

City of Mercer Island Employee Handbook

Effective September 2012

Updated June 2026

This handbook has been updated to remove sections that have been revised or discontinued.

There are hyperlinks (red text) throughout the Handbook to new or revised sections on MI Hub.

All changes are available to view on this page:
<https://mihub.mercerisland.gov/hr/page/hr-policies>

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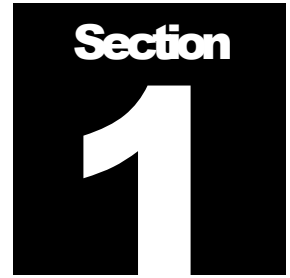
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Introduction to the City of Mercer Island

Mission Statement

Our Mission

We provide outstanding municipal services that enhance and protect the environment, the quality of life, and the community health, safety, and welfare on Mercer Island.

Our Vision

To provide valued and effective municipal services in ways that are efficient, flexible, innovative, and creative, with an emphasis on sustainability. We strive to be among the best in all we do.

Our Values

We value high ethical standards, outstanding customer service, teamwork, and leadership development.

High Ethical Standards:

- We conduct ourselves with honesty and integrity.
- We strive to do what is best in the public's interest.
- We strive to conduct ourselves in all matters in a manner that precludes even the perception of impropriety.
- We do not take advantage of our job for personal gain.
- We do not accept gifts of more than a diminimus value.
- We immediately disclose any potential ethics violation and comply with the City's Ethic's policy (Section 2).

Outstanding Customer Service:

- We strive to treat everyone with dignity, respect, and in an equitable manner.
- We strive to communicate in ways that are friendly, honest, open, and candid.
- We are professional in appearance and expertise.
- We strive to listen and find ways to help.
- We strive to anticipate and respond to the needs of our community.
- We look for ways to improve processes and create efficiencies.

Teamwork:

- We collaborate in teams, with the goal of offering support for each other.
- We don't allow department lines to become barriers (no silos).
- We encourage all employees, regardless of title, to contribute to ideas leading us to our vision/goals.
- We look for non-traditional ways to create new and better services.
- We encourage experimentation.
- We strive to address needs when we see that something needs to be done – regardless of our job description.

Leadership Development:

- We encourage each other to become the best we can be.
- We actively engage in practices that encourage everyone to build on their leadership skills.
- We strive to motivate and inspire through mentoring and coaching.
- We strive to lead by example.
- We strive to demonstrate leadership by being flexible, open and empathetic.
- We strive to provide both praise and constructive feedback in a timely and regular manner.

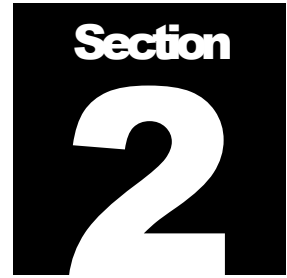
About this Handbook

This Handbook is intended to be a source of general information and guidelines concerning the City of Mercer Island's policies and procedures. It is not intended to be construed as a contract or covenant of employment and nothing in it can or should be considered a promise regarding specific treatment in any given situation. This Handbook in no way alters or modifies an employee's at-will status. This Handbook and any of its policies do not constitute a guarantee of employment for any specific period of time. Unless governed by a collective bargaining agreement, an employment contract signed by the City Manager or the City Attorney, or unless otherwise prohibited by law, your employment with the City is at-will, which means that either you or the City may end your employment at any time, for any reason or no reason at all, with or without notice and with or without cause.

Information contained in this Handbook is subject to modification by the City Manager's Office. The City may, in its sole discretion, change, delete, suspend, discontinue, alter, interpret, or deviate from any part of portions in this Handbook at any time without prior notice or reason. Any changes made by the City will immediately supersede the current contents of this Handbook. This Handbook revokes and supersedes any prior handbooks you may have received.

Employees who are subject to a collective bargaining agreement should refer to their bargaining agreement for any specific terms and conditions of their employment. Employees of the Police Department are also subject to Civil Service rules and provisions. To the extent any provision in this Handbook conflicts with a collective bargaining agreement, the terms of the collective bargaining agreement will apply.

After reviewing this Handbook, please sign both copies of the Acknowledgment of Receipt included at the end of this Handbook confirming that you have received and had an opportunity to review the contents of the Handbook.



Working for the City of Mercer Island

J ob Categories

Your position at the City is categorized in several ways:

Regular full-time employee: Any person hired for an indefinite period of time who works 37.5 or more hours a week on a regular schedule. This is a budgeted full-time equivalent (FTE) position.

Regular part-time employee: Any person hired for an indefinite period of time who works 20 to 37.4 hours per week on a regular schedule. Compensation and eligible benefits accrue according to the number of hours worked per month.

