Preparedness Plan in the event that the City is involved in an emergency situation. Each department has specific roles and operational responsibilities within the plan. You will be informed of your department's specific emergency preparedness role during new employee orientation. Meanwhile, please keep the following in mind.

If you are advised to evacuate the building, both for a drill or in an actual emergency, do so calmly but swiftly and stay out of the building until you are advised that you may return.

In case of an earthquake, drop to the ground. Seek protective cover under or near desks, tables or chairs, in a kneeling or sitting position with hands holding onto table or chair legs. Stay there until movement ends.

In case of fire, turn on the alarm and leave the building through the closest available door. Do not try to put out the fire unless you are professionally trained.

9-1-1 CALLS

Occasionally, citizens may call City Hall rather than 9-1-1 in an emergency. If you receive such a call, please take the following steps:

- Write down the nature, location and type (i.e., medical, fire, police) of the emergency, and the name and telephone number of the caller.
- Encourage the caller to dial 9-1-1 after you hang up, and do so yourself to report the emergency.
- Stay calm.

Inclement Weather Policy Summary

January, 2007

The following is a summary of the City policy regarding employee time off and compensation when a critical weather situation prevents or delays an employee from getting to work. This summary addresses common questions that come up from employees and supervisors. It is based on the Inclement Weather Policy on page 38 in the employee handbook. The policy was developed to give employees some flexibility when they are unavoidably delayed due to severe weather conditions, i.e. trying to get to work but enduring an extraordinary long commute due to heavy snow, etc. Note: Fire Fighters are covered by Fire Department policy and procedures.

Please remember that the public's need for City services are especially great during inclement weather and it is particularly important for employees to report to work if it does not jeopardize their safety to travel to work. Employees who cannot get to work or are delayed should notify their supervisor. If the supervisor cannot be reached, please notify your department director or the Human Resources Department.

When the City Manager Declares a Critical Weather Condition:

When the City Manager declares that a "Critical Weather Condition" exists (under our "Inclement Weather" policy on page 38 in the employee handbook) the following applies to non-exempt employee's pay:

1. Employees who are unable to get to work at all because of weather conditions may use vacation leave, sick leave, compensatory time or be granted an unpaid leave of absence (if he/she has no accumulated leave). Employees must take 8 hours of leave time (or 9 hours if on the 9/80 flex schedule).
2. The City recognizes that a Critical Weather Condition may delay an employee's travel to work. Therefore, employees who report to work within two hours of their regular start time, due to weather conditions, will be paid as if they started on time. If an employee is more than two hours late, he/she will be given a chance to make up the time (if schedules and conditions permit within the same work week).

3. If employees are released early by authorization of the City Manager due to a critical weather condition, they will be paid for the remainder of their regular work day.

4. Employees who are on a prescheduled vacation may not convert their vacation time to sick leave and may not reduce their vacation day to fewer hours because other employees were released early due to a critical weather situation.

Thank you for your cooperation. Be safe, but please remember that the public depends on our services during weather emergencies.

Weather Related Absences When No Critical Weather Condition is Declared

The City recognizes that weather conditions may be very different where an employee lives than at the City of SeaTac. For example, heavy snow in North Bend, Everett, Tacoma or other areas could affect an employee's ability to get to work even if the City Manager does not declare a Critical Weather Condition for the City of SeaTac. In such a situation an employee who feels he/she cannot safely get to work or is delayed may use vacation leave or compensatory time (not sick leave) for the absence.

Status of FLSA Exempt Staff

The Inclement Weather policy specifically applies to non-exempt staff because FLSA Exempt staff already have flexibility built into their positions. FLSA Exempt staff will not be docked pay or required to use vacation to make up for a partial day of work. However, Exempt staff are required to report to their supervisor or department head if delayed or cannot make it to work. Exempt staff must also comply with the general work requirements of their department head.

CHANGES IN EMPLOYMENT

CHANGES IN EMPLOYMENT

This section of the handbook contains information about changes in employment status. Included in this section is important information about promotion, demotion, transfer, separation, and layoff and recall. If you have any questions about a change in your employment status, please contact your supervisor or the Human Resources Department. For represented employees, procedures are set forth in their applicable labor agreements.

PROMOTION, DEMOTION AND TRANSFER

It benefits both you and the City if you are doing the job that you are most interested in and best suited for. Accordingly, the City encourages you to prepare for and seek promotion or transfer to positions that match your interests and qualifications.

Promotion

Current employees may receive first consideration for openings for which they have the knowledge, skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are posted throughout the City and in the Human Resources Department. You may apply for a vacant position through the Human Resources Department. If you apply for an open position, you will go through a recruitment and selection process. Upon promotion, you will receive a wage increase of five percent or the first step of the new salary range, whichever is greater. All promoted employees must complete a six-month probationary period.

Demotion

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current job. An employee must possess the minimum qualifications for the lower-level position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

Transfer

Vacant positions may be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position, has held the current position for at least six months, has a satisfactory performance record and has had no disciplinary actions during the six month period. If you are interested in a transfer, submit a written request for a transfer to the Human Resources Department. Normal recruitment and selection procedures will be followed. All transferred employees must complete a six-month probationary period.

