



City of Sammamish Employee Handbook

Table of Contents

WELCOME	6
SECTION 1 - GENERAL PROSIVISONS	7
1.1 Purpose of this Employee Handbook	7
1.2 Scope	7
SECTION 2 - GENERAL POLICIES AND PRACTICES.....	8
2.1 Employment At-Will	8
2.2 Authority	8
2.3 Open Door	8
2.4 Equal Employment Opportunity	8
2.5 Pay Equity	9
2.6 Americans with Disabilities Act (ADA) and Reasonable Accommodation	9
2.7 Discrimination Harassment Prohibited	9
2.8 Workplace Bullying Prohibited	11
2.9 Reporting Procedures	12
2.10 Discrimination Prohibited	13
2.11 Drug and Alcohol-Free Workplace	13
2.12 Prescription & Over-The-Counter Medication	14
2.13 Assistance for Substance Abuse	14
2.14 Smoke Free Workplace	15
SECTION 3 - EMPLOYEE & POSITION CLASSIFICATIONS	15
3.1 FLSA Classifications	15
3.2 Budgetary Position Classifications	15
3.3 Driving Record Checks	17
3.4 Documentation of Eligibility to Work in the United States	17
3.5 Probation Period	17
SECTION 4 - BENEFITS AND TOTAL COMPENSATION	18
4.1 Benefit Offerings	18
4.2 Public Employee’s Retirement System (PERS)	18
4.3 Social Security Replacement Plan	18
4.4 Declined Health Care Coverage Incentives	19
4.5 Employee Assistance Program	19

4.6 Compensation Plan	19
4.7 Position Classification	19
4.8 Cost of Living Adjustment (COLA)	20
4.9 Classification Review	20
4.10 Promotion	21
4.11 Pay Increases	21
4.12 Performance Evaluations	22
SECTION 5 - PAY SCHEDULE AND EXPENSES	22
5.1 Pay Periods and Pay Days	22
5.2 Pay Deductions	23
5.3 Wage Garnishment	23
5.4 Expense Reimbursement	23
SECTION 6 - WORK SCHEDULES & HOURS OF OPERATION	23
6.1 Work Schedules	23
6.2 Core Business Hours	24
6.3 Overtime	24
6.4 Compensatory Time	24
6.5 Meal Breaks	25
6.6 Rest Breaks	25
6.7 Lactation Breaks	25
6.8 Time Keeping	26
6.9 Mandatory Meetings	26
6.10 Attendance & Punctuality	26
6.11 Inclement Weather and Natural Disasters	27
SECTION 7 - PREMIUM PAY & OFF-SHIFT WORK	28
7.1 Standby Pay	28
7.2 Call Back & Call Out	28
7.3 Out-of-Class Pay	28
SECTION 8 - SAFETY POLICES	29
8.1 Employee Safety	29
8.2 On The Job Injury and Workers' Compensation	29
8.3 Uniforms & Personal Protective Equipment (PPE)	30

8.4 Workplace Violence Prohibited	31
8.5 Weapons Prohibited	32
SECTION 9 - CITY PROPERTY & PREMISES	32
9.1 No Expectation of Privacy and Workplace Searches	32
9.2 Video Surveillance	33
9.3 Personal Property	33
9.4 E-mail, Voicemail and Logins	33
9.5 General Email Distribution	34
9.6 Email Etiquette and Other Online Communication	34
9.7 Remote Work	34
9.8 Social Media and Networking	35
9.9 Intellectual Property and Creative Works	36
9.10 Confidential Work Product	36
SECTION 10 - LEAVE POLICIES.....	37
10.1 Paid Holidays	37
10.2 Paid Vacation Leave	38
10.3 Paid Sick Leave	40
10.4 Annual Management Leave	42
10.5 Award Leave	43
10.6 Paid Administrative Leave	43
10.7 Sabbatical Leave	43
10.8 Pregnancy Disability Accommodation	43
10.9 Jury Duty and Witness Leave	44
10.10 Bereavement Leave	44
10.11 Victims of Domestic Violence Leave	45
10.12 Washington Family Care Act	45
10.13 Family and Medical Leave (FMLA)	45
10.14 Washington Paid Family & Medical Leave	48
10.15 Military Leave	49
SECTION 11 - STANDARDS OF CONDUCT	50
11.1 Expressly Prohibited General Conduct	50
11.2 Discipline Action	51
11.3 Ethics	51

11.4 Conflicts of Interest	52
11.5 Personal Appearance and Hygiene	55
SECTION 12 - REPORTING IMPROPER GOVERNMENTAL ACTIONS	55
12.1 Improper Governmental Action	56
SECTION 13 - SEPARATION.....	56
13.1 Voluntary Resignation	56
13.2 Termination Process	57
13.3 Job Abandonment	57
13.4 Benefits and COBRA (Consolidated Omnibus Budget Reconciliation Act)	57
13.5 Reduction in Force (Layoff)	57
13.6 Retirement	58
13.7 Final Paycheck	58
13.8 Employment Verifications & References	58
13.9 Unemployment Compensation	58
SECTION 14 - OTHER POLICIES.....	58
14.1 Contact with the News Media	58
14.2 Department Specific Protocols	59
14.3 Tuition Reimbursement Program	59
14.4 Employee Training and Development	59
14.5 Managing Personal or Contact Information and Reporting Changes	59
14.6 Personnel Files	59
14.7 Criminal Arrests or Convictions While Employed	60
SECTION 15 - KEY DEFINITIONS	60
15.1 Work Week	60
15.2 Family Member	60
ACKNOWLEDGEMENT OF EMPLOYMENT RELATIONSHIP AND HANDBOOK.....	61

WELCOME

It is our pleasure to welcome you to City of Sammamish (“City”)! We take great pride in our City, our people, and our services to the community. We are thrilled to have you and embark on this journey together in serving our community.

City of Sammamish hopes to provide a stimulating work environment, opportunities for personal growth and job satisfaction. We strive to provide recognition for dedicated service and for performing well on the job. We recognize that our employees are our most valuable resource.

At City of Sammamish, we feel that it is important that we share common values. Foremost is mutual respect for one another. We expect our people to take pride in their work and respond to the community members, fellow employees, customers, contractors and vendors with the highest integrity. We encourage open communication, collaboration, and continuous learning. As you navigate your responsibilities, remember that your contributions matter and are deeply appreciated. If you have questions, concerns, or suggestions, please don't hesitate to reach out to your manager or Human Resources.

We are here to support you and ensure your success within our organization. Together, let's continue to make a positive impact on the lives of those we serve. On behalf of everyone at City of Sammamish, we welcome you again to our team! We hope you will find your employment with us a rewarding and challenging experience.

Sammamish City Council and City Manager

SECTION 1 - GENERAL PROVISIONS

1.1 Purpose of this Employee Handbook

As you familiarize yourself with this Employee Handbook, you'll find valuable information and resources designed to support you in your role and ensure a positive and productive work environment for all. Whether you're a new team member or a seasoned veteran, this handbook serves as a guide to our organization's policies, procedures, and expectations. It is also prepared to help you better understand how the City operates and what is expected of you.

The Employment Handbook applies to all City employees, whether temporary, permanent, limited-term, full-time, part time or seasonal. It shall not apply to elected officials, volunteers, or independent contractors/vendors.

The City has a collective bargaining agreement with Washington State Council of County and City Employees AFSCME Council 2, Local 1425, herein referred as the union. For union employees, this employee handbook does not negate any provisions in an applicable Collective Bargaining Agreement. If there is a conflict with any provision in this handbook, the [Collective Bargaining Agreement](#) will apply.

The following policies are not intended to be, nor do they create a contract for employment. They are only intended to be guidelines, which describe the City's general philosophy concerning policies and procedures. The City reserves the right to amend, modify, or discontinue any benefit or policy at its sole discretion, with or without prior notice. The provisions of this handbook take precedence over all other oral and written representations, which may have been made by City representatives.

This Employee Handbook presents an overview of the policies, benefits, and work environment of City of Sammamish. Please read the handbook carefully. It is important that you familiarize yourself with both your rights and responsibilities as an employee of City of Sammamish. If you wish more detailed information on any of these policies or have other questions, please feel free to direct them to your manager and/or Human Resources.

This Employee Handbook will be reviewed periodically by Human Resources and is subject to change to ensure compliances with federal, state and local laws, or otherwise as appropriate. The City Manager or designee may repeal, modify, or amend these policies and procedures, provided that changes in employee compensation or benefits must be approved by the City Council. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook in order to meet the business and operational needs of the City. If you have questions about any of the City's policies, please ask your manager or Human Resources.

1.2 Scope

In cases of the policies are in conflict with local, state or federal law, the provisions of the law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

SECTION 2 - GENERAL POLICIES AND PRACTICES

2.1 Employment At-Will

The City does not offer tenured or guaranteed employment. For non-represented employees, their employment at the City is "at-will," meaning that both you and the City have the right to terminate the employment relationship at any time with or without reason or notice, including during or after the conclusion of a probationary period. No representative of the City has any authority to enter into any agreement for employment for any specified period of time or to make other commitments or promises or assure any benefit or terms and conditions of employment unless such agreement are expressly made in writing and signed by the City Manager.

2.2 Authority

The authority to take personnel actions is vested in the City Manager or designee. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions may be delegated to department directors and immediate managers; however, coordination of all such actions through the Human Resources is required.

2.3 Open Door

To ensure effective working relations, it is important that any workplace misunderstandings or conflicts are resolved before serious problems develop. Your manager is typically the best person to talk to about any job-related concerns, questions, suggestions, or complaints. If your manager is unable to provide a workable solution to your problem, or if you are not comfortable discussing the problem with your immediate manager, you may consult with the next level of management, any member of the Human Resources team, or any other manager, director at the City, including the City Manager. These individuals will endeavor to respond to the situation in a respectful, constructive, and timely manner.

2.4 Equal Employment Opportunity

City of Sammamish is an equal opportunity employer. We believe that every employee has the right to work in surroundings which are free from all forms of discrimination. It is our policy that all decisions involving any aspect of the employment relationship will be made without regard to race, religion, color, national origin, sex (including pregnancy), gender identity, sexual orientation, age, marital status, honorably discharged veteran or military status, citizenship or immigration status, creed, physical, mental, or sensory disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault, or stalking, whistleblower status, genetic information, political ideology, ancestry, caste, actual, potential, perceived, or alleged pregnancy outcomes or on any other status or characteristic protected by federal, state, or local law.

Discrimination and/or harassment based on any of those factors contradicts our philosophy of doing business and will not be tolerated.

2.5 Pay Equity

City of Sammamish does not discriminate on the basis of any legally protected class, as defined under local, state and federal law, when determining employment, compensation or benefits. All employees performing work in the same establishment and with jobs that require equal skill, effort and responsibility, and which are performed under similar conditions and levels of experience, will be compensated equally.

2.6 Americans with Disabilities Act (ADA) and Reasonable Accommodation

City of Sammamish is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the City's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the City. City of Sammamish prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee or applicant has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from Human Resources and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The City then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of City of Sammamish to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. City of Sammamish prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Reporting Procedures to report any harassment, discrimination, or retaliation they have experienced or witnessed.

2.7 Discrimination Harassment Prohibited

City of Sammamish is committed to ensure and maintain a work environment free from all forms of discrimination and harassment on the basis of any status or characteristic protected by law.

City of Sammamish prohibits discrimination and harassment by and toward employees and third parties, such as vendors and members of the public. Unacceptable conduct includes offensive verbal comments, use of ethnic slurs or derogatory terms, stalking, intimidation, physical assault, or battery relating to a person's race, religion, color, national origin, age, sex, sexual orientation, gender identity, genetic information, the presence of a sensory, physical, or mental disability, marital status, honorably

discharged veteran or military status, citizenship or immigration status, creed, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault, or stalking, political ideology, ancestry, caste, actual, potential, perceived, or alleged pregnancy outcomes or any other status or characteristic protected by federal, state or local law.

For the purpose of this policy, harassment is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (or group) because of that individual's protected status or characteristics that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

A definition of all conduct that could constitute unlawful discrimination and/or harassment or other unlawful conduct is difficult, if not impossible, to create. For that reason, the City prohibits all discrimination and harassment, even if it does not rise to the level of unlawful. The following examples of prohibited conduct is intended to be illustrative but not all-inclusive:

- Verbal or physical conduct that demeans or shows hostility or aversion toward another employee or members of the public
- Use of language such as slurs or demeaning comments to employees or members of the public relating to any status or characteristic protected by law
- Distribution of racially or sexually offensive e-mail or other electronic communications
- Threatening, intimidating, or hostile acts directed at a sex or religious group or directed at an individual because of their sexual orientation, color, or ethnicity

Harassment does not require intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead to or contribute to harassment. Sexual or other harassing conduct, even if not unlawful, will not be tolerated. For example, a stray comment that degrades an employee's gender may not be unlawful harassment, but it is an example of prohibited conduct under this policy.

