

Ordinance No. 00095

[Council Minutes 96/10/07](#)

ORDINANCE NO. 95

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AN ORDINANCE of the City Council of the City of Lakewood, Washington, providing merit base salary increases, vacation leave-standard form, sick-leave standard form, combined leave and major medical leave

WHEREAS, in connection with the incorporation of the City of Lakewood, and the commencement of municipal functions by the City of Lakewood, a number of employees have been hired by the City, pursuant to and following extensive recruitment programs designed to bring quality and capable employees to the City to perform functions for and on behalf of the City of Lakewood; and,

WHEREAS, in keeping with the need to provide for the hiring of capable employees and retaining such employees, it is appropriate that the City Council provide for certain employee benefits in consideration of those commonly found in the market place, as well as those that can be provided at a reasonable cost to the City; and,

WHEREAS, in consultation with the employees of the City, the City Manager has developed proposals for certain employee benefits and options which are designed to meet the needs of the City and its employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as Follows:

Section 1. That employee compensation (merit based salary increases), vacation leave-standard form, sick leave-standard form, combination leave and major medical leave shall be provided as follows:

EMPLOYEE COMPENSATION

Merit Based Salary Increases

Successful performance reviews of employees of the City will warrant an increase in salary ranging from 3% to 6%, depending upon the degree to which the employee has met the requirements and standards of performance for his or her position.

The City Manager or designee is authorized to administer the merit based salary increase program, and to develop personnel

policies and procedures to incorporate probationary periods and performance review periods.

EMPLOYEE LEAVES

A. Vacation Leave - Standard Form

Vacation Leave - Standard Form, along with Sick Leave - Standard Form, is available to employees of the City, instead of the alternative option of Combined Leave and Major Medical Leave, except for employees hired after the effective date of this Ordinance. Full-time employees who select the AVacation Leave - Standard Form and Sick Leave - Standard Form@ option shall accrue vacation leave at the following rates based on the number of years of employment with the City, including during the probationary period, as follows:

During the first year 11 days of leave per year

After the 1st year thru 5 years 12 days of leave per year

After the 5th year thru 10 years 15 days of leave per year

After 10 years 18 days of leave per year

Any unused Vacation Leave - Standard Form shall be accumulated for succeeding years, however the maximum accrual amount shall not exceed two times the amount of Vacation Leave - Standard Form that the employee accrues per year at his/her current accrual rate. Employees hired after the effective date of this Ordinance shall not be entitled to make the selection of this option. The City Manager or designee is authorized to administer the Vacation Leave - Standard Form.

Upon death, retirement or termination of employment, an employee (or deceased employee=s beneficiary) shall receive payment of such employee=s then accrued, unused vacation leave at the employee=s last hourly rate of pay, not to exceed two times the amount of Vacation Leave - Standard Form that the employee accrued per year at the employee=s last yearly accrual rate.

B. Sick Leave - Standard Form

Full-time employees who select the AVacation Leave - Standard Form and Sick Leave - Standard Form@ option shall accrue sick leave at the rate of 8 hours for each month of employment including during the probationary period. Employees hired after the effective date of this Ordinance shall not be entitled to make the selection of this option. The City Manager or designee is authorized to administer the Sick Leave - Standard Form.

Upon retirement, an employee shall receive payment equal to twenty-five percent (25%) of such employee=s then accrued and unused sick leave at the employee=s last hourly rate of pay, provided however, that such payment shall not exceed 80 hours of accrued sick leave.

C. Combined Leave

Combined Leave, along with Major Medical Leave, is available to employees of the City as an alternative option to Vacation Leave - Standard Form and Sick Leave - Standard Form. Full-time regular employees who select the ACombined Leave - Major Medical Leave@ option, and employees hired after the effective date of this Ordinance, shall accrue Combined Leave at the following rates based on the number of years of employment with the City, including during the probationary period, as follows:

During the first year 15 days of leave per year

After the 1st year thru 2 years 16 days of leave per year

After the 2nd year thru 4 years 17 days of leave per year

After the 4th year thru 9 years 19 days of leave per year

After the 9th year thru 14 years 21 days of leave per year

After the 14th year thru 20 years 23 days of leave per year

After 20 years 29 days of leave per year

Any unused Combined Leave shall be accumulated for succeeding years, however the maximum accrual amount shall not exceed two times the amount of Combined Leave that the employee accrues per year at his/her current accrual rate. The City Manager or designee is authorized to administer the Combined Leave.

Upon death, retirement or termination of employment, an employee (or deceased employee's beneficiary) shall receive payment equal to 75% of such employee's then accrued and unused Combined Leave hours at the employee's last hourly rate of pay, not to exceed 75% of two times the amount of Combined Leave that the employee accrued per year at the employee's last yearly accrual rate.

D. Major Medical Leave

Full-time regular employees who select the ACombined Leave - Major Medical Leave@ option, and employees hired after the effective date of this Ordinance, shall accrue major medical leave at the rate of eight (8) days each year of employment including the probationary period of employment. The City Manager or designee is authorized to administer the Major Medical Leave.

Any major medical leave which is unused shall be accumulated for succeeding years with no maximum accrual rate. Upon retirement, an employee shall receive payment equal to twenty-five percent (25%) of such employee's then accrued and unused major medical leave at the employee's last hourly rate of pay, provided however, that such payment shall not exceed 80 hours of accrued major medical leave.

Section 2. That the provisions of this Ordinance supersede and replace all prior Ordinances providing for employee compensation and leave insofar as they may be inconsistent herewith.

Section 3. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the

Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 4. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 7th day of October, 1996.

CITY OF LAKEWOOD

/S/

Bill Harrison, Mayor

/S/

Alice M. Bush, CMC, City Clerk

Approved as to Form:

/S/

Daniel B. Heid, City Attorney

AVacation Leave - Standard Form and Sick Leave - Standard Form@ option shall accrue vacation leave at the following rates based on the number of years of employment with the City, including during the probationary period, as follows:

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