LAYOFF AND RECALL

Unfortunately, there may be times when the City must reduce the number of positions because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. The City will attempt to avoid layoffs and consider alternatives first.

Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements.

Temporary, part-time and probationary employees will generally be selected for layoff first. Those employees represented by a collective bargaining agreement will be laid off by seniority as set forth in their labor agreement. All other employees are selected for layoff based on performance, transferability of skills and length of service. The City may deviate from this selection order if the best interests of the City so dictate. Employees selected for layoff will be given 30 days notice when possible.

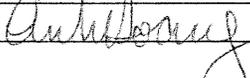
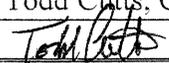
In lieu of layoff, an employee may be offered a voluntary demotion when there is a lower paying position available for which the employee is qualified. Demotion in lieu of layoff to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

The names of laid-off employees will be maintained on a recall list for one year or until management determines the layoff is permanent, whichever occurs first. Laid-off employees are obligated to ensure the Human Resources Department has their current address. Employees have seven days after notice of recall to respond to the notice, or their names will be removed from the recall list. Further information about benefits, seniority and recall rights will be available to you in case of layoff.

SEPARATION FROM EMPLOYMENT

See PP-1.05 Separation of Employment Policy.

City of SeaTac Policies and Procedures

Policy Number:	PP-1.05
Policy Name:	Separation of Employment
Department(s):	Citywide
Effective Date:	May 21, 2012
Supersedes:	Employee Handbook, page 41, Revised 1/99
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

Purpose:

The purpose of this policy is to provide information regarding the methods and means by which an employee's employment relationship with the City may cease. This Policy shall supersede the "Separation from Employment" and "Separation Procedures" subsections of the Employee Handbook.

Policy:

All employees have the right to end their employment relationship with the City if they deem it appropriate. The City may end its employment relationship with its regular, part-time and full-time employees for cause, including but not limited to those listed in the *Standards of Conduct & Discipline* policy. The City may end its employment relationship with its at-will, temporary, seasonal and probationary employees at any time and for any reason. Those employees covered by a written agreement, collective bargaining agreement, or civil service are subject to the separation provisions of that agreement or law.

If you decide to leave employment with the City, it is recommended that you give written notice to your supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. Supervisory and managerial employees should give four weeks notice when possible. All other employees should give at least two weeks notice.

Procedure:

Employees leaving City employment will be scheduled to participate in an exit interview with a member of the Human Resources Department on or before their last day of work. Human Resources staff will address benefits issues including continuation of health care coverage and withdrawal from retirement or deferred compensation plans. You will be given the opportunity to

state the reasons for the separation and to make any suggestions for improving working conditions at that time.

Employees leaving City employment will be responsible for returning all City property in their possession and any funds advanced. Separating employees who desire the City to provide references to other employers will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final paychecks are generally processed by the next, regular payday following the last day of work, and in any event, will be scheduled to comply with all State and Federal laws.

CONCLUSION

Again, welcome to the City of SeaTac! We are pleased to have you on our team. This handbook applies to all employees of the City. Employees who are subject to civil service rules and regulations, state laws and/or a collective bargaining agreement should refer to provisions contained therein for possible modification of, or exceptions to, information contained in this handbook.

We trust that this Employee Handbook has answered questions that you have about our workplace. If you have additional questions, please contact your supervisor or the Human Resources Department. We look forward to working with you.

ACKNOWLEDGEMENT OF RECEIPT

CITY OF SEATAC

Acknowledgement of Receipt

I understand that the Employee Handbook presents statements of policy and guidelines that may be changed by the City when, in its judgment, circumstances so require. I understand that this Handbook supersedes any prior Handbooks or Policy Manuals issued by the City.

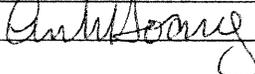
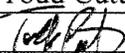
I certify that I have received a copy of the CITY OF SEATAC EMPLOYEE HANDBOOK.

Date: _____ Employee: _____
Printed Name

Handbook Number: _____ Signature: _____

NOTES

City of SeaTac Personnel Policies and Procedures

Policy Number:	PP-2.11
Policy Name:	Longevity Pay
Department(s):	Citywide
Effective Date:	January 1, 2013
Supersedes:	N/A – New Policy
Prepared by:	Anh Hoang, Human Resources Director
Signature:	
Approved by:	Todd Cutts, City Manager
Signature:	

2.11.01 PURPOSE:

In accordance with SeaTac Municipal Code (SMC) 2.65, the City Manager is authorized to promulgate and implement personnel rules and regulations, administrative policies, manuals or directives including, but not limited to, those necessary to implement the provisions of SMC Chapter 2.65. In recognition of employees' long-term dedication to the City, in an effort to attract, motivate and promote retention of skilled employees, and in accordance with the budget approved by the City Council, the City Manager hereby implements the following longevity pay policy.