2.7.1 Sexual Harassment Prohibited

Sexual harassment is a specific type of discriminatory harassment. This includes comments or conduct of a sexual nature and behavior that tends to threaten or offend an employee or third party. Any behavior by a manager, supervisor, employee, or non-employee which constitutes unwelcome sexual advances, requests for sexual favors, the display of sexual images, use of the internet to display or distribute sexually explicit images or messages and verbal or physical conduct of a sexual nature violates this policy, including when:

- Submission to such conduct is made a condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or

- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an unfriendly or offensive work environment.

This policy prohibits unacceptable harassment or conduct in the workplace, and at City sponsored business and social events. Additionally, harassment via social media, email, and text messages are within the scope of prohibited conduct; for example, a harassing post on an employee's private Facebook page violates this policy if it is about a co-worker or customer.

2.8 Workplace Bullying Prohibited

City of Sammamish considers workplace bullying unacceptable and will not tolerate it under any circumstances. We have determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the City on a daily basis and the City's ability to run its business successfully.

"Bullying" is conduct that meets all three of the following criteria:

- Is deliberate, negative, repeated, and directed at one or more employees;
- Substantially interferes with work/prevents work from being accomplished; and
- Adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include, but are not limited to:

- Spreading malicious rumors, gossip, or innuendo about another employee
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or deliberately impeding a person's work
- Physically abusing or threatening abuse
- Removing areas of responsibility without cause
- Constantly changing work guidelines without reason
- Establishing impossible deadlines that will set up the individual to fail
- Withholding necessary information or purposefully giving the wrong information
- Intruding on a person's privacy by pestering, spying, or stalking
- Assigning unreasonable duties or workloads which are unfavorable to one person (in a way that creates unnecessary pressure)
- Underwork - creating a feeling of uselessness
- Criticizing a person constantly
- Belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others)
- Unwarranted or unnecessary punishment
- Tampering with a person's personal belongings or work equipment

Bullying is not:

- A solitary or occasional incident involving an angry outburst or inappropriate statement
- A difference in personalities, style, or personal taste
- Reasonable management action, including decisions about:
 - Job duties, workloads, and deadlines
 - Work instruction, supervision, or feedback
 - Performance management or discipline

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the City prohibits both active and passive support of acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

Refer to [HR-08 Investigation Policy](#) for more information.

2.9 Reporting Procedures

If an employee feels they are the target of discrimination, harassment or workplace bullying, they shall immediately report this to their manager or Human Resources. If the individual from Human Resources is the cause of the problem, seems unwilling to resolve the issue, or appears unresponsive, please contact Director of Administrative Service. If possible, a written complaint should be made as soon as possible following a verbal report. In addition, managers are required to report all suspected incidents of harassment and/or discrimination to Human Resources immediately.

The City will determine the steps needed to address the complaint. These may include conducting an internal inquiry or retaining an independent investigator to conduct an outside investigation. The employee will be notified when the complaint has been addressed.

If the employee is not satisfied with the response, the employee may submit a complaint, in writing, to the City Manager or designee. The written complaint must contain, at a minimum:

- A description of the problem; and
- The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances.

The City Manager or a designee will provide a response to the complaint.

Any manager who witnesses an act or indicator of harassment or who receives a complaint of harassment and fails to take appropriate action, which includes reporting the act or complaint to Human Resources, may be subject to disciplinary action.

Prompt and appropriate corrective action will be taken if the City concludes that an employee or non-employee has engaged in discriminating and/or harassing conduct, even if the conduct is not unlawful.

Corrective action may include discipline up to and including termination of employment or the relationship with the non-employee.

Call the City's anonymous reporting hotline at 1-866-921-6714, or visit www.integritycounts.ca/org/sammamish, or email SammamishHotline@integritycounts.ca to report your concern and refer to the City's Whistleblower Protection Policy [CM-01 Whistleblower Protection Policy](#) for more information regarding reporting, investigation and protection.

2.10 Discrimination Prohibited

No employee may be subject to retaliation for bringing a complaint of harassment, for filing a charge of discrimination or lawsuit, or for participating as a witness in an investigation, charge, or lawsuit under this policy. Retaliation is prohibited even in the case where an underlying complaint has no merit. Examples of prohibited retaliation include: discharge, material changes to terms and conditions of employment, and ostracism or disparagement of an individual. Employees who believe they have been subject to retaliation must immediately bring it to the attention of Human Resources or Director of Administrative Services. Complaints of retaliation will be investigated and addressed according to this policy.

A timely, full, and complete investigation of any complaint will be undertaken. All employees have an obligation to cooperate in an investigation of discrimination and/or harassment complaints. The results of any investigation will be communicated to the complaining employee(s). Every complaint will be kept confidential to the maximum extent possible.

2.11 Drug and Alcohol-Free Workplace

It is the goal of City of Sammamish to foster a work environment free from the behavior-altering effects of drugs and alcoholic beverages. The use of alcohol and drugs alters an employee's judgment resulting in increased safety risks, workplace injuries, and faulty decision making. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substances is prohibited. Although Washington State has legalized marijuana for medicinal or recreational purposes, medicinal or recreational marijuana use in the workplace is not protected conduct. Marijuana use or being under the influence is strictly prohibited on City property and while conducting City business. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, manufacture, purchase, consumption (use), or sale of a controlled substance or alcohol on City premises or while conducting City business is prohibited.

Any employee found to be in violation of this policy is subject to immediate discharge due to misconduct. Any employee who is suspected of a policy violation may be required to submit to immediate drug and/or alcohol testing and suspended pending investigation with intent to discharge.

Types of testing used by the City includes:

- **Pre-employment or Return to Duty:** New hires and rehires for positions that operate City vehicles regularly are required to pass a drug test as a condition of employment. Employees that have been on an extended leave of absence, which is longer than one (1) month, in the

positions that operate City vehicles regularly may also be asked to pass a drug test as part of their return to duty.

- **Reasonable Cause:** Employees may be required to submit to a test when a manager has observed and documented that an employee's behavior, appearance, speech or performance may indicate alcohol or controlled substance impairment.
- **Post-incident:** Employees involved in an accident or "near-miss" or repeated "near-misses" may be required to be tested for alcohol and controlled substances. An on-the-job accident is defined as any accident or incident occurring while on City premises, while operating City vehicles or equipment, and/or while conducting City business provided the accident or incident results in death, injuries requiring advanced medical attention away from the scene or property damage.
- **Follow-up:** The City may require follow-up testing for employees referred for treatment following voluntary self-disclosure.

Drug testing specimens used as a basis for action will be collected by a trained professional at a contracting facility of the City's choosing. All drug and alcohol test results will be treated as confidential.

Refusal to submit to testing when required or the reporting of an adulterated sample will result in disciplinary action, up to and including termination. Drug and alcohol testing will be at the City's expense unless otherwise indicated in this policy.

2.12 Prescription & Over-The-Counter Medication

City policy does not prohibit employees from the lawfully prescribed use and possession of prescription strength or over the counter medications which do not impair the employee's ability to perform their work safely and effectively. Such drugs will be permitted on City premises only if they are contained in the original prescription container.

The use of prescription medication on the job must be accompanied by a statement from the prescribing healthcare provider that the medication will not impair the individual's ability to perform their job safely and accurately. The City reserves the right to determine ultimately whether it is safe and appropriate for the employee to do the job while taking medication, and if not, to reassign the employee to other work or place them on medical leave.

2.13 Assistance for Substance Abuse

As part of our employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment, and rehabilitation. The City provides an Employee Assistance Program (EAP) which may be used in these cases.

The City will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, and/or be placed on leaves of absence to treat their problem. Such employees may be required to document that they are successfully following prescribed

treatment and to take and pass follow-up drug and alcohol tests. If the employee does not complete their rehabilitation program or tests positive after completing the rehabilitation program, they may be subject to disciplinary action, up to and including termination.

2.14 Smoke Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products or electronic cigarettes is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes (or as prescribed by state and local law). Violation of this policy may be grounds for disciplinary action, up to and including termination.

SECTION 3 - EMPLOYEE & POSITION CLASSIFICATIONS

3.1 FLSA Classifications

The Fair Labor Standards Act (FLSA) and state wage and hour laws designate employees as either exempt or non-exempt. Employees are notified of their status at the time of hire or if there is a change in work responsibilities that results in a change to the status. City of Sammamish may review or change employee classifications at any time.

3.1.1 Exempt

These are employees who are exempt from the overtime pay requirements of applicable state and federal laws. Exempt employees are paid on a salary basis and are indicated on the salary range adopted by annually by the City Council.

3.1.2 Non-Exempt

These are employees who are not exempt from the overtime provisions of federal and state laws. Non-exempt employees are entitled to receive overtime (equivalent to one and one-half (1.5) times their regular rate of pay) for all hours worked beyond forty (40) in a workweek and are entitled to certain meal and rest breaks. At City of Sammamish, a workweek is Sunday 12:00AM to the following Saturday 11:59PM.

3.2 Budgetary Position Classifications

3.2.1 Permanent Regular Position

Full Time Equivalent (FTE) Position

A position established and approved by the City budget that is expected to be ongoing and to regularly work around 40 hours every week year-round.

Part Time Position

A position established and approved by the City budget that is expected to be ongoing and to regularly work thirty-two (32) hours or less every week year-round.

3.2.2 Non-Permanent Positions

Limited Term Employee (LTE)

A position that has a specific end date and that is typically established for a specific purpose or project. The duration of these positions may be shortened or lengthened depending on workload.

3.2.3 Seasonal Employee

A worker that is hired at approximately the same season of each calendar year and whose employment is customarily less than six months in duration.

3.2.4 Temporary Employee

An employee who holds a job of limited duration and is not hired seasonally (as defined above). Temporary employees may be benefit eligible or become benefit eligible depending on work schedule classification and duration of employment with the City.

3.2.5 Paid Internship

A position provides a form of on-the-job training in coordination with an employee participating in an educational internship program or receiving credit through an institution of higher education. Internships also provide students an opportunity to gain work experience and knowledge of government that could lead to a career in public service.

The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, education, experience, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

Any applicant supplying false or misleading information during the application process is subject to having their application rejected. Misrepresentations, falsifications, or material omissions, as determined by the City Manager or designee, in any of the information or data submitted to the City during the course of recruitment may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Internal employees who are in good standing and are not under any corrective and/or disciplinary action are welcome to apply for all open positions. Internal applicants will be granted an interview

provided they possess applicable experience and training qualifications listed in the job description for the position.

See [HR-01 Hiring Policies Process and Procedures](#) for more information.

3.3 Driving Record Checks

Employees in positions in which the operation of City vehicles who are required or needed on an occasional basis must possess a valid driver's license with any necessary endorsements required for their position. Driving records of applicants may be checked during the pre-employment screening process and rechecked at regular intervals during employment with the City. Applicants with poor driving history, as determined by the City, may be disqualified for employment in positions that require driving as an essential function.

See [HR-02 Pre-employment Screening Policies, Process and Procedures](#) for more information.

3.4 Documentation of Eligibility to Work in the United States

In accordance with federal law, both new employees and re-hires will be required to provide documentation, within three business days of their hire or rehire date, of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

3.5 Probation Period

The probation period is designed to give the employee time to learn the job and to give the employer time to evaluate whether the match between the employee and the job is appropriate. The standard probationary period for newly hired and rehired employees is twelve (12) months; for promoted and transferred employee is six (6) months. Successful completion of the introductory period does not confer any additional rights or change the “at will” employment relationship with the City.

The probationary period may be extended by the department director with approval of the City Manager or designee. If the employee’s probation is extended and their pay increase is withheld due to their performance, the employee will be provided a written ninety (90) day improvement plan and will receive their next pay increase upon successful completion of that plan. Any increase shall be applied with the effective date of the successful completion of the improvement plan and shall not be retroactive. This date shall become the anniversary date for the purpose of annual evaluations and any applicable subsequent pay increases.

A recently promoted or transferred employee that is unsatisfied in their new position may request to voluntarily return to their former position. A written request must be made to Human Resources for this purpose. If the position has not yet been offered to a new employee, the department director, after consulting with Human Resources and any other affected department, may approve the employee’s return. The returning employee’s pay will be restored to the same in the pay range before the promotion or transfer.

Probation period does not apply to temporary positions of short duration. Satisfactory completion of the probation period does not create an employment contract or guarantee employment with the City for a specified duration. Unless otherwise determined by a collective bargaining agreement, all employment with the City is at-will.