In order to accrue prorated insurance, vacation, sick leave and holiday benefits as described elsewhere in this Handbook, regular part-time employees must work a minimum of 20 hours per week. In order to receive retirement benefits through the State Retirement System, regular part-time employees must work in an eligible position for a minimum of 70 hours per month for more than 5 months in any 12-month period. Regular part-time employees must work a minimum of 90 hours per month in order to be eligible for full retirement benefits. Regular part-time employees who are hired to fill an authorized position generally become eligible to receive prorated benefits the first of the month following their date of hire.

If a regular part-time employee works a variable schedule, vacation, sick leave, holiday, medical, dental and vision benefits may be prorated based on the average number of hours worked in a 6-month period. This may include employees who share a full-time regular position.

Temporary employee: Any unrepresented employee, hired for a limited period of time with set starting and ending dates, whose compensation is hourly. This employee may or may not be eligible for benefits.

Seasonal/Hourly employee: Any unrepresented employee hired for a limited period of time who works a flexible schedule consistent with Fair Labor Standards Act provisions, and is compensated by an hourly wage. These employees are not eligible for benefits.

Working under an Employment or Professional Service Agreement: Any person hired for a defined period of time under the terms of a written contract regarding scope of work and length of service. This person receives those benefits set forth in the written agreement.

Exempt employee: Any employee who meets the criteria outlined under the Fair Labor Standards Act (FLSA). Exempt employees are paid on a salary basis and are not paid overtime for working more than 40 hours in one week.

Non-Exempt employee: Any employee who does not meet the criteria outlined under the Fair Labor Standards Act (FLSA) for exempt status. Non-Exempt employees are paid on an hourly basis and are paid overtime wages or sometimes may request compensatory time, which they may take at a rate of 1-1/2 times their regular hourly rate for any hours worked over 40 in one week.

Represented employee: Any employee who is employed in a position subject to a collective bargaining agreement.

Unrepresented employee: Any employee who is employed in a position which is not subject to a collective bargaining agreement.

Office Hours

City Hall offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The Departments of Police and Fire provide service 24-hours a day, seven days a week. The Departments of Parks & Recreation and Youth & Family Services are open during regular office hours as well as during the evenings and on weekends. The office hours of the Maintenance Department are from 7:30 am to 5:00 p.m. Monday through Friday.

Dress Guidelines

Updated 6/2026

Job Description

All jobs in the City have a job description that outlines the primary duties and responsibilities for each position. Job descriptions are considered a summary of each position and serve as the basis for setting the salary range for each job. Your immediate supervisor may provide you with a more specific description of your duties and responsibilities.

Work Assignments

Every employee of the City is subject to the direction of the City Manager and their Department Director. The City Manager (or his designee) has the right to assign work to every employee, even if the work may be of a different nature or performed in a different department or division of the City from that in which the employee normally works. The City Manager retains the right to assign existing staff to work on different projects or to work for a different department without a formal recruitment process at his sole discretion, in order to best accomplish the goals of the City.

Orientation Period

All newly hired employees, former employees, returning to work employees, and newly promoted employees will serve a 12-month orientation period unless otherwise provided in a collective bargaining agreement. The orientation period is considered an extension of the hiring process designed to give the City an opportunity to decide whether the employee performs in a manner which conforms to the City Mission, Vision and Values policy (Section 1) and has the ability to perform the work duties and responsibilities in a satisfactory manner. In some cases the orientation period may be extended before its expiration date as determined by the Department Director and the Human Resources Department and approved by the City Manager.

An employee may be discharged at any time during the orientation period, with or without notice or reason, and without recourse to the grievance process. Successful completion of the orientation period does not confer additional rights unless otherwise specified in a collective bargaining agreement or a written employment agreement or contract, and the City retains complete and sole discretion to terminate any at-will employee during his or her orientation period, or at any time thereafter, unless otherwise specified in a collective bargaining agreement or a written employment agreement or contract signed by the City Manager or the City Attorney.

The City retains the right to require a probationary period as part of a disciplinary action, without regard to length of employment.

Work Periods and Breaks

The City's standard work period for regular full-time non-exempt employees is thirty-seven and 1/2 (37.5) hours within a five (5) day period. The standard workday for non-exempt employees is seven and 1/2 (7.5) hours each day, although as set out below in the Flexible Work Schedule Program policy (Section 6), some employees may have flexible work schedules, at the sole discretion of City management. Work day lengths for exempt employees are

determined primarily by their current workloads and by management, although general working hours at the City are from 8:30 to 5:00 p.m. daily.

For overtime purposes, the standard workweek for non-exempt employees is defined as the period beginning Sunday at 12:00 a.m. and ending the following Saturday at 11:59 p.m., unless otherwise specified in the Flexible Work Schedule Program policy (Section 6) for certain employees. Unless prohibited by a collective bargaining agreement, City management reserves the right to establish schedules for individual employees according to City business needs.

Employees are entitled to one paid 10-minute break in the morning and one paid 10-minute break in the afternoon. Employees working at least four hours of overtime are entitled to an additional 10 minute paid rest break. Breaks should be taken so that they do not interfere with ongoing City business. Employees are prohibited from stacking breaks back-to-back, skipping breaks to leave work early, or skipping breaks to increase the break at meal time period.

