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RESOLUTION NO. 324

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, ADOPTING REVISIONS TO PERSONNEL POLICIES TO CORRECT AND CLARIFY POLICIES RELATED TO REQUESTS FOR CLASSIFICATION AUDIT AND RULES FOR REDUCTIONS IN FORCE

WHEREAS, the City Council has adopted benefits and working conditions in the Employee Handbook first adopted in 1999; and

WHEREAS, layoffs during 2011 were the first utilization of Employee Handbook rules for layoff, and based on this experience, staff believes these rules should be clarified to give employees an accurate understanding of the process and to assure consistent application; and

WHEREAS, staff recommends that the procedure for assessing whether work performed is aligned with a position classification should include a determination of out of class pay to avoid inequities to employees; now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. Revision. Subsection 5.07.B of the Employee Handbook is revised to read as follows:

5.07 Classification and 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 classification and 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.

[A. *unchanged*]

B. Classification Review. An employee who does not believe that his or her classification accurately reflects the current duties of the position may request in writing a review of his/her classification by the Department Director. After review by the Department Director and the Human Resources Director, any changes shall be recommended 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

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employees. Any changes in classification that would increase an employee's pay rate will be retroactive to the date of submittal of the request for review. In the event that a review results in a denial of the reclassification request, but also results in a determination the employee was working out of class during the period of the classification review, the employee will be awarded out of class pay for the qualifying out of class work (based on 5.08 Out of Class Pay) performed between the time the employee submitted the written request for classification review and the date of the denial of the reclassification request

[C. -I. unchanged]

Section 2. Revision. Subsection 9.04. *Layoff (Reduction in Force)* is revised to read 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. Layoffs are determined by classification on an organization-wide basis. 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 needed, ~~and on the basis of the City's ability to meet program needs.~~ Where there is no demonstrable difference in ability to perform, employees with longer ~~Length of service shall be retained~~ 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.
 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

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employment at the City prior to the layoff date, the employee is not eligible for the severance package.

F. Rehire List.

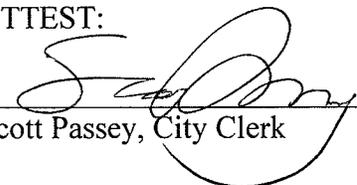
1. Any regular employee who is laid off shall be placed on a City rehire list for a period of one year from the date of layoff. An employee shall not be placed on the rehire list if the employee leaves employment at the City prior to the layoff date. The City will honor an employee's written request to not be placed on or to be removed from the list.
2. An employee on the Rehire List shall be deemed eligible for an open regular position when:
 - a. The employee meets the minimum qualifications listed on the classification specification based on the information contained in the employee's personnel file ; and
 - b. The position is in a salary range equal to or lower than the salary range of the position the employee was in on the date of layoff
3. When hiring for any vacancy, the Department Director shall first consult Human Resources to determine if any employee on the rehire list is qualified eligible for the vacancy. If there is an qualified eligible employee on the rehire list, the employee shall be offered the position. In the case of more than one qualified eligible employee on the rehire list, the position shall first be offered to the employee with the longest term of service with the City.
4. The employee has seven calendar -days from the time the offer is sent -to accept the offer;- failure to do so will be considered a -refusal.
5. An employee accepting a demotion to a position in a lower salary range -shall remain on the list for remainder the -year (based on the original layoff date).
6. 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.
7. If a department has a need to hire extra help while the City has any employees on the Rehire List, the Department Director shall first contact Human Resources before taking any other steps to hire the extra help. The extra help opportunity shall first be offered to any employees on the rehire list meeting the minimum requirements (in order of service with the City—longest first). Only if all eligible employees on the Rehire List refuse the extra help opportunity may the department proceed to outside hire. Neither acceptance nor refusal of an extra help opportunity shall affect an employee's status on the Rehire List.

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ADOPTED BY THE CITY COUNCIL ON MARCH 26, 2012.


Keith A. McGlashan, Mayor

ATTEST:


Scott Passey, City Clerk