SECTION 4 - BENEFITS AND TOTAL COMPENSATION

4.1 Benefit Offerings

The City offers eligible employees and their qualifying dependents the opportunity to participate in group medical, dental and vision coverage as well as Flexible Spending Account (FSA), Employee Assistance Program (EAP) and Life & Disability Insurance. All benefits apply to:

Regular and limited term full-time (FTE and LTE) Employees, who work a minimum thirty (30) hours per week.

Part-time Employees who work between twenty (20) and twenty-nine (29) hours per week are eligible for benefits, premiums will be pro-rated on the ratio of their normally scheduled work week to a forty-hour (40-hr) week. Part-time employees who work below twenty (20) hours per week are not eligible for benefits.

Seasonal Employees and Paid Interns may be eligible for benefits if their work schedule and duration of service is over six (6) months.

These benefits contribute to an employee's total compensation and the City contributes toward the costs of medical, dental and vision plans in addition to the employee contributions via payroll. A summary of benefit offerings will be provided by Human Resources upon hire and at open enrollment periods.

Please be advised that benefits, carriers, and plan provisions are subject to change, modification or revocation at any time at the City's discretion, as allowed by law, and as set forth in the plan documents. Additional information may be found below, and detailed descriptions of all benefits offered are available from [Benefits Portal](#) or Human Resources.

4.2 Public Employee's Retirement System (PERS)

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility: an employee who works at least seventy (70) hours per month for a consecutive five (5) month period is eligible for participation in the Public Employee Retirement System (PERS). For more information, contact Human Resources or the [Washington State Department of Retirement Systems](#).

4.3 Social Security Replacement Plan

All regular and limited term employees must participate in a Social Security Replacement Plan (401a) and Medicare. Future Social Security benefits may be affected by membership in this replacement plan (see Human Resources for details). Seasonal and temporary employees are enrolled in Social Security as required by law.

4.4 Declined Health Care Coverage Incentives

Employees and/or their qualifying dependents eligible for healthcare – medical, dental and vision benefits that waive some or all three insurance, and provide documentation of required coverage from an alternate source, will be eligible to receive 40% of the City’s savings contributed as deferred compensation to their 457 accounts. As defined by the Affordable Care Act, qualifying dependent child(ren) are those of age twenty-six (26) and below. The employer contribution amounts are prorated for part-time employees, based on hours worked.

Employees must demonstrate that they and/or their qualifying dependents have other insurance coverage from another source to receive this benefit. If such coverage should cease, this will be seen as a qualifying event (pending documentation of loss of coverage) for enrollment by the employee and subsequent dependents in the City’s medical plan.

4.5 Employee Assistance Program

The City offers an employee assistance program, free of charge, to all employees. This program helps individuals privately solve problems that may otherwise interfere or distract from performing their best while at work. Services are always confidential and provided by experts. For no-questions-asked access to the EAP program, please see Human Resources.

4.6 Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager, and in some cases the City Council.

4.7 Position Classification

Creation of a job description coupled with the creation of a grade and respective salary range on the annual salary schedule document approved by the City Council is referred to as a position’s overall “classification.” Temporary and seasonal positions are assigned to an ungraded pay range on the salary schedule.

A job description includes a job title, information regarding the general nature of the work to be performed, specific responsibilities and duties, and the needed characteristics required to perform the

job. Salary range assignments are recommended by Human Resources to the City Manager, with input from the department director.

4.8 Cost of Living Adjustment (COLA)

The City Manager may propose and the City Council may grant an across-the-board (cost-of-living) pay adjustment from time to time, raising or lowering the salaries of all positions by a specified amount within a defined group of classifications.

4.9 Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a manager. Periodically, the City may revise job classifications as needed or as part of a compensation study. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

4.9.1 Request a Classification Review

A department director may request a classification review seeking to change the assigned duties of a position.

An employee who does not believe that their classification accurately reflects the current duties of the position may also request a classification review if it has been more than one year since the last classification review was performed.

All requests for a reclassification shall be initiated in writing, utilizing appropriate internal procedure, and should include justification for the reclassification emphasizing changes in duties and responsibilities or qualifications.

4.9.2 Performing the Classification Review

Human Resources performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaires and interviews with employees. A reclassification is not to be used as a merit raise; nor can it be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.

Human Resources will recommend changes to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees.

In the event that a classification review results in a denial of a change in classification, but also results in a determination the employee was working out-of-class, the employee will be awarded out-of-class pay.

The out-of-class pay will be effective on the date the employee submitted the written request for classification review and end on the date the out-of-class duties are no longer performed.

If the approved action was reclassifying the position to a lower grade, then the affected employee(s) are notified before the final action is taken. The affected employee(s) salary may be frozen at their current rate until such time as the lower salary range reaches or surpasses that level through annual cost of living increases.

4.10 Promotion

City of Sammamish values its employees and believes internal mobility can offer opportunities to employees to achieve their career goals, as well as help the City to retain talents. A promotion is when an employee advances to a position that is classified in a higher salary range, to perform a higher level of work with greater responsibilities.

All employees are encouraged to apply for new job openings or vacancies whenever possible. Employees will be given consideration for job openings or vacancies on the basis of demonstrated initiative, performance, ability, experience, training, and other factors relevant to the particular position.

Promotions can also happen via reclassification in cases of career progression throughout the year or at annual performance evaluations. The same classification review process is followed as listed in 14.4 Classification Review.

An employee receiving a promotion shall be placed in the salary range that provides for a minimum of five (5) percent increase and adequately compensates them for their job duties, bearing in mind skill, education, experience, current market conditions, and avoidance of inequities with existing internal salaries.

Employees promoted to a new position with a new title will repeat the standard six-month probationary period. A review is conducted after the probation period and may result in a pay increase. This date becomes the employee's new date for annual reviews and potential salary increases, elsewhere referred to as pay increase date.

4.11 Pay Increases

Upon successful completion of the probationary period, and on an annual basis thereafter, employees will be given a performance evaluation and considered for a pay increase until they reach the top of their salary range. Pay increases may be withheld for reasons of poor performance and/or not meeting job requirements.

The salary range consists of eleven (11) pay grades. Appropriate merit increases may be awarded each year from a satisfactory performance review. No additional merit pay is awarded once an employee has reached the top of the salary range.

The “pay increase date” is used for the purpose of the annual performance review. Pay increases usually occur on the anniversary date of the employee’s end of probation period review. This date may change over the course of employment if an employee assumes a new position and undergoes probation on more than one occasion.

4.12 Performance Evaluations

To achieve the City’s goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance reviews for all positions. Employees are evaluated by their manager prior to completion of their probation period and annually thereafter. The performance review is part of an employee’s personnel record. The failure of managers to conduct performance reviews for their subordinate employees will be considered in the evaluation of the performance of the managers.

Employees who disagree with their formal performance reviews may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance review and kept in their official personnel file.

SECTION 5 - PAY SCHEDULE AND EXPENSES

5.1 Pay Periods and Pay Days

The City has two pay periods corresponding to two paydays each calendar month. The first pay period is for compensation (including hours worked and any used PTO, paid holiday(s), paid leave etc.) from the 1st – 15th of a given month and is paid on the 20th of each month. The second pay period is for compensation (including hours worked and any used PTO, paid holiday(s), paid leave etc.) from the 16th – 31st and is paid on the 5th of the following month. The City does not permit payroll advances.

If a regularly scheduled payday falls on a Saturday, Sunday, or holiday, the City makes every effort to pay employees on the business day before the weekend or holiday. City of Sammamish takes precautions to ensure that employees are paid correctly. In the event of an error, we will correct the error no later than your next regular pay period. Employees should notify Payroll in Finance Department of any suspected error as soon as possible. The City utilizes direct deposit for distributing employee pay and employees can access their paystubs in the electronic Payroll system.

For the purpose of tracking hours worked, accrual usage and calculating compensation, both exempt and non-exempt employees must maintain a record of hours worked, using the City-provided timesheets and submitting these timesheets to their managers at the end of each pay period for approval. Non-exempt employees may not work off the clock at any time. Examples of prohibited off-the-clock work include but are not limited to:

- Performing work outside of your shift schedule;
- Performing work during your break and/or meal period;
- Sending or responding to work-related e-mails in the evening and not recording the time worked.

If you performed work as listed above, you must keep track of all time worked and immediately report that time to your manager. We will pay you for all hours worked, even if you worked the hours off the clock.

5.2 Pay Deductions

Some regular deductions from the employee's earnings are required by law; other deductions are allowed by law and specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, when allowed by statute or City policy.

5.3 Wage Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee. Human Resources or Payroll will make every effort to alert employees confidentially to any received writ of garnishment. If three garnishments are served for more than one indebtedness within a period of 12 consecutive months, the employee may be subject to termination.

5.4 Expense Reimbursement

The City will reimburse employees for reasonable pre-approved business expenses. Reasonable expenses while traveling on City business include travel fares, accommodations, meals, tips (not to exceed fifteen (15) percent), telephone, internet and fax charges, and purchases on behalf of the City. Reasonable local expenses include City purchases and mileage reimbursement for use of a personal vehicle for transportation to City business meetings or trainings. Refer to [Travel Policy](#) for more information.

All expenses must be submitted to the Finance Department via the required forms and approved by the employee's manager prior to submission of receipts for reimbursement. Only original itemized receipts will be accepted for reimbursement. Unreasonable or excessive expenses, or expenses incurred without prior approval, will not be reimbursed. Any questions should be directed to the Finance Department.

SECTION 6 - WORK SCHEDULES & HOURS OF OPERATION

6.1 Work Schedules

Employees may not deviate from their assigned hours of work, unless a manager specifically approves a request for leave or overtime. Alternative work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's manager will advise the employee regarding the specific working hours. Non-exempt employees are responsible for accurately reporting all hours worked in the electronic timesheets in Employee Self Service system. Employees failing to accurately record time worked will be subject to discipline.

Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City. Varying schedules or overtime may also be required in emergency situations as defined by the City Manager or designee.

6.2 Core Business Hours

The administrative offices of the City are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Administrative staff is expected to work within this schedule, unless having received approval from a manager for an alternate schedule. It is, however, understood that employees may be required to work extra hours to accommodate certain projects and deadlines. The City's primary goal with regard to employee schedules is to facilitate consistent and reliable availability for the public, meetings and other internal interactions, which are elemental to the smooth operation of the City.

Employees may request, on an individual basis, to work an alternative schedule such as 9/80's or 4/10's, but such arrangements may not interfere with efficient City or department operation and must provide for effective service delivery. Alternative schedules must be approved by the department director, after consultation with Human Resources. The City may revise or cancel any alternative work schedule due to changes in workload, legal mandates, changing legal interpretations or other needs of the City and/or individual departments.

6.3 Overtime

Employees may be required as a condition of employment to work overtime when necessary, as determined by their manager and upon approval of the department director or designee. Overtime is paid to non-exempt employees at one and one-half (1.5) times their regular rate of pay. All hours worked during one workweek (Sunday through Saturday) in excess of forty (40) hours are considered overtime. Paid time off, including paid holiday hours, shall count as hours worked when determining overtime pay.

All overtime must be authorized in advance by the manager. If an employee works overtime on a particular day to complete an urgent project, the employee's schedule may be flexed the remainder of the week, so the employee does not accrue overtime. If an employee works overtime hours without pre-approval, the employee may be subject to corrective action for failure to follow established procedures.

Whenever a non-exempt employee is specifically authorized or required by their manager to work overtime, the employee shall receive overtime pay, or compensatory time up to 80 hours in accrual. After maximum accrual, overtime must be paid.

6.4 Compensatory Time

Instead of receiving cash payment for overtime pay, non-exempt employees may elect to receive compensatory time at the same overtime rate of one and one-half (1.5) times for any overtime hours worked and accrue up to eighty (80) hours, or a combination of both, when approved by the employee's manager. An employee cannot be required to accept compensatory time in lieu of

overtime pay. Compensatory time may not accumulate beyond a maximum of eighty (80) hours and employees may choose to cash out ([Compensatory Cash Out Request Form](#)) up to forty (40) hours of compensatory time one time each year. Upon termination, all unused compensatory time is paid out at the rate of one hundred (100) percent.

6.5 Meal Breaks

A thirty (30) minute, unpaid meal break is provided to non-exempt employees every five (5) hours of work performed and should be taken each day. Meal breaks can be up to one-hour, unpaid, with the agreement of the manager. The managers are responsible for approving and scheduling of this time, if necessary. The meal period must be scheduled in the middle of the workday, no earlier than two (2) hours and no later than five (5) hours after the shift's starting time. Non-exempt employees may not work through the meal period and should be completely relieved from duty during their meal period. If a non-exempt employee elects to, and is approved by a manager to perform work duties while on meal period, the employee will be compensated for all time spent working. Employees who take their first meal period and resume work for more than another five (5) consecutive hours are entitled to take a second unpaid, uninterrupted and duty-free meal period of at least thirty (30) minutes. Such second meal period must begin no later than five (5) hours from the end of the first meal period.