Attendance

Regular and timely attendance is essential for the City to function productively. Absences and tardiness (or leaving early) are disruptive to the efforts of your colleagues and the City. Unexplained absences and excessive tardiness, or leaving early, will not be tolerated and may lead to disciplinary action, up to and including termination of employment. The City may require employees to provide medical certification from a health care provider for absences due to illness or injury. Please follow the Notification of Absence policy set out in Section 4 if you are going to be absent.

Employees who are absent from work for three consecutive days without giving proper notice to the City may be considered to have voluntarily quit.

Nursing & Lacion Breaks

Updated 6/2026

Meal Periods

Employees are entitled to one unpaid meal period during an 8-hour shift. The meal period should not exceed one hour. The Department Director will schedule meal periods so that City business is not interrupted. Non-exempt employees must take their meal period no later than five hours after the beginning of their shift. Employees working at least three (3) hours of overtime are entitled to an additional 30 minute unpaid meal period. Meal periods and breaks cannot be combined.

Pay Day Schedule

Updated 6/2026

Smoking

Smoking and chewing tobacco is not permitted in City buildings, facilities, vehicles, or within 25 feet of any City building entrance, exit, windows that open, or ventilation intakes. The City retains the right to recruit and hire non-smoking individuals for certain positions. Violation of this smoking policy may result in disciplinary action, up to and including termination.

Workplace Privacy

The City does not assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City requests that employees avoid bringing valuable personal articles or property to work. Employees are solely responsible for insuring that their personal belongings are secure while at work in the City. Employees are also advised that work-related searches of an employee's work area, computer, workspace, and/or locker on the City's property may be conducted without advance notice. Employees who do not consent to inspections may be subject to discipline, up to and including termination of employment.

Overtime

Occasionally a non-exempt employee may be asked to work overtime. Overtime is defined as any hours worked in excess of 40 hours per work week. All overtime must have prior authorization from the employee's supervisor, team leader, Department Director or the City Manager. A non-exempt employee has the option of receiving compensatory (comp) time in the amount of 1.5 times the hours of overtime, or 1.5 times the regular rate of pay for time worked in excess of 40 hours for that week. There is a cap on how much comp time an employee may accumulate before the employee will be required to use the comp time. If you have questions regarding the City's cap, please see the Human Resources Department. Unauthorized overtime worked by an employee may subject the employee to disciplinary action, up to and including termination of employment.

An exempt employee will not receive overtime pay for hours worked over 40 in one week, but may be given additional paid time off at the discretion of the Department Director. Exempt employees are expected to put in the time necessary to do the work of their position and any other duties as assigned.

Personnel File

Personnel files are considered confidential and the only persons authorized to access these files are the employee, the Human Resources Department, City Manager, City Attorney, and the employee's Department Director and direct supervisor. External requests for information regarding earnings and other personal data will be provided only with the employee's written permission or if required by state or federal law. The Public Disclosure Act currently requires certain disclosures of disciplinary records where disciplinary action has been imposed.

If an employee wishes to view their personnel file, it is recommended that they contact Human Resources Department and provide at least one hour's notice. An employee may request a copy of everything in his/her personnel file.

It is important that an employee notify the Human Resources Department of any change of address, telephone number, emergency contact, or change in dependents within one week of a change.

Performance Evaluation

As an organization, the City recognizes that one of the major points of job satisfaction for an employee is to know the work they do is considered worthwhile, essential and appreciated, and to learn areas where changes or improvements are needed. Ideally, a supervisor or manager gives this information in an informal, verbal way when the occasion presents itself. A formal performance evaluation is a written document that recognizes these basic points and lets the

employee know how they are doing on the job. The purposes of a performance evaluation are to:

1. Establish standards by which the employee and supervisor can measure performance and gauge growth.
2. Increase productivity both by providing praise for a job well done, providing constructive feedback when needed, and by focusing employee efforts on new objectives.
3. Strengthen relationships between an employee and a supervisor by opening communication and increasing employee confidence.
4. Give valuable feedback to the supervisor about ways in which he or she may be able to improve their managerial skills.
5. Provide important documentation of an employee's performance history, including both positive performance and areas where performance needs attention.

A performance evaluation is generally scheduled at the mid-point and near the conclusion of the orientation period for each employee. Evaluations may occur earlier and more frequently at the discretion of the Department Director. After the orientation period, the goal of the City is that employees receive a performance evaluation every year, preferably within one month of the anniversary date of employment in the current position. A Department Director may elect to conduct more frequent performance evaluations at their discretion.

An employee's job performance will be documented on performance evaluation and objective development forms provided by the Human Resources Department. Each form or document should be signed by both the employee and his or her supervisor or team leader, and submitted to the Human Resources Department for placement in the employee's personnel file.

