

RESOLUTION NO. 1276

A RESOLUTION AMENDING RESOLUTION NO. 1194  
ADOPTING CITY OF ANACORTES  
PERSONNEL POLICIES AND PROCEDURES

WHEREAS, on February 18, 1992, the City Council approved Resolution No. 1194 which adopted the City of Anacortes Personnel Policies and Procedures;

WHEREAS, the City desires to amend said Personnel Policies and Procedures;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1) Policy, entitled "Parental Leave" has been changed to "Family and Medical Leave" and amended to reflect the changes per the recent Family and Medical Leave Act of 1993 signed by the President on February 5, 1993, as set out in the attached Policy No. 100-15,

2) New policy, entitled "Re-Hiring and Recruiting".

PASSED AND APPROVED this 21st day of June, 1993.

CITY OF ANACORTES, WASHINGTON

By Doyle E. Geer  
Doyle Geer, Mayor

ATTEST:

George Khtarian  
George Khtarian, City Clerk

# PERSONNEL POLICY AND PROCEDURE

TITLE: LEAVES	SUBJECT: FAMILY & MEDICAL LEAVE
EFFECTIVE DATE SUPERSEDES: 08/05/93 Non-Union 12/31/93 Fire/Teamster & Police 01/01/93	PAGE NO:1 of 3 PREPARED BY: Sue Koegel Index No. 100-15 Personnel Co-Ord.

## 1.0 PURPOSE

To establish a policy for the provision and use of parental leave family and medical leave to ensure employees may attend to certain familial responsibilities.

## 2.0 ORGANIZATIONS AFFECTED

All departments/divisions

## 3.0 REFERENCES

RCW 49.78.010 et.seq and Family and Medical Leave Act of 1993 and Federal Regulations

## 4.0 POLICY

The City of Anacortes shall provide leave away from work for the care of a newborn child, a newly adopted child, under the age of six--(6), or for a spouse, child (includes biological or adopted children under 18 or 18 or older if incapable of self-care because of a mental or physical disability) or parent who has a "serious health condition" (a condition involving in-patient care or continuous treatment by a health care provider). The employee also is entitled to a leave for a condition that renders the employee unable to perform his or her job. This leave is limited to a total of twelve (12) weeks in any twenty-four (24) month period and may be a combination of paid and unpaid time. The City will maintain coverage under any group health plan at the level and under the conditions coverage would have been provided if employee had continued in employment. Upon return, the employee is entitled to the same position or equivalent position with equivalent benefits, pay, and other terms and conditions. If the City's circumstances have changed so that it can not reinstate the employee to the position described above, the City is allowed to reinstate the employee to any other vacant position for which the employee is qualified.

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- 4.1 To be eligible for parental family and medical leave, an employee must have worked on a continuous basis at least ~~thirty-five-(35)~~ twenty-five (25) hours per week ~~for the previous fifty-two-(52)-weeks~~ in the last 12 months. Paid holidays, vacation and sick leave are considered hours worked for purposes of determining eligibility.
- 4.2 Prior to taking unpaid parental family and medical leave, employees must exhaust all other accumulated leave including sick leave (see Sick Leave Policy 4.2) to which they are entitled and may not run-up a deficit in any leave or holiday category. The total paid and unpaid leave may not exceed twelve (12) work weeks in a twenty-four (24) month period; however, additional time may be granted pursuant to Leave of Absence Without Pay Policy.
- 4.3 Parental leave for care of a newborn or adopted child must be completed within twelve months of the child's birth and/or placement with the employee for adoption.
- 4.4 Parental leave to care for a child suffering a terminal illness is limited to one leave period per child during any twenty-four (24) month period.
- 4.5 Whenever both parents are employees of the City, ~~only one parent may be on parental leave at a time~~ for the birth or adoption or care of a sick parent, spouses can take a total of 12 workweeks in a 12 month period. There is no limitation for care of sick child or self health condition.
- 4.6 Employees who wish to take parental leave must provide written notice at least thirty (30) days prior to a child's anticipated delivery or adoption placement if possible, and fourteen (14) days prior to the need to care for a terminally ill child, if the need is foreseeable. The City's approval is not required if intermittent or reduced leave is "medically necessary". Otherwise, the City must approve intermittent or reduced leave.

4.7 Parental leave may be taken through a reduction in scheduled days or hours of work in lieu of complete absence from the work place. In this instance, the employee may take the equivalent of twelve work weeks of leave extended over a greater period of time.

4.8 Employees who give birth to a child are also entitled to parental leave for the period following the actual disability caused by the birth and recovery therefrom. The parental leave of twelve (12) weeks is in addition to the six (6) weeks considered as the normal period of disability for childbirth. Employees who wish to take this leave must provide written notice of their intent as described in 4.6 above.

#### 5.0 DEFINITIONS

5.1 Child: Biological, step or adoptive child under the age of eighteen who lives with the employee.

#### 6.0 PROCEDURE

An employee who wishes to take parental leave completes a Leave Request form within the time limits set out in 4.6 above and submits it to his or her supervisor. This provides the written notice required.

# PERSONNEL POLICY AND PROCEDURE

TITLE: RE-HIRING		SUBJECT: RE-HIRING & RECRUITING	
EFFECTIVE DATE	SUPERSEDES:	PAGE NO: OF:	PREPARED BY:
7/1/93			Sue Koegel Personnel Dir.

## 1.0 PURPOSE

To establish policy and procedure for re-hiring of regular employees who were laid off due to a reduction in force or who become disabled and the City is unable to immediately place the disabled employee in another position to accommodate his/her disability.

## 2.0 ORGANIZATIONS AFFECTED:

All departments/divisions (Police and Fire Bargaining Employees refer to Civil Service Rule 5.15.8)

## 3.0 REFERENCES:

The Americans with Disabilities Act (ADA) - Title I and Equal Employment Opportunity Commission (EEOC)

## 4.0 POLICY

The City of Anacortes will make a good faith effort to rehire any regular employee either laid off due to a reduction in force or a disability if the individual meets the essential qualifications of the new position. However, in the event a reduction in force becomes necessary for any position covered by the Teamster contract, where the last employee hired in the position or classification from where the reduction is to be made was the first employee laid off, this employee, not an employee described in sentence one of this paragraph, shall be the first employee to be rehired.

All aspects of the re-hiring policy will be the same as the Hiring & Recruiting Policy, #100-06, EXCEPT the timeframe required for re-hiring laid-off employees extends only eighteen months after the employee has left the City.

If the City re-hires an individual within this eighteen months period, benefits earned (but not used) by that employee prior to lay-off (vacation earning seniority and sick leave) will be reinstated upon re-employment.

It is solely the employee's responsibility to maintain a current address with the City Personnel Department.