Non-exempt employees working three (3) or more hours longer than a normal work day shall be allowed at least one unpaid, uninterrupted and duty-free meal period of at least thirty (30) minutes before or during the overtime period.

6.6 Rest Breaks

Except where otherwise required by law, employees are entitled to one, fifteen-minute (15-minute) paid rest break for every four (4) consecutive hours worked, to be taken as near as possible to the midpoint of the work period. No employee shall be required to work more than three (3) hours without a rest break. Rest breaks should be arranged so as not to interfere with normal business operations. Rest breaks may be taken intermittently and may not be combined or saved until the end of the day to arrive at work late or to leave work early.

6.7 Lactation Breaks

City of Sammamish supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

As required by WA State law, for up to two (2) years after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid for non-exempt employees.

City of Sammamish has designated lactation rooms located at both City Hall and Maintenance and Operation Center (M&O) for this purpose. A small refrigerator reserved for the specific storage of

breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Please contact Human Resources if you have questions regarding this policy or if you need access to the lactation room. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

6.8 Time Keeping

Both exempt and non-exempt employees are required to log accurate time worked. The Finance Department will inform all employees when timesheets are due in order to allow time for payroll processing. Upon timesheets due date, all employees must submit their timesheets. All timesheets will be approved and signed by an employee's direct manager in the electronic Payroll system. Employees should contact their manager or the Finance Department with questions about timesheets.

6.9 Mandatory Meetings

Employees may be required to attend mandatory meetings from time to time. These meetings may fall on an employee's scheduled day off, but that does not excuse them from attending if the meeting is mandatory. Employees will be paid for all mandatory meetings.

6.10 Attendance & Punctuality

Punctual and consistent attendance is essential elements of each job at the City. If an employee is tardy or absent, the City's ability to perform work is affected and an unfair burden is placed on co-workers. Each manager is responsible for maintaining an accurate attendance record of their employees. While it is recognized that a reasonable amount of absence due to bona fide sickness or emergency situations is beyond control, punctual and regular attendance is required of all employees.

You are expected to be at work and ready to perform your job duties at your shift's designated start time. The purpose of this policy is to provide a fair, reasonable, and objective way to deal with tardiness and absenteeism.

- A "tardy" is defined as missing from three (3) minutes to up to one-half (1.5) hour of a scheduled shift. Two tardies equal one absence.
- An absence is defined as missing more than one-half (1.5) hour of a regular scheduled shift or assigned working hours for any reason not protected by law.

If illness or personal emergency make absence or tardiness unavoidable, you must make contact with your manager or designee at least thirty (30) minutes prior to the start of your shift whenever reasonably possible, explaining the reason for your absence or tardiness and indicating when you expect to return to work. Unless you are medically unable to do so, it is unacceptable to depend upon another person to explain your absence from the job.

If you cannot possibly return to work by the expected day or time, you must notify your manager or designee and provide the continued reason for the absence and the expected date of return. Employees must call each day they are absent unless they are on an approved FMLA, disability leave or other approved leave.

Employees who fail to provide proper notification prior to the start of their shift, or generally excessive unexcused attendance, may be subject to disciplinary action and could be subject to termination. Falsification or misrepresentation regarding reasons for absence may also result in termination.

If an employee has three (3) separate occurrences of tardiness or absences in a rolling six (6) month period of time, it may be considered excessive and is subject for review and consideration by their manager and Human Resources.

Occurrences can be defined as follows:

- One day absent from work other than an absence mandated and/or protected by law.
- Absences demonstrate a suspicious pattern may be required to provide the City with appropriate medical documentation before being permitted to return to work. A suspicious pattern of absences, such as consecutive absent days, the same days of the week requested on a regular/weekly basis (e.g. every Monday, Tuesday or every Thursday, Friday), or a consistent time off request following or preceding a City paid Holiday, etc., will lead to the employee being counseled and placed on corrective action.
- Any unreported and/or unauthorized absence of an employee from work shall be deemed to be an absence without pay.

If an employee is a "no-show" and "no-call" for three consecutive days, that employee will be considered to have voluntarily resigned from employment.

6.11 Inclement Weather and Natural Disasters

The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural disasters. The City may be the only organization providing essential services to community members. Therefore, all employees are asked to make every reasonable effort to report to work during such times without endangering their personal safety.

Information regarding City facilities' closure will be made available to all department directors for dissemination to their staff. Vacation leave, floating holiday, compensatory time, or leave without pay may be applied for any time missed due to inclement weather. Paid sick time may be used when an employee's child's (or dependent's) school or place of care has been closed for a health-related declared emergency or after the declaration of an emergency by a local or state government or agency, or by the federal government consistent with RCW 49.46.210(3), as now enacted or hereafter amended, or the employee's place of business has been closed by order of a public official for such reasons. The employee shall advise the manager by phone as in any other case of late arrival or absence.

SECTION 7 - PREMIUM PAY & OFF-SHIFT WORK

7.1 Standby Pay

This section applies to non-exempt employees. Standby is defined as a period of time, outside of an employee's regularly scheduled duty time, when the employee is officially notified of the possible recall to work. Standby time shall be assigned in weekly shifts where applicable or on an ad hoc basis when necessary and shall be paid at the rate of \$66.00 per day and \$99.00 per weekend or holiday day. Employees placed on standby must remain unimpaired and be available to return to work within two (2) hours. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a mobile device to facilitate communications as needed while the employee is on call.

Standby hours are not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. If an employee on standby status fails to respond to a call to return to work, they may be subject to disciplinary action.

7.2 Call Back & Call Out

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to a call back is grounds for immediate disciplinary action, including possible termination. In the event of emergencies or disasters, all essential personnel are expected to report to their workstation after they have taken care of themselves and their families.

7.2.1 Call Back

Call back shall be defined as a circumstance where a M&O, or Traffic Signal Technician or an Inspector employee has left the work premises at the completion of their regular work shift and is requested to report back to work prior to the start of their next regularly scheduled work shift. M&O, Traffic Signal Technicians and Inspector employees who are called back to work after completing their regular shift shall be paid double time (2x) their regular rate of pay for all time worked up to two (2) hours. Any time worked beyond two (2) hours shall be paid for at one and one-half times (1.5x) the regular rate of pay.

7.2.2 Call Out

Any subsequent call outs that occur within the two (2) hours for which the M&O, Traffic Signal Technician and Inspector employee is already being paid shall be considered part of the initial call out unless the work extends beyond the two (2) hours, in which case the M&O, Traffic Signal Technician and Inspector employee will be paid for actual time worked beyond the initial two (2) hours. Subsequent calls that begin after the two (2) hours for which the M&O, Traffic Signal Technician and Inspector employee is already being paid shall trigger a new two (2) hour minimum. This includes call outs that can be handled without travel, such as telephone calls or meetings utilizing Teams/Zoom or other video platform.

7.3 Out-of-Class Pay

When a department director or the City Manager assigns an employee substantially higher responsibilities outside the scope of their job classification, and the assignment exceeds three (3) working days, the employee shall be awarded additional out-of-class pay. The Out-of-class pay is calculated at five (5) percent above the employee's current grade and shall adequately compensate them for their out-of-class duties. The temporary out-of-class assignment must have been made in advance and in writing ([Out of Class Form](#)) with approval from Human Resources, and the pay will start back to the first day worked.

In addition, qualified employees, at the sole discretion of their supervisor, may be assigned out of class work on an hourly basis for project-related work. Whenever practical, the supervisor, employee and HR must agree in writing the scope of the out of class work prior to the employee initiating such activities. Employees working out-of-class in this capacity will be compensated at five (5) percent above the employee's current grade only for the hours engaged in the out-of-class work. Out-of-class hours will be tracked by project code and entered into the employee's timesheet each pay period.

The employer reserves the right to limit the amount of out-of-class hours allowed per pay period and to stop out of class assignments at any time and for any reason. Employees assigned to work out-of-class for a period of thirty (30) calendar days or more shall be temporarily upgraded to the higher classification and will be compensated for all hours at the higher rate. The out of class pay will also apply to vacation, sick leave, compensatory time, and all protected forms of leave taken while working out of class.

If the department director believes that circumstances warrant an exception to the five (5) percent placement rule and Human Resources concurs, then they may recommend to the City Manager a higher rate of compensation.

SECTION 8 - SAFETY POLICES

8.1 Employee Safety

The City is committed and responsible for providing a safe and healthy working environment. The City is willing to make reasonable efforts to address an employee's safety concerns, and makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Employees are required to use caution and good judgment in all activities and should notify their manager or Human Resources if they believe there is a safety issue that should be addressed. Please refer to [Safety Committee Policy](#) for more information.

8.2 On The Job Injury and Workers' Compensation

All employees are covered by the State Workers' Compensation Program. State Industrial Insurance may pay the employee for work time lost and medical costs if the Washington Department of Labor and Industries determines the injuries or illnesses were work-related.

Employees must immediately report job-related accidents, injuries, and "near-misses" to a manager as soon as reasonably possible, whether the accident occurred on or off City premises. Failure to report

an injury, regardless of how minor, could result in disciplinary action as well as a delay to the claims process.

If medical treatment is necessary, the employee must inform the attending health care provider that the injury is job-related. The health care provider will assist the employee in completing a Report of Industrial Injury or Occupational Disease and will file the claim with the Department of Labor and Industries (“L&I”). Employees will incur no cost for treatment of qualified work-related injuries.

Employees may choose their health care provider, but the provider must meet L&I’s minimum standards for providers. The City and L&I are each entitled to the employee’s medical records to follow the employee’s recovery. Every reasonable attempt will be made to supply an injured worker with light duty assignments and to keep them at work as they recover. Employees are expected to return to work immediately upon release by their healthcare provider.

The Department of Labor and Industries will not pay time loss benefits for the date of injury or the first three days of time lost unless the employee is unable to work due to their work-related injury for 14 consecutive calendar days.

Pending the outcome of the worker’s compensation claim, the City will pay the employee’s salary by using first the employee’s accrued sick time followed by the use of other accrued leave when the sick time is exhausted. When the employee receives their worker’s compensation benefit payment, they must repay the City for any sick leave used that is also covered by the worker’s compensation benefit payment. The employee may also repay the City for any other accrued leave time used, but is only required to repay the sick leave used. The appropriate amount of sick leave and other leaves repaid will be restored to the employee’s leave banks.

Worker’s compensation payments do not cover 100% of the employee’s salary. Employees may use paid sick leave to make up the difference in net pay between the employee’s regular salary and the worker’s compensation benefit. The combination of sick leave and the worker’s compensation benefit may not equal more than the employee’s regular salary.

In accordance with State law, the Department of Labor and Industries (L&I) shall retain jurisdiction over all appeals relating to industrial insurance claims. Any employee who disputes the findings or payment of an industrial insurance claim may file an appeal by letter with the Washington State Department of Labor and Industries (L&I), Appeals Division.

8.3 Uniforms & Personal Protective Equipment (PPE)

Specific clothing and equipment may be required for some City tasks to enhance public identification, job safety, and in consideration of the site conditions or situations at which work activities take place. Please also refer to [Collective Bargaining Agreement](#) for specific guidance.

While many employees occasionally need clothing for specific site conditions or situations, only inspectors and maintenance employees will have daily uniforms provided by the City on a recurring basis. Eligible employees may receive reimbursement up to a pre-determined amount, or a taxable

clothing allowance on an annual basis to purchase position appropriate attire such as work boots or pants. Purchase of these types of clothing items may be approved by a department director for other positions pending the position's duties and available budget. Clothing provided by the City or purchased with the employee clothing allowance is only to be used while performing work for the City. Use in other employment or while doing personal business is not permitted. Employees are responsible for keeping their clothing neat, clean, and laundered. Some clothing with City logos, similar to a uniform, will be provided to appropriate staff at no cost. Employees should see their manager about clothing and protective equipment needs.

All WISHA required safety equipment such as reflective rainwear, ear protection, face shields, hard hats, safety glasses, face masks, or gloves will be supplied by the City at no cost to the employee. All City purchased clothing and equipment belongs to the City and must be available for use by other employees.

8.4 Workplace Violence Prohibited

This policy applies to all City employees, whether on or off City property. Any act or threat of violence by or against any employee, customers and the public is strictly prohibited. This includes, but not limited to, any of the following conduct occurring in or around the workplace, or otherwise related to employment:

- a) Aggressive behaviors, whether verbal or physical
- b) Verbal confrontations, offensive comments
- c) Verbal and physical harassment, offensive acts
- d) Threatening injury or damage against a person or property
- e) Abusing or injuring/damaging another person or property
- f) Fighting or threatening to fight with another person
- g) Threatening to use a weapon (an instrument or device of any kind, such as a firearm or knives,) to inflict bodily harm or injury, or to establish fear simply due to its presence on the scene unless the weapon is required to fulfill the employee's job duties
- h) Using obscene or abusive language or gestures in a threatening manner
- i) Raising voices in a threatening manner
- j) Any actions that cause others to feel unsafe in the workplace

Due to the potential for misunderstanding, joking about any of the above misconduct is also prohibited. Any employee who violates this policy will be subject to corrective or disciplinary action, up to and including termination.