If there are questions about a performance evaluation, or any other aspect of the expectations of work, employees should feel free to seek out additional information from their supervisor or Department Director. When Department Directors, managers, supervisors or team leaders are faced with one or more employee performance issues, they are encouraged to submit a draft performance evaluation document to the Human Resources Department for review before delivering the final performance evaluation to their respective employee.

Salary Adjustments and Market Increases *Updated 7/2024*

Please refer to the **Compensation Plan for Non-Represented Employees** for salary adjustment and market increases information. Represented positions are reviewed during collective bargaining.

Please note: Page 2 - 9 has been deleted as it is blank.

Employee Recognition Program

Announced 5/2022 and Updated 6/2026

The Employee Recognition Program and **Award Form** have been updated.

Service Award Program

Years of Service Awards

~~Retirement/Departure Awards~~ This program was discontinued in 2018

City Ethics Code

Purpose

City employees will demonstrate the values of integrity in the performance of the City's business, accountability to the law and to the people we serve, stewardship of the City's resources, and independence in the performance of our jobs. City employees should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for all City employees. Violations of this policy may subject employees to discipline up to and including termination of employment.

The provisions of this Code shall be considered as minimum standards for City employees. If any provision of this Code conflicts with any applicable state or federal statute or law, the statute or law shall control if it contains stricter requirements than this Code.

Definitions

“City action” means (i) a decision, determination, finding, ruling, order, grant, payment, award, license, contract, transaction, sanction, approval or denial, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the City employee believes, or has reason to believe, is or will be the subject of City action; or is one to which the City is, or will be a party; or is one in which the City has a direct and substantial interest.

“City employee” means all elected and appointed officers of the City, together with all deputies and assistants of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of an officer of the City.

“State registered domestic partners” means two adults who have been issued a certificate of state registered domestic partnership by the secretary of state's office and who (1) share a common residence; (2) are at least eighteen years of age; (3) are not married to someone other than the party to the domestic partnership and are not in a state registered domestic partnership with another person; (4) are capable of consenting to the domestic partnership; (5) are not nearer of kin to each other than second cousins and are not a sibling, child, grandchild, aunt, uncle, niece, or nephew of each other; and (6) are members of the same sex, or at least one of the persons is sixty-two years of age or older.

“Family member” means spouse or state registered domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, son- or daughter-in law, brother- or sister-in law or first cousin.

“Compensation, gift, reward, or gratuity” means anything of monetary value, but does not include the following items:

- Anything of value that is received as City property and used for City purposes;

- Payment for enrollment and course/conference fees and reasonable travel expenses related to seminars and educational programs sponsored by a bona fide nonprofit professional, educational, or trade association, or charitable institution;
- Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;
- A plaque, trophy, desk item, wall memento, or similar item given in recognition of performance, merit, or accomplishment;
- Awards, prizes, scholarships, or other items provided in recognition of academic or scientific achievement;
- Reimbursement to the City for enrollment and course/conference fees and reasonable travel expenses incurred by the City in connection with an employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in a public record;
- Campaign contributions to finance the campaign, including outstanding debts, of candidates for public office who comply with all provisions of applicable local, state, and federal public disclosure and ethics laws.

“Participate” means to personally and substantially consider, investigate, advise, recommend, approve, disapprove, decide, or take other similar action.

“Person” means any individual, partnership, corporation, association, firm, institution, or other entity, whether or not operated for profit.

“Reasonable travel expenses” are those expenses that either (i) do not exceed the City-established per diem for travel, or (ii) could be paid for with reasonable public funds.

Conflicts of Interest

All City employees must disqualify themselves from participating in City actions in which they have a conflict of interest, and disclose when it could appear that they have a conflict of interest.

A City employee may not:

- Participate in a City action in which any of the following has a financial interest:
 - the City employee;
 - a family member of the City employee;
 - an individual residing with the City employee;

- a person the City employee serves as an officer, director, trustee, partner or employee;
- a person with which the City employee is seeking or has an arrangement concerning future employment.
- Participate in a City action in which a person that employed the City employee in the preceding 12 months, or retained the City employee or his or her firm or partnership in the preceding 12 months, has a financial interest; provided, however, that the City Manager may waive this section when there is a compelling need for the City employee to participate in a City action involving a prior employer or client, and is satisfied that the City's interests will be safeguarded.
- Participate in a City action when it could appear to a reasonable person, having knowledge of the relevant circumstances, that the City employee's judgment is impaired because of either (i) a personal or business relationship not covered under subsection a or b above, or (ii) a transaction or activity engaged in by the City employee. This section c shall not apply if the employee has, before participating, fully disclosed in writing the circumstances to the City Manager. The City Manager, upon receiving a written disclosure from a City employee, may disqualify the employee from participating in the action.

This section shall not apply if the financial interest is shared with more than ten percent of the City's population or workforce, or if the financial interest exists solely because of the City employee's ownership of less than one percent of the outstanding shares of a publicly traded corporation.

