

ORIGINAL

RESOLUTION NO. 314

A RESOLUTION OF THE CITY COUNCIL, CITY OF SHORELINE, WASHINGTON, AMENDING THE EMPLOYEE HANDBOOK POLICIES REGARDING THE LAYOFF POLICY

WHEREAS, the 2012-2017 Capital Improvement Plan reflects a decrease in the level of funded capital projects resulting in a projected decrease in capital funded staff positions; and

WHEREAS, the City's layoff policy has not been amended since June 28, 1999 and no layoffs have taken place since City incorporation;

WHEREAS, an update to the layoff policy is recommended to authorize support for laid off employees.

THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:

1. The Shoreline Employee Handbook layoff policy is amended as follows:

9.04 Layoff (Reduction in Force)

The City may lay off employees where there are changes in duties, reorganization of work or positions, a position or service is abolished, there is a lack of work, shortage of funding or for other legitimate business reasons.

- A. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation and options available as soon as possible to allow time to make necessary arrangements.
- B. Extra help employees performing similar work will be laid off first.
- C. Regular employees will be retained on the basis of their ability to perform the remaining work, and on the basis of the City's ability to meet program needs. Length of service will be taken into consideration when the ability to perform and qualifications of the employees are equal. Layoffs are determined by classification on an organization-wide basis.
- D. Options such as part-time work schedules, job sharing and voluntary time and/or pay reductions may also be explored, at the discretion of the City Manager.
- E. **Support for Laid Off Employees.**
 1. Once the employee has been notified of the future layoff, the employee shall be eligible for:
 - a. Job search assistance, tailored to the particular circumstances and authorized by the City Manager.
 - b. Limited time off for interviewing, subject to the approval of the Department Director.

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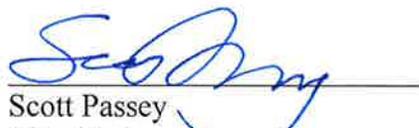
2. After the layoff takes effect, the employee shall receive a severance package consisting of four (4) weeks pay and 10% of the employee's sick leave balance. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for the severance package.

E. F. Rehire List. Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. An employee shall not be placed on the rehire list if the employee leaves employment at the City prior to the layoff date. The City will honor an employee's written request to not be placed on or to be removed from the list. When hiring for any vacancy, the Department Director shall first consult Human Resources to determine if any employee on the rehire list is qualified for the vacancy. If there is a qualified employee on the rehire list, the employee shall be offered the position. In the case of more than one qualified employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City. An employee shall be removed from the list upon rehire by the City, a third refusal of a City job offer or the expiration of one year, whichever comes first.

ADOPTED BY THE CITY COUNCIL ON JUNE 27, 2011.


Keith A. McGlashan, Mayor

ATTEST:


Scott Passey
City Clerk