You are encouraged to raise workplace concerns or report threats or incidents of workplace violence immediately with your immediate manager, department director, Human Resources or City Manager. If your manager is unavailable, or if the complaint remains unresolved after talking with your manager, or if the nature of the complaint is such that you do not feel you can discuss the complaint with your manager, you may make a complaint to Human Resources and/or City Manager. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will

not condone any form of retaliation against any employee for making a report under this policy. Violation of this policy may be grounds for disciplinary action, up to and including termination.

Upon receiving a complaint, the City will promptly investigate the matter to determine relevant facts and circumstances. You may make an anonymous complaint; however, this may limit the City's ability to investigate it.

If the act or altercation constitutes an emergency, call 911. The Police Department should be notified immediately in case of a threat of or the actual commission of a crime. In the event of imminent danger to persons or property, employees should take immediate action to safeguard themselves. At no time should employees place themselves in harm's way to protect vehicles or property.

If you have obtained, or are protected by, an Order for Victim Protection that includes City of Sammamish as your workplace, immediately provide a copy of the order to Human Resources or your manager. Orders for Victim Protection include the following types of court orders – protection order, no-contact order, restraining order, and anti-harassment order.

8.5 Weapons Prohibited

City employees are prohibited from possessing dangerous weapons on City property, premises and in City vehicles. This includes, but is not limited to, weapons for which employees have a valid permit. For the purpose of this policy, “dangerous weapons” include firearms and others as indicated in RCW9.41.250, as now enacted or hereafter amended. Further, the City reserves the right to inspect, with or without notice, all employees' work areas, packages and other items that come onto the City's premises. The City further reserves the right to inspect all City property with or without notice. An employee caught possessing a weapon in a manner that is in conflict with this policy, will be disciplined, up to and including termination. Exception to this policy is permitted for Police Services.

SECTION 9 - CITY PROPERTY & PREMISES

9.1 No Expectation of Privacy and Workplace Searches

The City reserves the right to search any employee's office, work areas, desk, files, locker, personal belongings, City vehicle, emails, internet usage, text messaging on City-provided equipment and systems, or any other area, article or any packages on City premises, as permitted by law. This includes the right to search individual computers or electronic files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination. A search does not imply an accusation of theft or that an employee has broken a City rule. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the premises.

Searches may be conducted at any time without advance notice. Searches must be authorized by the City Manager or designee.

Employees who refuse to cooperate in an inspection conducted pursuant to this policy, as well as employees who, after the inspection and investigation are found to be in possession of stolen property or illegal drugs or otherwise in violation of policy, will be subject to corrective action up to and including termination.

9.2 Video Surveillance

To promote the safety of employees and City visitors, as well as the security of its facilities, the City reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around City-owned property. The only exceptions to this policy include private areas of restrooms, showers, space used for lactation breaks, and dressing rooms. See [PR-2 Security Camera Policy](#) for more information.

9.3 Personal Property

The City assumes no liability whatsoever for the damage, loss or theft caused by third parties to an employee's personal property. Employees are to use their own discretion when choosing to bring personal property into the workplace, including into City vehicles, and do so at their own risk. Additionally, employees shall not bring or display in the office any property that a reasonable person would deem inappropriate or offensive to others.

9.4 E-mail, Voicemail and Logins

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City and as such, are intended for job-related purposes. Personal use of city devices and accounts should be kept to a minimum.

Electronic mail, voice mail, and electronic login information for business accounts are also City property and are to be used only for business purposes. The City reserves the right to inspect, monitor and have access to City computers, electronic mail, voice mail messages, passwords and other electronic communications, which should exclusively be used to carry out City business. This right extends to City business on personal devices and accounts.

Employees can use personal devices to access cloud-based City applications for communications and/or data and conduct work in the cloud if necessary. Employees should not download any work-related City data to personal devices. All documents and communications pertaining to City business are public records. No public record is to be deleted or destroyed except as consistent with the Washington State Archivist's CORE Retention Schedule and any adopted retention policy as now exists or hereafter amended.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative. All passwords for City accounts are the property of the City and may be used by an

employee's supervisor to access electronic and telephone communications at any time. Please refer to any City policy regarding personal devices and accounts.

9.5 General Email Distribution

To ensure appropriate, consistent, and clear communication with City staff, staff shall only send out general distribution e-mails with prior review and authorization. Emails going to large distribution lists such as M&O, City Hall, All Staff or All City are general distribution emails and require pre-approval from a department director or above and must include the name of the approving manager in the email.

9.6 Email Etiquette and Other Online Communication

Email and online messaging (e.g. Microsoft Teams) are essential communication tools in the City's daily operation. Although email is often regarded as informal, and while the Teams 'chat' function may be used to communicate in a less formal way, City staff are responsible for ensuring these communications and interactions are professional and respectful at all times. All electronic communications are subject to the Public Record Act requests.

Emails should have subject lines that include a brief description of the message. Employees should avoid typing messages in subject lines. An informative email signature with employee name, position title, phone number, email address, City's address and logo should be used as a standard process. Additionally, City staff are required to turn on and off automated "out of office" replies before and after taking leave to manage expectations for both internal and external customers.

Employees are expected to respond and reply to emails and Teams messages in a timely manner for collaboration. Use sentence case as all other formal communications. It is unprofessional to use all caps. Staff should be cautious with "Reply all." When in doubt, use "Reply" to avoid inundating a list of people with unnecessary emails.

9.7 Remote Work

As our workforce continues to operate with employees working at locations other than City offices, the following expectations for employees are being clarified to avoid issues that may cause disruption to the workday and/or during virtual meetings.

9.7.1 General Expectations

Remote employees are expected to be available and communicative during scheduled work hours. City of Sammamish work rules and other policies continue to apply to offsite work locations, including dress code in Section 14.5.1. Consumption of alcohol during work hours is prohibited. Employees should seek a quiet and distraction-free working space, to the extent possible. Employees are expected to maintain their workspace in a safe manner, free from safety hazards.

9.7.2 Virtual Meetings

While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings. Keep yourself muted during video or audio conferencing, unless you are speaking. Turning on video is encouraged but not required. Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host. Smoking or vaping is not permitted during a video conference. Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

City of Sammamish appreciates the effort that all of our employees have shown in the transition to remote work, and we hope these guidelines help to clarify the City's expectations when teleworking.

While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other City policies will result in disciplinary action. See [Telework Policy](#) for more information.

9.8 Social Media and Networking

Employees shall not use City-owned electronic devices and electronic communication systems to conduct personal social media business, furthermore, employees shall not use personal social media accounts to conduct City business or for City communications.

Social media can be a powerful communication tool that facilitates collaboration and information sharing. At the same time, it can have a significant impact on organizational and professional reputations. While City of Sammamish endorses the secure use of social media tools to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity improvements, its application must not compromise data confidentiality and integrity.

When using personal accounts on personal devices to conduct personal business, employee should understand and follow these guidelines:

Include a Disclaimer: make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of City of Sammamish.

Respect the Law: Remember that participation online results in your comments being permanently available and open to being republished in other media. Stay within the legal framework and be aware that libel, defamation, copyright, and data protection laws apply to communications about City of Sammamish and co-workers. In this regard, employees must not publish or discuss any work-related information that violates copyright law, divulges trade secrets or that is maliciously false (where you know the information is false and you intend to harm the City or co-workers with the information).

Respect Employer Time: All time and effort spent on your personal site should be done on your personal nonworking time. Do not use City equipment nor devices to post to personal sites during working time.

Adhere to Employer’s Rules: Be sure to abide by the rules of the employee handbook or other applicable agreements, especially those policies and agreements that relate to harassment, discrimination, confidentiality, use of the City computer and electronic communications systems, code of conduct, and conflicts of interest. Do not post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City’s workplace policies against discrimination or harassment toward a protected class.

Personal Online Recommendations: Supervisors, managers, and administrators should exercise caution and consider whether it is prudent to accept “friend” requests or links from current employees for personal social networks. If you wish to offer personal online recommendations for friends and business contacts, (i.e., through LinkedIn) you may do so as long as you: 1) identify yourself by name; 2) clearly and openly express that the recommendations are strictly for personal purposes, and not on behalf of City of Sammamish; and 3) is not for anyone whom you directly or indirectly supervise, or otherwise may have responsibility or decision-making capacity affecting their work or role at the City.

Conduct Not Prohibited: Nothing in this policy should be interpreted to deter, chill, interfere with or dissuade employees from engaging in concerted activities or any other activities protected by state, federal, and local law, including the National Labor Relations Act, such as discussing wages, benefits, or other terms or conditions of employment, or legally required activities.

No Expectation of Privacy: The City’s computer and electronic communications systems are City property. An employee’s use of these systems for emails, text messages, or access to the Internet during working time should be used for business purposes only. The City maintains the right and the ability to enter into any of these the City owned communications systems, and to monitor, inspect, and review any and all data recorded in these systems. Thus, employees should not assume that their use of these systems is private and confidential.

Compliance with the Law: The application of this policy will be consistent with federal law.

9.9 Intellectual Property and Creative Works

Employees agree that all work product produced in the course of their employment with the City shall be and remain the property of the City. Work product shall mean research, plans for products or services, marketing plans, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, information, data, technology, algorithms and designs, whether or not subject to patent or copyright protection, made, conceived, expressed, developed, or actually or constructively reduced to practice by the employee solely or jointly with others in connection with or relating to any work performed by the employee for the City.

9.10 Confidential Work Product

Work product related to the operation of the City shall not be removed from the premises or disclosed to third parties without proper authorization. Any questions about this policy may be directed to Human Resources.

SECTION 10 - LEAVE POLICIES

10.1 Paid Holidays

The City observes certain paid holidays throughout the year whereby eligible employees¹ will be awarded the day off with pay. Employees who are on leave without pay (LWOP) from the City on the workday before and the workday after a City-recognized holiday shall not be awarded the paid holiday. The following are currently recognized as paid holidays for all regular full-time employees:

Paid Holiday	Day
New Year's Eve	December 31
New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Indigenous People's Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
One (1) Floating Holiday ²	Employee's choice

Holiday hours for regular part-time employees are pro-rated. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

10.1.1 Working a Holiday

Non-exempt employees that are scheduled to work on a City-observed holiday (excluding floating holidays) will be compensated for all hours worked at a holiday premium rate of one and one-half (1.5) times their regular rate of pay. These hours will be counted on a one to one (1:1) ratio for purposes of calculating the total hours worked in a given work week. They will also receive eight (8) hours of straight-time pay for the observed holiday. Overtime pay will be

¹ Eligible employees are regular permanent and limited term full-time employees; regular permanent and limited term part-time employees. Seasonal workers and interns are not eligible for paid holidays.

² Following successful completion of the initial probationary period, the floating holiday shall be used in the current calendar year and may not be carried over to the following calendar year.

awarded for all hours in excess of forty (40) in a single work week and will be calculated at one and one-half (1.5) times the employee’s regular rate of pay.

10.1.2 Unpaid Religious Holidays

As now enacted or hereafter amended RCW 1.16.050(3), employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which the employee desires to take the two unpaid holidays after consultation with the City. If an employee prefers to take the two unpaid holidays for a reason of faith or conscience, on specific days for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the City will allow the employee to do so unless the employee's absence would impose an undue hardship on the City or the employee is necessary to maintain public safety. Undue hardship shall have the meaning established in rule by the office of financial management under RCW 43.41.109. The two unpaid holidays allowed by this section may not be carried over to the following year.

10.2 Paid Vacation Leave

City of Sammamish provides paid vacation leave as a way to enrich the employee’s health and well-being. Permanent regular full time employees (FTE) and limited term full time employees (LTE) shall accrue paid vacation leave at minimum accrual rate of twelve (12) days per year and a maximum accrual rate of twenty-one (21) days per year upon completion of ten (10) years of service. For each year of service with the City employees will earn an additional (1) day of paid vacation, up to the maximum of 21 days. Upon completion of fifteen (15) years of service, employees will be granted an additional 2 days of vacation accrual for a maximum of twenty-three (23) days. Upon completion of twenty (20) years of service, employees will be granted an additional two (2) days of vacation accrual for a maximum of twenty-five (25) days. Accrual max is capped at twenty-seven (27) days upon the completion of twenty-five (25) years of service.