A City employee who recuses himself or herself from participating in a City action in accordance with this section should notify the City Manager in writing of his or her decision to do so as soon as possible.

Misuse of Position

To promote public confidence, City employees may not misuse their positions or City property for private gain.

A City employee may not:

- Use or attempt to use his or her official position for a purpose that is, or would to a reasonable person appear to be, primarily for the private benefit of the City employee or any other person, rather than primarily for the benefit of the City.
- In the absence of a written policy or procedure approved by the City Manager, City Attorney, or their designee, use or attempt to use, or permit the use of any City funds, property, equipment, or personnel, for a purpose which is, or to a reasonable person would appear to be, for other than a City purpose, except that City employees may make limited use of City telephones, computers, email programs,

and copiers for personal purposes if there is no direct or immediate cost to the City and if the use does not interfere with the employee's performance of his or her official duties or with another employee's performance of official duties.

- Except in the course of official duties, assist any person in any City action in which that person has a financial interest. This subsection shall not apply to any City employee appearing on his or her own behalf in any City action, or on behalf of any business entity solely owned by the City employee, if not otherwise prohibited by this or any other City policy.
- Influence or attempt to influence a City decision to contract with or otherwise conduct City business with a person in which any of the following has a financial interest:
 - the City employee;
 - a family member of the City employee;
 - an individual residing with the City employee;
 - a person the City employee serves as an officer, director, trustee, partner or employee;
 - a person with which the City employee is seeking or has an arrangement concerning future employment.
- Receive compensation from any person seeking to or providing goods or services to the City, without the written consent of the City Manager or his or her designee, if the City employee participates in the acquisition of such goods and services by the City.

Compensation, Gifts, Rewards, and Gratuities

To promote public confidence, City employees generally must not accept compensation, gifts, rewards, or gratuities from people who may have an interest in City actions. One time gifts of diminimus value will not constitute a violation of this policy. Employees should contact their supervisor, the Human Resources Department, or the City Attorney if offered any gift.

A City employee may not, directly or indirectly, solicit or receive any compensation, gift, reward, or gratuity from any person if the intent is, or would to a reasonable person appear to be, to seek or obtain special consideration or influence in any City action in which the employee participates.

It shall not be a violation of this section for a City employee who participates in the City's acquisition of goods or services to accept from a person or firm seeking to or providing such goods or services the following:

- Advertising or promotional items of nominal value.

- Informational material, publications, or subscriptions related to the recipient's performance of official duties.
- Food and beverages consumed at hosted receptions or hosted meals where attendance is related to the recipient's performance of official duties.

It shall not be a violation of this section for a City employee to accept compensation, gifts, rewards, and gratuities from the City.

Employees should seek guidance from their Department Director, the Human Resources Department, or the City Attorney if they have questions about this or any section of the policy.

Disclosure of Confidential Information

City employees may not use confidential information for personal or private gain.

A City employee may not disclose or use any confidential information gained by reason of his or her official position, including but not limited to personal employee information, property appraisals, and business information the disclosure of which would put the City at a competitive disadvantage, for other than a City purpose.

“Confidential Information” means (i) specific information, rather than generalized knowledge, that is not available to a person who files a public records request, or (ii) information made confidential by law or policy or practice.

Interest in Contracts

City employees may not have a financial interest in contracts made by those in their chain of command, and must disclose a financial interest in any City contracts.

A City employee shall disclose any financial interest, direct or indirect, held personally or through a family member, in any contract to which the City may be a party, to the City Manager or his or her designee prior to the formation of the contract.

In addition to the requirements of the foregoing paragraph, a City employee may not hold or acquire a financial or beneficial interest, direct or indirect, personally or through a family member, in any contract which, in whole or in part, is made by, through, or under the supervision of the City employee, or which is made by or through a person supervised, directly or indirectly, by the City employee; or accept, directly or indirectly, any compensation, gift, gratuity, or reward in connection with such contract from any other person or entity beneficially interested in the contract.

Failure to comply with the Code of Ethics may warrant disciplinary action, up to and including termination of employment.

Reporting to Work During Inclement Weather (Regular Hours)

City employees are expected to use reasonable measures to ensure they will be able to report to work during snowy or stormy weather on regular workdays if they can do so safely. Employees who report to work will receive their regular pay for that day. This will apply even if the employees are late to work or are released early by the City Manager or Department Director. Employees who do not report to work must use accrued vacation, personal leave, comp time or unpaid leave. Alternative work arrangements, such as telecommuting, may be authorized by the Department Director on a case-by-case basis during inclement weather situations as outlined in this policy.