2.11.02 POLICY:

It is the policy of the City to provide financial recognition for employees who have dedicated their service to the City for an extended period of time.

A. Eligible Employees:

Employees in the following classifications are eligible for longevity pay benefits after they have met the years of service requirements within this policy:

1. All budgeted regular full time employees.
2. All budgeted regular part-time employees.
3. All job share employees who normally work at least fifty percent (50%) of a regular full time position.

B. **Ineligible Employees:**

All Temporary/Seasonal employees (as defined in Employee Definition Policy #PP-1.01) are not eligible to receive longevity pay benefits.

C. **Longevity Pay:**

Eligible employees shall receive longevity pay upon completion of the following years of continuous service as a regular employee with the City of SeaTac:

1. After completion of ten (10) years of service: \$35.00 per month;
2. After completion of fifteen (15) years of service: \$45.00 per month; or
3. After completion of twenty (20) years of service: \$60.00 per month.

Employees shall receive longevity pay for the highest level of longevity with the City. There shall be no pyramiding of longevity pay.

2.11.03 **PROCEDURES:**

The Finance department will be responsible for the payroll implementation of the longevity pay amounts for eligible employees as provided for in this policy.

2.11.04 **COLLECTIVE BARGAINING AGREEMENTS/CIVIL SERVICE LAWS:**

Employees covered by collective bargaining agreements (CBA) or Civil Service laws and/or rules, will be subject to the specific terms of those agreements, laws and/or rules applicable for longevity benefits and are excluded from the provision of this policy. In the event the CBA or Civil Service laws and/or rules do not contain any provision related to longevity benefits, the affected employees covered by same will be governed by this policy.



MEMORANDUM

Date: February 5, 2010
To: All Non-Represented Employees
Through: Todd Cutts, Acting City Manager *TC*
From: Anh Hoang, Human Resources Director *AH*
Re: **Sick Leave Cash Outs for Non-Represented Employees**

The purpose of this memorandum is to revise the Employee Handbook, page 14, Sick Leave section, as it applies to non-represented ("NR") employees. The current Employee Handbook, Sick Leave section, paragraph 3, states that employees who separate from City employment will "...receive payment equal to 25% of your accrued and unused sick leave, provided that the total cash-out of sick leave does not exceed 64 hours. This cash-out does not apply to any employee who leaves employment during the new hire probationary period."

By this executive order, cash-out of sick leave for NR employees shall be modified as follows:

Payment of Accumulated Sick Leave

NR employees shall have the choice of one of the following two options for the cash-out of their accrued and unused sick leave. On an annual basis, NR employees shall have an opportunity to make their selection for sick leave cash out. If the NR employee does not make a selection choice amongst the two options below, his/her selection will be defaulted to Option #1. Once the employee selects Option #2 below, the employee will no longer be eligible for sick leave cash-out under Option #1 (cash-out upon separation of employment).

1. Option #1 – Sick Leave Cash Out Upon Separation of Employment:

Upon death, termination or retirement, an employee (or a deceased employee's beneficiary or estate) shall receive payment equal to twenty-five percent (25%) of such employee's then accrued and unused sick leave hours at the employee's hourly rate of pay at the time of separation; provided, however, that under no circumstances may an employee's payment for accumulated sick leave exceed sixty-four (64) hours. The twenty-five percent (25%) payment will not be made for unused sick leave if an employee leaves the City during his or her new-hire probationary period.

2. **Option #2 - Annual Sick Leave Cash Out:**

After achieving a certain minimum sick leave balance, NR employees are eligible to cash out a percentage of the sick leave they have earned but not taken during the calendar year. The percentage of accrued and unused sick leave eligible to be cashed out will increase incrementally upon the achieving higher sick leave balances. Sick leave cash out is elective. It is the employee's choice whether to participate in the sick leave cash out program. All sick leave hours cashed out will be deducted from the employee's accrued sick leave balance.

a. **10% Cash Out:**

Upon achieving a sick leave balance of one-hundred (100) hours by December 31, an employee shall be able to cash out ten percent (10%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which the sick leave hours are accrued and cashed out. The employee's sick leave bank will be reduced by the amount of sick leave cashed out.

b. **25% Cash Out:**

Upon achieving a sick leave balance of three-hundred (300) hours by December 31, an employee shall be able to cash out twenty five percent (25%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which sick leave hours are accrued and cashed out. The employee's sick leave bank will be reduced by the amount of leave cashed out.

c. **50% Cash Out:**

Upon achieving a sick leave balance of seven-hundred twenty (720) hours by December 31, an employee shall be able to cash out fifty percent (50%) of the sick leave he/she accrued but did not use during that calendar year. The employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which sick leave hours are accrued and cashed out. The employee's sick leave balance will be reduced by the amount of leave cashed out.

Other than the modification to NR employees' sick leave cash-out as specified above, all other provisions, policies and practices regarding sick leave accumulation and use shall remain in full force and effect for NR employees.

All employees who have questions regarding Sick Leave or any City policies should refer those questions to the Human Resources Department.