Years Worked	Hours Per Month	Hours Per Year	Annual Days Off 8-Hour Day	Annual Days Off 9-Hour Day	Annual Days Off 10-Hour Day
1	8.00	96	12	10.67	9.60
2	8.67	104	13	11.56	10.40
3	9.33	112	14	12.44	11.20
4	10.00	120	15	13.33	12.00
5	10.67	128	16	14.22	12.80
6	11.33	136	17	15.11	13.60
7	12.00	144	18	16.00	14.40
8	12.67	152	19	16.89	15.20
9	13.33	160	20	17.78	16.00
10	14.00	168	21	18.67	16.80
15	15.33	184	23	20.44	18.40
20	16.67	200	25	22.22	20.00
25	18.00	216	27	24.00	21.60

One day of paid vacation leave equals the number of hours consistent with the employee's regular work schedule (for example: 8 hours for a 5-day standard work week, 9 hours for a 90/8 work schedule, and 10 hours for a 4/10 work schedule). Vacation leave shall accrue for the actual time the employee was in a paid status, including paid leaves.

10.2.1 Vacation Carryover Maximum

Employees are encouraged to make full use of their paid vacation leave benefit. The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 240 hours. Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year.

The City recognizes employees may not be able to take paid vacation leave as desired due to demands of their positions. At the end of the calendar year, employees may request for a carryover exception in writing and submit it to Human Resources. Carryover exception requests can be granted upon both HR and the City Manager's or designee's approval.

10.2.2 Vacation Use During Probation

New employees will accrue vacation leave as soon as employment commences. Department directors can approve vacation leave during new employee's probationary period at their discretion. Additionally, new employees may be granted time off without pay (LWOP) during the probationary time at a director's discretion. Request for vacation leave or LWOP must not cause undue disruptions to City operations.

10.2.3 Vacation-Ineligible Employee and Part-Time Employees

Part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty-hour (40-hr) week. Temporary employees, interns, and seasonal workers are not eligible for vacation leave benefits.

10.2.4 Requesting Vacation

When requesting foreseeable vacation leave, employees should consider the City's need to conduct business and to have time to plan for vacation coverage. It is preferred, as a courtesy to the managers and the work team at least ten (10) or more business days of notice. Managers should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved, unless the granting of the vacation would negatively compromise the business needs of the City. Employees and their managers are encouraged to communicate directly and work out scheduling conflicts. Employees will not be reimbursed for the cost of travel arrangements if a vacation request is denied.

For unforeseen leave needs, employees must notify the managers and/or Human Resources as soon as practicable. Absent emergency circumstances, employees must call in before their regular scheduled starting time.

Each department director is responsible for scheduling their employees' vacations without undue disruption of department operations. Vacation leave may be denied or modified in emergency situations or where such leave causes undue disruption of department operations.

10.3 Paid Sick Leave

Full-time employees accrue paid sick leave at a rate of 12 days per year (four hours per pay period). Employees become eligible to accrue paid sick leave upon their first day of work.

The rate of accrual is pro-rated for part-time employees and certain seasonal or temporary positions. Employees will accrue no less than one hour of paid sick leave for each 40 hours worked. The amount of sick leave accrued, used, and available is recorded each payday on your paystub and in the electronic HRIS and Payroll system. Paid sick leave is paid at the employee's regular rate of pay.

10.3.1 Reinstatement of Paid Sick Leave Hours Upon Rehire

The City will reinstate a returning employee's previously accrued, unused paid sick leave up to 40 hours that was not previously provided to the employee through financial or other reimbursement at the time of separation, if the rehire occurred within 12 months of separation.

10.3.2 Sick Leave Carryover Maximum

The maximum number of sick leave hours that may be carried over from December 31 of one year to January 1 of the next year is 720 hours. Balances above 720 hours will be forfeited at the end of each calendar year.

10.3.3 Calling in Sick

Employees who become ill or have a last-minute need for the use of paid sick time and are unable to attend work, must contact their manager directly at least thirty (30) minutes prior to the start of their shift. If the employee must leave the office before the end of their shift because of illness or personal emergency, they must inform their manager prior to leaving. If the employee or a family member they care for are suffering from a serious medical condition, and has exhausted paid leave, they may be eligible before unpaid Family Medical Leave. Please refer to the Family and Medical Leave policy below and see Human Resources to request extended leave for these purposes.

10.3.4 Authorized Use of Paid Sick Leave

Employees may use their accrued paid sick leave hours for the care of themselves or a family member defined as spouse, registered domestic partner, parent, grandparent, grandchild, sibling, or child in the following instances:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
- The need for preventive medical care;

- The care of a child, as defined in RCW 49.46.210(2)(a) as now enacted or hereafter amended, whose school or place of care has been closed due to inclement weather or by order of a public official for any health-related reason;
- Circumstances qualifying for leave under the Domestic Violence Leave Act (Chapter 49.76 RCW as now enacted or hereafter amended).

Non-exempt (hourly) employees may apply paid sick time in 15-minute increments. Exempt employees may apply sick time in increments of one hour. The City asks that employees make every effort to coordinate and schedule foreseen absences, such as elective procedures, with their manager at a time convenient to department workload. It is essential that employees coordinate coverage of their duties whenever there is a foreseeable absence; however, the City will not require that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

10.3.5 Verification for Absences Exceeding Three (3) Workdays

If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive workdays during which the employee is required to work, the employee may be asked to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law. Any information the employee provides will be kept confidential to the extent possible under the law.

Acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A health care provider's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or
- A court order of protection.

Employees should discuss options with Human Resources if they feel that providing such verification creates an unreasonable burden or expense.

10.3.6 Employee Shared Sick Leave Pool

The shared sick leave program provides employees the opportunity to receive and use donated paid leave, and to donate their paid sick leave to other employees.

An employee can donate to the shared paid leave program throughout the year. The donation must indicate in writing (email is acceptable) the rate and frequency of the donation of leave and copy both Human Resources and Payroll to begin contributing. Employees may donate up to 20% of their accumulated sick leave or any amount of their accumulated vacation or compensatory time. Donated vacation and compensatory time hours may only be used as sick leave. Hours donated will be converted to a dollar equivalent based upon the donating employee's wage rate. Donated hours will be available to all employees meeting the criteria described below to draw from the pool. Donations to the pool cannot be reversed.

Employees may only withdraw from the Leave Pool after exhausting: 1) all leave options and 2) all their own accrued leave time. To apply for leave, employees should contact Human Resources. A written statement will be required explaining the circumstances for the request. Human Resources will deliver all requests for shared leave to the City Manager's Office for final review. Access to the leave pool will be granted for up to 160 hours per written request. Elective medical procedures do not qualify for use of the shared leave pool.

10.3.7 Retaliation Prohibited by Law – Paid Sick Leave

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The City will not discriminate or retaliate against an employee for the lawful exercise of WA State Minimum Wage Act rights or the authorized use of paid sick time.

If an employee feels they are being discriminated or retaliated against for the authorized use of paid sick time, the employee should contact Human Resources immediately.

If an employee is not satisfied with the response from the City, the employee may contact the Washington State Department of Labor & Industries.

Online: www.lni.wa.gov/workplacerrights

Call: 1-866-219-7321, toll-free

Visit: www.lni.wa.gov/offices

10.4 Annual Management Leave

The City recognizes that exempt employees often put in hours that extend beyond the standard work week to meet the demands of their positions. While some extra time is an expected component of these positions, the City wishes to provide a benefit in recognition of this service. Management leave is granted in recognition of the extraordinary work time required in overtime-exempt positions but is not intended to directly correlate with extra time worked.

Exempt employees who were employed by the City in an exempt position for the entire previous calendar year, shall be granted forty (40) hours of management leave annually at the start of each calendar year. Management Leave shall be pro-rated in cases of mid-year hires, promotions, transfers. Management Leave shall be granted in addition to other earned leave benefits. Human Resources will

maintain a list of positions that are eligible for Management Leave. Management Leave shall be taken in full-day increments.

Management Leave must be used in the calendar year it was granted and cannot be carried forward from one calendar year to the next. No compensation for unused Management Leave shall be paid to an employee who leaves City service.

10.5 Award Leave

In recognition of extraordinary work performance, either on a project basis or a sustained basis, the City Manager may grant non-exempt employees up to forty (40) hours of paid Award Leave each calendar year. Examples might be receiving the Employee of the Year Award or being a contributing member of Team of the Year, or a similar award.

Award Leave must be used in designated period. Award Leave cannot be carried over from one calendar year to the next. No compensation for unused Award Leave shall be paid to an employee who leaves City service.

10.6 Paid Administrative Leave

The City may use paid administrative leave while: 1) a workplace investigation is pending; or; 2) when an employee is being suspended as discipline.

10.7 Sabbatical Leave

Sabbatical leave provides employees an opportunity to pursue self-development activities and is intended to prevent employee burnout and improve retention. Employees who have worked for the City for seven (7) consecutive years or longer are eligible to take unpaid leave for a duration up to six (6) weeks while retaining their City-paid health benefits during the sabbatical; however, employees shall exhaust all vacation and compensatory time accruals except for forty (40) hours during the sabbatical. Further, no additional sabbatical can be taken until another seven (7) consecutive years have been worked. Only one employee per team can take sabbatical leave at any time, and any request for sabbatical leave ([Sabbatical Leave Request Form](#)) is at the discretion of the Department Director and must not detrimentally impact City operations.

10.8 Pregnancy Disability Accommodation

City of Sammamish will provide reasonable accommodations to qualified pregnant job applicants and employees to accommodate the individual's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship.

A pregnant employee may continue active employment until the healthcare provider advises the employee, they should be off work. A leave of absence is granted to the employee for the actual period the employee is sick or temporarily disabled because of pregnancy or childbirth related conditions. Paid time off such as sick or vacation leave may be used prior to the time being designated as unpaid leave.

If there is concern regarding the pregnant employee's ability to safely and/or productively function at their job, a second opinion may be obtained by a qualified healthcare provider of the employer's choice. The employer will pay the full cost of this examination. An accurate job description, describing all of the employee's job duties, should be presented to the reviewing healthcare provider.

Following the date of delivery, the employee must keep the City informed of their condition and expected date of return. At least a two-week advance notice is required before the employee's return to work. An employee, who due to childbirth complications is unable to return to work on the prearranged return date, must present a signed statement from the attending healthcare provider. The healthcare provider must indicate the nature of the complication and the expected date of return to work. If the employee returns to work immediately upon the release from the healthcare provider, the employee will be returned to the same job or a similar job of comparable pay, unless business necessity prevents such reinstatement.

City of Sammamish will provide nursing employees with reasonable break time from work and a private space to express breast milk and an appropriate place to store during the workday. Employees may use paid rest break time and additional unpaid break time if needed. See Section 7.7 "Lactation Breaks" for details.

10.9 Jury Duty and Witness Leave

Employees summoned to serve on a jury or appear as a subpoenaed witness in any established court of law or administrative proceeding shall be released from work to perform this civic responsibility. Employees must provide advance notice to their supervisor and documentation of the required appearance. Employees will be compensated at their regular rate of pay for scheduled shifts missed due to jury duty service, less any reported stipend or earnings resulting from their jury duty service. An employee who is a subpoenaed witness will receive full salary upon proof that the testimony given was in connection with City business. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or in court. The City may require the employee to supply documentation from the court confirming receipt of the employee's jury duty service.

10.10 Bereavement Leave

Upon the death of a family member, as defined in (as defined in Section 22.2 AFSCME CBA for both represented and non-represented), employees shall be granted up to four (4) working days of leave with pay regardless of shift schedule (a day shall be consistent with the employee's regular work schedule) to assist with funeral arrangements and attend funeral services. When funeral attendance requires travel by commercial air transportation due to the distant location of the funeral, the employee must make a request and obtain approval for an extension of leave by the manager. The request for an extension must state the number of days needed and include the date of return to work. An employee must use their leave accruals (vacation, sick, or compensatory time) for the extension. If the employee does not have any leave accruals, they must request leave without pay. Bereavement leave is not considered sick leave or vacation leave.

The City Manager or designee may grant additional bereavement leave for international travel or in the case of extenuating circumstances.

10.11 Victims of Domestic Violence Leave

The City grants employees domestic violence/sexual assault leave in accordance with Washington State Law in Chapter 49.76 RCW, as now enacted or hereafter amended. Leave may be taken with or without pay at the employee's option. Sick leave, compensatory time, vacation, or other paid leaves may be applied.

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. If you are a victim of actual or threatened domestic violence, sexual assault, or stalking, The City will provide you with reasonable safety accommodations³. You may be asked for written verification that you are a victim of domestic violence, sexual assault, or stalking. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests in excess of three days may trigger the request by Human Resources for documentation of authorized use of leave under this policy.