Reporting to Work During an Emergency (After Hours)

If the City Manager or a member of the Emergency Operations Center (EOC) determines that an emergency may develop after regular business hours (such as a storm, water main break, landslide, etc.), employees may be notified that they are on “stand-by” for emergency duty. When this occurs, employees may be asked to stay at work after regular hours, or employees may be directed to check their voicemail or email on a regular basis throughout the evening or weekend to listen for a message advising them of whether they need to report for duty. In most circumstances, checking your email or voicemail messages every 1-2 hours should be sufficient depending on the situation. If you are asked to report for duty at any time during a “stand-by” situation, non-exempt employees will be paid at their overtime rate, and exempt employees may receive time-off in lieu of pay at the discretion of the Human Resources Department or City Manager.

If an emergency event or disaster occurs during non-working hours, all City employees are considered to be on “stand-by” for emergency duty. First, take care of your personal and family emergency responsibilities, and then check your email or voicemail to see if there is a message requiring you to report for duty. If the phone lines are down and you are able to provide essential services (such as Police, Fire, Maintenance, YFS and DSG employees) then report to work if you are able, after checking to make sure the transportation routes are reported to be intact.

If you are required to report for duty, you may be allowed to bring your family members to the workplace on a case-by-case basis depending on the emergency or disaster itself and when no other safe alternative exists. Please obtain approval from your Department Director or a member of the EOC before bringing in family members.

If you cannot get to Mercer Island but you are able to provide essential services, such as Police and Fire employees, Maintenance employees or those trained in damage assessment, report to the nearest Police Station, Fire Station or local City government to get a local job assignment. The City of Mercer Island has established a mutual aid agreement with other eastside cities and we have an obligation to help other cities following an emergency, event or disaster.

Please keep in mind that during an emergency or disaster your normal reporting relationships and actual job assignment will probably be different from the one you do every day. Those with emergency services assignments should report to their department for a job assignment. All others should report to the City's EOC check-in station at City Hall or at another location as designated during the emergency.

While the City has limited emergency food and supplies on hand, it is best to bring extra clothing, blankets, food and water with you when reporting for duty in the event you are needed for an extended period of time (one day or more). If you are bringing family members to the workplace, bring enough supplies for them as well.

Employee Benefits

Please see the **Benefits Information** page on MI Hub for current employee benefits.

Employee Assistance Program (EAP)

Fitness Club Memberships

Mercer Island Events and Community Center (MICEC) Workout Facility Employees may use (at no cost) the workout facility located at the MICEC during regular business hours. Employees may contact the MICEC for specific rules for accessing the MICEC workout facility.

Stroum Jewish Community Center

All employees are eligible to join the Stroum Jewish Community Center (JCC) at a discounted rate.

Time Off Programs

Holidays

The following holidays are granted to all full-time employees except as otherwise specified in the provisions of an applicable collective bargaining agreement.

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25
Floating Holiday	Employee's Choice

When a holiday falls on a Saturday, the Friday before is observed as a holiday. When a holiday falls on a Sunday, the following Monday is observed as a holiday.

The work and holiday schedule of school-based City employees match that of the Mercer Island School District employees' schedule.

Floating Holiday

Except as otherwise specified in the provisions of any applicable collective bargaining agreement, employees may choose one day a year as a Floating Holiday. To be eligible to take a floating holiday, the employee must have been continuously employed by the City for more than four (4) months. The request for a floating holiday must be given to the employee's supervisor or team leader at least one week in advance, unless otherwise specified in a collective bargaining agreement, so that the number of employees requesting a particular day off does not prevent the City from providing continued services to the public. The floating holiday must be used during the calendar year or it will be forfeited. All requests for a floating holiday must be approved by the Department Director.

Employees hired after August 1st will not be given credit for a floating holiday until the following January 1st.

School-based City employees do not earn a Floating Holiday.

Notification of Absence

If you are going to be absent or late to work it is your responsibility to contact your supervisor, team leader or Department Director promptly so arrangements may be made to provide uninterrupted services during your period of absence. You should make every effort to notify your supervisor within 30 minutes after the start of your work shift. If your supervisor, team leader or Department Director is not available, you should leave a voicemail or email message. Irregular attendance or repeated tardiness may result in disciplinary action, up to and including termination.

Absences for reasons other than leave under the City's Personal Leave Policy, Sick Leave Policy, and Bereavement Leave Policy must be approved by a supervisor before the initial day of planned leave. Failure to obtain such approval may result in disciplinary action, up to and including termination of employment.

Vacation Leave Updated 12/2021

Sick Leave Updated 6/2026

Shared Leave Program Updated 9/2025

Family and Medical Leave Updated 6/2026

Paid Family Medical Leave (PFML) Added 1/2020

Military Leave Updated 6/2026

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Benefits During Leave

Employees who are on a paid leave of absence shall continue to receive benefits they were entitled to prior to the start of their leave, including the accrual of vacation, sick leave, holidays, retirement and health insurance benefits, provided the employee has a balance of accrued leave. Employees who are on an unpaid leave of absence are not entitled to accrue any type of leave while absent. Employees who run out of accrued leave while on a leave of absence will discontinue accruing any type of leave once their leave bank is exhausted.

Jury or Witness Duty

Employees who are required by law to render jury service will be granted paid time off during the period of jury duty. Employees should notify their supervisor as soon as possible after receipt of a juror summons so that operational adjustments can be made as needed during the employee's absence. A copy of the juror summons must be provided upon request. Employees should contact their supervisors for instruction if there is a break greater than four hours during jury duty where the employee is not required to report to the court; depending on the circumstances, an employee may be required to return to work during such a period.

An employee subpoenaed to testify in court will be granted time off for the period he/she serves as a witness. In general, and subject to pay requirements for exempt salaried employees, leave for witness duty is unpaid unless the employee has been called as a witness by the City.

Upon completion of jury/court witness service, the employee must forward any money received from the court or party issuing the subpoena to the Payroll office immediately upon receipt. The employee may retain expense money for meals, mileage and/or lodging.

Administrative Leave

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used when it is in the City's best interest and in its sole discretion, such as during the pendency of an investigation.

Bereavement Leave

In the event of a death in an employee's immediate family (spouse, domestic partner, parent, sibling, step-parent, parent-in-law, child, step-child, child-in-law, grandparent, or grandchild), three (3) days (24 hours) off with pay may be granted per occurrence. Upon approval of the Department Director, an additional two (2) days (16 hours) may be taken per occurrence and applied to accrued sick leave. The Department Director may authorize an employee to take

paid bereavement leave to attend the funeral of someone who is not in the employee's immediate family depending on the individual circumstances. If an employee needs additional time off, he or she may use accrued leave (vacation or comp. time) or leave without pay subject to the approval of the employee's Department Director. Under extraordinary circumstances (for example, the death of a child or a spouse), the Department Director may authorize additional use of sick leave for an employee. Employees requesting additional use of sick leave may be required to provide a physician certification to support such leave.

When requesting bereavement leave, employees should inform their immediate supervisor as to who died and the date of death. Proof of death and/or relationship may be required.

Domestic Violence/Sexual Assault Leave

This leave is available to employees who are victims of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. The amount of leave that an employee may take is limited to a "reasonable" amount. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use accrued paid leave (e.g., vacation, sick leave, compensatory time) in connection with such leave.

Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Depending on the situation, verification can take the form of police reports, court documents, or the employee's own written statement of the need for the leave. Except where disclosure is authorized or required by law, the City will

maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

Employment Information

Nepotism – Employment of Family Members

The City permits the employment of family members of City employees (parents, children, spouse, domestic partner, or siblings) in regular or temporary positions unless:

1. The result would be one family member hiring, firing, supervising or auditing the work of another.
2. The family members would report to the same supervisor (except in the case of temporary and/or seasonal employees).
3. One family member would have access to confidential materials or records of the other family member.
4. In any other situation where the City, in its sole discretion, believes a conflict of interest would arise.
5. If two employees in such positions described above become related to one another, one must be transferred to another department or position where the reporting, auditing, or supervisory relationship does not exist or where the employees are not reporting to the same supervisor. If a transfer cannot be accomplished due to the unavailability of a vacant position or budget considerations, one of the employees must resign. The City Manager will decide which employee must resign based on the best interests of the City.

Exceptions: The City does not allow the hiring of family members of Department Directors, the Assistant City Manager, the Deputy City Manager, or the City Manager, even if the family member would work in a different department. A City employee may not be promoted to Department Director, Assistant City Manager, Deputy City Manager, City Attorney, or City Manager if he or she has a family member working for the City. The intent of these exceptions is to avoid impropriety, conflict of interest or improper influence, or the perception thereof.

Family members of all City employees are allowed to offer their services as volunteers. Family members must apply for open positions and participate in the interview, testing and selection process just as any other candidate, and will be treated on the same basis as all other applicants.

Employees have a duty to disclose situations which involve employment of family members which may violate the City's nepotism provisions.

Any employee who inappropriately uses his or her position to influence the hiring, promotion, or any conditions of employment of a family member will be subjected to discipline up to and including termination of employment. (This provision does not apply to a bona fide employment reference as long as the personal relationship is disclosed as part of the reference.)

The City prohibits romantic relationships between anyone in a supervisory capacity with an employee in their chain of supervision. This applies to all employees who have the authority or practical power to supervise, hire, terminate or discipline another employee, or who are responsible for auditing, evaluating or reviewing the work of another employee. Managers who have practical power and whose authority extends over all City employees city-wide are similarly prohibited from romantic relationships. Should a romantic relationship develop, the Human Resources Director, the City Attorney, and/or the City Manager are to be advised immediately and a course of action will be determined in the best interest of the City. Failure to immediately disclose such relationships will result in discipline, up to and including termination of employment.