10.12 Washington Family Care Act

The Washington Family Care Act (WFCA), RCW 49.12.265, as now enacted or hereafter amended, allows an employee with available paid sick leave or other paid time off to use the employee's choice of paid leave to care for a sick minor child with a routine illness, other family members with serious or emergency health conditions, or a sick adult child who is incapable of self-care because of a physical or mental disability. There are also provisions specific to parental leave that differ from federal FMLA. Employees will not be disciplined for applying leave for these reasons. Employees should see Human Resources to discuss available options if they incur or foresee any need for extended leave.

10.13 Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition; and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

³ Public Records Act Exemption: Under ESHB 1533 (RCW 42.56.250(1)(i)(i)), as now enacted or hereafter amended, if the employee or their dependent is a survivor of domestic violence, sexual assault, sexual abuse, stalking or harassment, certain employee information may be withheld from records produced in responses to a PRA request. Employees should reach out to HR Manager for more information.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave. The City requires you to apply all of your applicable paid leave benefits, i.e., vacation, sick leave, comp time, while initially on leave under this policy, and before such time off is designated as unpaid. While on Leave Without Pay (LWOP) status, employees do not accrue any paid time off (e.g., vacation, sick accrual).

You remain responsible for any premium amounts normally contributed toward your health care coverage, including dependent coverage. Employees must reimburse the City's premium contributions if the employee fails to return to work after leave ends, unless An employee's failure to make premium payments will result in loss of coverage.

You are an eligible employee if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

FMLA Leave Request:

- Notify your manager at least thirty (30) days in advance of leave commencement.
- Provide the basis for your leave and the first day and final date of leave.
 - Within five (5) days of the request, the City may require certification/recertification of the serious health condition.
 - The employee will have fifteen (15) days to provide certification.
 - The City will notify the employee if documentation is inefficient or incomplete within seven (7) days.
- You must consult with your manager to try to schedule planned medical treatments at times that minimizes disruption to City business when possible.
- If advanced notice is not possible due to an emergency, give notice as soon as possible in accordance with the City's call-in procedure.
- You will receive notice of whether you are eligible within five (5) days of receiving the request for new requests. If ineligible, the City will provide the basis of your ineligibility.

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

- Allow you to return to the same job, or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Employees returning to work from an approved Family and Medical Leave will return to the same position or to another position with equivalent employment benefits, pay, and other terms and conditions of employment. There is one exception to the requirement to restore employment: if a 'key employee' requests family and medical leave, the City can deny job reinstatement to prevent "substantial and grievous economic injury" to its operations.

The City shall not interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

Call 1-866-487-9243 or visit <https://www.dol.gov/agencies/whd/fmla> to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint, please visit <https://www.dol.gov/agencies/whd/contact/complaints> for more information.

Please contact Human Resources with any questions or need for more information about this policy.

10.13.1 Military Entitlements Under FMLA

Under the federal FMLA law, unpaid leave may also be requested by eligible employees who have need for leave arising from a family member of the employee on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

10.13.2 Retaliation Prohibited by Law – Paid Sick Leave

If an employee does not expressly request FMLA leave, the City reserves the right to designate a qualifying absence as FMLA leave if there is no objection by the employee and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers' compensation, and/or any other leave where permitted by state and federal law. The City requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies.

10.14 Washington Paid Family & Medical Leave

Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program, administered by the Washington State Employment Security Department (ESD), that provides almost every Washington employee with paid time off to give or receive necessary care. To be eligible for the State benefit, employees must have worked 820 hours in the qualifying period (defined as the first four of the last five calendar quarters), for any employer(s) in Washington State. The program is funded by premiums paid by both employees and employers. The employee portion will be deducted from your paycheck.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- welcome a child into your family (through birth, adoption, or foster placement),
- experience a serious illness or injury,
- need to care for a seriously ill or injured family member,
- need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

If you experience the death of a child who you would have been qualified to take medical leave for their birth or family leave for bonding after birth or placement, you may be eligible to take seven (7) days of bereavement leave following the date of the child's death.

If you face multiple events in a year, you may be eligible to receive up to 16 weeks, and up to 18 weeks if you also experience a pregnancy-related serious health condition.

If the need for leave is foreseeable, you must provide City of Sammamish at least 30 days' notice.

If approved by the State, you may be entitled to partial wage replacement while on leave. The benefit is a percent of your weekly wage, as determined by the State. You will file your claim with the Employment Security Department (ESD) and, if approved, you will be paid by ESD. Retaliation for requesting or taking Paid Family and Medical Leave is prohibited.

Except for leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.

At City of Sammamish, employees may use accruals to supplement wages while using PFML. For more information, contact Human Resources.

Employees who return from leave under this law may be entitled to job protection if you have worked for City of Sammamish for at least 12 months and have worked 1,250 hours in the 12 months before taking leave.

If you are eligible for the federal Family and Medical Leave Act (FMLA) and your FMLA and PFML leave run concurrently or overlap, you will be entitled to maintain your health insurance while you are on leave. You must continue to pay your portion of the premium cost while on leave.

10.15 Military Leave

The City grants employees leave for military service in accordance with federal and state law. Employees are required to provide their manager with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law. As soon as practicable, individuals returning from any military leave of 30 days or more are required to provide evidence, such as a certified copy of release papers, that they are entitled to reemployment.

Employees who fail to return to work within the time specified by law, without receiving an extension in advance, are subject to disciplinary action up to and including termination.

10.15.1 Paid Military Leave for Public Employees

Up to 21 days of paid leave per year (from October 1st through September 30th) shall be granted to employees for time spent for military service in the Washington National Guard, reserves or armed forces, and is to be used on any day an employee cannot report to their regular job because of military obligations. As per RCW 38.40.060, as now enacted or hereafter amended, during such military leave the employee shall receive their normal pay, and such paid leave shall be in addition to any vacation or sick leave to which the employee is entitled.

A “Day”, for purposes of this section, is defined as a 24-hour period beginning and ending at midnight. Military leave must be calculated in “days” and cannot be reduced or converted to hours, regardless of whether or not an employee’s normal shift or work period transpires over the course of one day or two. Pay is based on the employee’s normal pay.

In general, if military service extends beyond twenty-one (21) working days, the additional leave will be unpaid. At the employee’s request, accrued vacation and sick leave and compensatory time may be applied to any unpaid military leave. Military service includes active military duty and Reserve or National Guard training. An employee requesting military leave is required to provide their manager with copies of the military orders as soon as possible after they are received.

10.15.2 Military Family Leave – WA State Family Military Leave Act

In accordance with the provisions of the Washington State Family Military Leave Act, during a period of military conflict, a full-time or part-time employee who works an average of twenty (20) or more hours per week and who is the spouse or registered domestic partner of a member of the U.S. armed forces, National Guard or reserves is entitled to take up to fifteen (15) days of unpaid leave: while their spouse/registered domestic partner is on leave from a deployment; or before and up to deployment once the spouse/registered domestic partner receives official notification of an impending call or order to active duty.

The employee must provide their manager with notice of the employee's intention to take leave within five (5) business days of receiving official notice: that the employee's spouse/registered domestic partner will be on leave; or of an impending call or order to active duty. The fifteen (15) days of unpaid leave is per deployment. The employee may elect to substitute any form of accrued leave for any part of the family military leave. Family military leave is in addition to other leave to which the employee may be entitled.

10.15.3 Military Employee Reinstatement and USERRA

The City is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment & Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of their membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, they shall make a report to Human Resources.

SECTION 11 - STANDARDS OF CONDUCT

11.1 Expressly Prohibited General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner. These rules are not all-inclusive and can be modified at any time. Examples of behavior that is inappropriate and require immediate corrective action include, but are not limited to:

- Working off the clock if not exempt or failing to take legally required meals and rest periods.
- Fighting, "rough housing", "playing", "horsing around," or attempting or threatening bodily harm to another employee or members of the public.
- Excessive unauthorized and/or unexcused tardiness or absences.
- Insubordination to managers or other members of management including refusal or failure to perform assigned work, or to follow direction and/or instructions, or efforts to undermine their authority or disparage them.
- Theft of the City, members of the public, or employee property.
- Dishonesty of any kind including conversion, fraud, attempting to obtain benefits under false pretenses, and lying during the course of a City investigation.

- Falsification of any records or documents including employment or benefit plan forms, applications, medical records or excuses, time records, injury reports, leave of absence requests, or written or verbal statements given in connection with or during the course of any situation resulting in or involving a City investigation, legal or administrative proceeding.
- Attempted or actual destruction, sabotage, damaging or defacing of property or equipment belonging to the City, employees, members of the public, or vendors.
- Refusal to adhere to safety rules and safe work practices. Failure to promptly report an accident or incident involving safety-related matters or a safety hazard.
- Sleeping or loafing or giving the appearance of sleeping or loafing while on duty or scheduled to be on duty.
- Divulging City confidential information not otherwise available to persons outside the organization.
- Engaging in any conduct that violates the City's [Code of Conduct Policy](#).

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their coworkers' mutual aid or protection or legally required activities.

The above behaviors may be grounds for disciplinary action, up to and including termination.

11.2 Discipline Action

In taking disciplinary action, managers may use a variety of measures, depending upon individual circumstances and the nature of the offense. The disciplinary process will be determined on a case-by-case basis after an evaluation of the facts and circumstances of each individual incident. Depending upon the facts and circumstances, the discipline applied may include, among other things, verbal or written warnings, probation, suspension without pay, demotion, or termination.

When considering discipline that would sever the employment relationship, the City Manager will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized. An employee will be notified in writing of the City Manager's decision. The pre-disciplinary meeting does not apply to employees who have not completed their initial probationary period. Nothing in this policy shall be interpreted as modifying or changing the employee's at-will status.

See [HR-5 Discipline Policy](#) for more information.

11.3 Ethics

11.3.1 Use of City Resources

City equipment, including computers, photocopiers or printers shall not be used for personal business. This shall not apply to incidental or limited personal use of City equipment so long as

it does not impact work and is done during breaks. Consumable City supplies, including but not limited to paper, ink, envelopes, postage, etc., may only be used for City business.

11.3.2 Political Activities

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of employees in their official duties.

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities with the exception of City rental facilities eligible for such activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. Violation of this policy may lead to disciplinary action.

11.3.3 Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

11.3.4 Outside Elected Positions

If there is a conflict of interest between an employee's elected position outside of the City and their position with the City, the employee must resign from one of the positions.

11.4 Conflicts of Interest

11.4.1 Personal Gain Prohibited

Staff shall have no beneficial interest in any contract which may be made by, through or under their supervision, or for the benefit of their office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Further, employees are prohibited from receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service.

11.4.2 Accepting Gifts

City employees may not accept gifts of cash in any amount that has any connection whatsoever with City employment or the performance of duties. Employees shall not directly or indirectly solicit any gift, accept or receive any gift (whether it be compensation, services, loan, travel, entertainment, hospitality, promise, or any other form), under the following circumstances:

- It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or

- The gift was intended to serve as a reward for any official action on the official's or employee's part.

The City suggests that employees refuse all gifts in order to avoid the appearance of impropriety.

11.4.3 Outside Employment

In order to protect the interests of both the City and the employee, it is important that an employee and their department director have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment. Therefore, employees shall consult with Human Resources prior to engaging in employment or rendering services for pay for any public or private interest (including self-employment). It is the expectation of the City that outside employment may not conflict with the best interests of the City or shall not interfere with job performance. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

Outside employment will be deemed problematic if:

- It interferes with the employees established work schedule; or conducted during the employee's work hours;
- It detracts from the efficiency of the employee while performing City duties;
- It constitutes a conflict of interest or create an appearance of impropriety as determined by the City Manager or designee;
- The employee might utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- It takes preference over extra duty required by City employment;
- It interferes with emergency on-call duty;
- It tends to impair independence of judgment or action in performance of official duties; or
- It involves the use of any City resources such as copiers, telephones, supplies, other equipment, or time.
- Is with a firm which has contrasts with or does business with the City; or
- May reasonably be perceived by members of the public as a conflict of interest of otherwise discredits public service.

11.4.4 Non-Solicitation, Distribution, and Posting Policy

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over. E-mail shall not be used to solicit employees for any purpose, and non-employees

are prohibited from distributing material or soliciting employees on City premises at any time. All employees shall recognize that any employee has the right to say “no” to any solicitation.

11.4.5 Employment of Family

The family of current City employees and City Council members will not be employed by the City in any of the following scenarios:

- One of the parties would have authority (or practical power) over the other;
- One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- One party would be responsible for auditing the work of the other; or
- Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both and the best interests of the City.

See [Conflict of Interest Policy](#) for more information.

11.4.6 Employee Dating Relationships

City of Sammamish holds its employees to the highest ethical and professional standards. As such, this policy outlines the guidelines regarding employees forming personal relationships with each other. The City’s goal is to protect the well-being of our employees and retain a professional working environment.

Employees are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace. This policy establishes boundaries regarding how relationships are conducted during working hours and within the working environment.

Romantic relationships between employees should be disclosed to Human Resources to protect the rights of all parties. A [Consensual Relationship Acknowledgement](#) is required to be completed by the employees. The City reserves the right to change work locations/assignments, duties, reporting structures to avoid a conflict of interest. The City reserves the right to terminate employment if a conflict of interest cannot be avoided.

Romantic relationships between managers and their employees are prohibited. This situation is unhealthy for workplace morale and creates a conflict of interest, plus the presence or appearance of preferential treatment. Any manager, director within the City who engages in a romantic relationship with a member of their team must report it to Human Resources immediately. Once reported, the City will analyze the situation to determine a resolution. If the employees are married/domestic partners, the City will first ask the couple to choose which spouse is subject to a change in status. If the couple is undecided, then the City shall choose.

Failure to comply with this policy may result in termination or a departmental transfer.

11.4.7 Investments in Conflict with Official Duties

Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

11.5 Personal Appearance and Hygiene

City of Sammamish requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. Employee shall wear appropriate apparel for their job assignment as determined by their position and department director.

Employees are expected to be neat, well groomed, and to meet basic hygiene requirements by maintaining personal cleanliness, oral hygiene (brushing of teeth), and use necessary aids to reduce body odor while avoiding heavily scented perfumes, colognes, body sprays/mists and lotions. It is also expected that employees wash their hands after eating and using the restrooms.

Employees failing to adhere to City standards with respect to hygiene may be subject to disciplinary action, up to and including termination.

11.5.1 Dress Code

The City prescribes to an overall business casual dress code. Appropriate attire includes items such as a City-issued uniforms, collared shirts, dress pants or slacks, dresses, skirts, dress shoes or casual dress shoes and sweaters. The following guidelines shall always apply:

- Clothing must be clean, odorless, in good condition and fit appropriately.
- Clothing and jewelry must not interfere with the safe operation of equipment.
- Examples of inappropriate attire: flip flops, sweatpants, ripped jeans, t-shirts, clothing with stains or tears, athletic shorts, halter/tank tops, tight fitting clothing, revealing clothing, clothing that is offensive or disruptive.

Acceptable dress is ultimately left to the discretion of department directors who may prescribe alternative standards based on an employee's work site or duties (e.g. field work or special events). Employees are responsible for exercising good judgment for their attire at all times and shall dress in such a way that will not create a negative perception by the general public, customers, either internal or external.

If an employee is deemed to be wearing inappropriate attire, their manager is responsible for coaching the employee accordingly. Employees with questions about the dress code should speak with Human Resources or their department director.

SECTION 12 - REPORTING IMPROPER GOVERNMENTAL ACTIONS

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, as now enacted or hereafter amended, it is the policy of the City to encourage employees to

report any improper governmental action taken by City officials or employees without fear of retaliation. The identity of the complainant will remain confidential to the extent allowed by law, unless the complainant expressly waives the right to confidentiality.

Reports can be made to the City's toll-free whistleblower hotline or to a manager, Human Resources, the City Manager, the City Attorney or Mayor, as appropriate. The phone number of the hotline and the City's Whistleblower Protection Policy will be posted on the bulletin board in the breakroom of City Hall and M&O.

Call the City's anonymous reporting hotline at 1-866-921-6714, or visit www.integritycounts.ca/org/sammamish, or email SammamishHotline@integritycounts.ca to report your concern and refer to the City's Whistleblower Protection Policy [CM-01 Whistleblower Protection Policy](#) for more information regarding reporting, investigation and protection.

12.1 Improper Governmental Action

"Improper governmental action" means any action by a local government officer or employee:

- a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- b. That is in violation of any federal, state, or local law or rule; is an impermissible abuse of authority; is of substantial and specific danger to the public health or safety; or is a gross waste of public funds.

Improper governmental action does not include personnel actions of any type, including but not limited to alleged labor agreement violations, appointments, assignments, complaints, demotions, dismissals, employee grievances, performance evaluations, promotions, re-employments, reassignments, reductions in pay, reinstatements, reprimands, restorations, suspensions or transfers. It also does not include any actions that may be taken under Chapters 41.08, 41.12, 41.14, 41.56, 41.59, or 53.18 RCW or RCW 54.04.170 and 54.04.180, as now enacted or hereafter amended.

SECTION 13 - SEPARATION

13.1 Voluntary Resignation

City of Sammamish hopes the employees enjoy working and continue to be happy at the City. However, the City realizes that the employees may at some time choose to resign to pursue other personal and/or professional goals. To ensure a smooth transition, in the event of a voluntary resignation, the City requests that a resigning employee gives at least two (2) weeks written notice to their manager specifying the intended last day of work. The resignation notice should be promptly routed to Human Resources to initiate the separation process, and appropriate employees should be notified to facilitate separation.

The notice period is designed to ensure a smooth transition; therefore, new vacation leave requests after resignation notice is given may be denied. Pre-approved vacation leave during notice period is permitted. Accrued vacation time does not extend the effective date of separation beyond the last day worked.

13.2 Termination Process

The City Manager is the hiring and terminating authority for the City. The City Manager may delegate that authority when appropriate. Non-represented City employees are “at-will” employees and may be terminated with or without reason or notice.

The City requires separating employees to return all documents, files, equipment (including but not limited to phones, computers, tablets, docking stations, monitors, webcams, charging cords, chairs, etc.), uniforms, City tools, business credit cards, keys and other City owned property on or before the last day of work. Direct managers of the separating employees are responsible for collecting the items.

Human Resources will conduct exit interviews with separating employees before their last day of work.

13.3 Job Abandonment

Employees that are absent for more than three consecutive shifts without notifying a manager (no call - no show) are considered to have voluntarily abandoned their employment with the City.

13.4 Benefits and COBRA (Consolidated Omnibus Budget Reconciliation Act)

The separating employees’ healthcare coverage is extended to the last day of the month the employment ended. Upon separation, Human Resources will coordinate timely notification of continuation of benefits options to the employee, typically via mail delivery to the employee’s forwarding address.

13.5 Reduction in Force (Layoff)

The City Manager may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation, and any options available, as soon as possible to allow time to make necessary arrangements.

Regular employees will be retained on the basis of their ability to perform work needed to meet City needs. Prior work performance, attendance, qualification for remaining tasks and years of service will all be determining factors in which employees are retained should a layoff occur.

Employees who are laid off may be considered for re-employed if a vacancy occurs in a position for which they are qualified.

13.5.1 Severance Pay Upon Layoff

Full-time and part time employees are eligible for severance pay if affected by a reduction in force. The employee shall receive a severance package consisting of three (3) weeks' pay or one weeks' pay for each year of service with the City, whichever is greater, up to a maximum of twelve (12) weeks. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for severance pay.

13.6 Retirement

A service retirement is a voluntary separation after having satisfied the age and length of employment requirements of PERS. Procedural requirements for applying for retirement benefits are available from the Washington State Department of Retirement Systems (DRS).

A disability retirement is a voluntary separation necessitated by an injury or illness which renders the employee totally incapacitated for continued employment by the City. To apply for disability retirement benefits, please contact DRS. DRS will make a determination on eligibility for disability retirement benefits.

13.7 Final Paycheck

When employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled pay date:

- Regular wages for all hours worked up to the time of termination;
- Overtime and holidays occurring up to the time of termination; and
- A lump sum payment for accrued, but unused: vacation (100%, up to accrual limit); sick leave (25%, up to accrual limit); and compensatory time (100%).

13.8 Employment Verifications & References

All requests for information regarding past or present employees shall be directed to Human Resources. Human Resources will verify employees' consent before providing dates of employment, wage information and positions held. If the employee has signed a statement releasing the City from liability, additional information may be given. Managers may provide personal references for current or previous employees; however, written letters of recommendation on behalf of the City are not permitted.

13.9 Unemployment Compensation

City employees may qualify for state funded unemployment compensation after separation from City employment, as established by Washington State law. Determination for eligibility is made by the WA State Employment Security Department based on information supplied by the City and the employee. Contact Human Resources for information on how to apply for unemployment benefits.

SECTION 14 - OTHER POLICIES

14.1 Contact with the News Media

The City Manager, Communications Manager, or designated department directors, shall be responsible for all official contacts with the news media, including answering questions from the media on behalf of the City. These individuals may designate specific employees to give out procedural, factual or historical information on particular subjects. Employees shall be notified in advance when they have been designated to provide information to the news media.

14.2 Department Specific Protocols

Department directors are responsible for administering their departments in accordance with the provisions of this manual. Individual departments may adopt additional reasonable procedures to meet their operating needs. Department procedures may not conflict with the guidelines in the Employee Handbook. If there are conflicts, procedures in the Employee Handbook shall govern.

14.3 Tuition Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. This program is subject to modification or elimination based on budget and funding availability.

Employees who intend to apply for tuition reimbursement must obtain approval from their department director and Human Resources prior to registering for any class. Employees who do not obtain approval prior to taking any class will not be eligible for reimbursement. See Human Resources for additional program details and eligibility criteria.

14.4 Employee Training and Development

It is the intent of the City to provide training opportunities to employees for skill development directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies and institutions, and are subject to budget availability. Each department maintains a budget for training and professional development opportunities. Employees can inquire with their manager or department director about training opportunities within their department.

14.5 Managing Personal or Contact Information and Reporting Changes

Accurate and up-to-date information is vital for City operations and vendors providing benefits. Each employee is responsible for managing and updating their personal information, emergency contact information, direct deposit and tax withholding allowance in the electronic HRIS and Payroll system. In the event of marital status, employment authorization and/or dependent eligibility and enrollment changes, the employee is responsible for notifying Human Resources within sixty (60) days of event date and provide required supporting document, if applicable. Delay in notification may result in ineligibility for benefits change.

14.6 Personnel Files

Official personnel files are maintained by Human Resources. An employee has the right to inspect their personnel file at reasonable times during regular business hours. An employee wishing to see their personnel file should contact Human Resources.

Employees may request in writing the removal of information that they deem irrelevant, inaccurate or obsolete. All disciplinary actions less than suspension or demotion shall be removed after three (3) years upon the employee's written request, provided there have been no additional disciplinary events in the interim and provided the written warning was not for serious workplace misconduct. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file. Final determination of the retention of such material shall be made by Human Resources. Personnel files are kept confidential to the maximum extent permitted by law.

14.7 Criminal Arrests or Convictions While Employed

All employees are required to report to their manager if they are arrested or charged for any criminal offense, with the exception of minor traffic offenses unless the employee holds a position that requires driving as an essential function. Employees may be required to submit a police report or other documentation concerning the arrest or charges. The report must occur within two (2) business days of the incident, or as soon as reasonably possible.

Noncompliance with the above stated requirement may trigger disciplinary action up to and including termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for disciplinary action.

SECTION 15 - KEY DEFINITIONS

15.1 Work Week

The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM.

15.2 Family Member

Unless defined otherwise in these policies or prescribed by applicable law, the employee's grandparent, parent, parent-in-law, child, spouse, domestic partner, grandchild, sibling, or other person who depends on the employee for care and resides in the employee's home is considered a family member.

In appropriate circumstances, an employee may believe that another individual should be considered a member of their family, for the purpose of applying a particular policy. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of their family. If Human Resources concurs, they shall forward a recommendation to the City Manager or designee for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is different in certain approved benefit plans or leave policies; the provisions of those plans or policies will govern.)

ACKNOWLEDGEMENT OF EMPLOYMENT RELATIONSHIP AND HANDBOOK

I hereby certify and acknowledge that I have an obligation to read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies and guidelines contained in this handbook with a City representative. I understand my obligation to abide by the policies set forth in this handbook and understand that compliance with these policies is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the City's policies, rules and regulations. An employee who refuses or fails to sign this acknowledgement shall still be required to abide by the City's policies, rules and regulations.

Further, I acknowledge and understand:

- This Handbook represents a brief summary of some of the more important City policies, procedures and benefits. It is not all-inclusive.
- The City of Sammamish retains the sole right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished City policies or procedures.
- The policies and procedures contained in this handbook do not create, nor are they intended to create a contract of employment or a guarantee of employment, benefits or any terms of employment. For represented employees, the terms of your CBA apply. For non-represented employees, employment may be terminated at the will of either the employer or the employee with or without reason and with or without notice at any time by me or the City of Sammamish. No City representative, except for the City Manager, has authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager or Mayor.

Signature _____ **Date** _____

Print Name _____

By signing this form, I acknowledge that this Employee Handbook replaces all previous versions and handbooks. This handbook is intended to complement, and does not supersede, any separate employment agreement which I may have signed with the City of Sammamish.