Outside Employment

The City of Mercer Island prohibits regular full time employees from accepting outside employment when it interferes with or conflicts with their regular duties and responsibilities with the City. Employees will not engage in, accept private employment from, or render services for private interest when such activity may:

1. Occur during working hours.
2. Detract from the efficiency of the employee while performing City duties.
3. Constitute a conflict of interest or create an appearance of impropriety as determined by the City Manager.
4. Stem from information or contacts made during City employment.
5. Take preference over extra duty required by City employment.
6. Interfere with emergency call-out duty.

7. The judgment or performance of official duties is impaired.
8. Involve the use of any City resources such as copiers, telephones, office supplies, materials, other equipment, or City work time.

Only in those circumstances where none of these conditions occur may the employee accept outside employment.

Engaging in outside employment that interferes with or reduces the efficiency of City employment may be grounds for disciplinary action up to and including termination of employment.

City employees are not eligible to be appointed to a City advisory board or commission.

Non-Discrimination

The City of Mercer Island is an equal opportunity employer. This means that the City does not discriminate in employment decisions or policies in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, sexual orientation, or status as a veteran. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation, and training.

Accommodation of Disabilities

The City of Mercer Island complies fully with the duty to provide a reasonable accommodation to allow an employee with physical, mental, or sensory disabilities to perform the essential functions of his/her job, unless undue hardship would result. If you have a disability that limits your ability to perform your job, please inform the Human Resources Director so that any needed accommodations may be considered.

In order to provide a reasonable accommodation, the City of Mercer Island may request appropriate documentation from your medical provider(s) to gain a better understanding of any limitations you possess, and given those limitations, the means by which an accommodation would allow you to perform the essential functions of the position. The City may take other action regarding requests for accommodation(s), as appropriate, in accordance with state, federal or local laws.

Employees Seeking Accommodation For Religious Beliefs Or Practices

The City of Mercer Island complies fully with the duty to provide reasonable accommodation of any employee's sincerely held religious beliefs, practices or observances, unless undue

hardship would result. Please inform the Human Resources Director of your request for accommodation.

Anti-Harassment Policy

The City expressly prohibits all forms of unlawful harassment of employees or job applicants, whether due to gender, marital status, race, color, national origin, citizenship status, religion, sexual orientation, age, pregnancy, mental or physical disability or other characteristic protected by federal, state or local law. Employees are expected to maintain a productive work environment that is free from inappropriate or unlawful conduct. Any employee who is found to have violated this anti-harassment policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Prohibited Conduct

Examples of conduct that are prohibited by the City that could constitute unlawful harassment include, without limitation, the following:

1. Epithets, slurs, negative stereotyping or threatening, intimidating, derogatory or hostile comments or acts that are related to sex, marital status, race, color, national origin, citizenship status, religion, age, pregnancy, actual or perceived disability, or other characteristics protected by law.
2. Written or graphic material displayed or circulated in the City workplace (including vehicles and on email) that denigrates or shows hostility or aversion toward an individual or group because of their sex, marital status, race, color, national origin, sexual orientation, creed, age, pregnancy, mental or physical disability or other characteristic protected by law.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that is prohibited by the City's policy and which could constitute sexual harassment include without limitation, the following:

1. Vulgar or sexual comments, jokes and stories.
2. Graphic or suggestive comments about someone's body or manner of dress.
3. Gossip, questions, or comments about someone's sexual conduct.
4. Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
5. Display or circulation in the workplace (including vehicles) of suggestive photographs, cartoons, graffiti, e-mails, drawings or transmitting or downloading those types of inappropriate or offensive messages from the Internet.
6. Solicitation or coercion of sexual activity, dates or similar contact with the implied or express promise of rewards or preferential treatment to any employee or with the implied or express threat of punishment to any employee.
7. Sexual assault.
8. Intimidating, hostile or derogatory conduct or remarks that are directed at a person because of that person's sex, whether or not the remarks themselves are sexual in nature.
9. Retaliation against an employee for refusing sexual overtures, for complaining about sexual harassment or for cooperating with the investigation of a complaint.

Management and Supervisory Responsibilities:

Management and supervisory personnel of the City are responsible for being mindful of the potential for unlawful harassment within a work group and for ensuring a work environment free from all types of unlawful harassment, including sexual harassment. Because of the potential for miscommunication, the affect on morale, abuses of authority, and conflicts of interests, the City prohibits romantic relationships between anyone in a supervisory capacity with an employee in their chain of command. This applies to all employees who have the authority or practical power to supervise, hire, terminate or discipline another employee, or who are responsible for auditing, evaluating, or reviewing the work of another employee. Managers who have practical power and whose authority extends over all City employees city-wide are similarly prohibited from romantic relationships. Should a romantic relationship develop, the Human Resources Director, the City Attorney, or the City Manager are to be advised immediately, and a course of action will be determined in the best interest of the City. Failure to immediately disclose such relationship will result in discipline, up to and including termination of employment.

Complaints or Concerns about Discrimination, Unlawful Harassment, or Retaliation

Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.

Any employee who believes he or she may have been subjected to objectionable conduct prohibited by this policy, or who observes another employee being subjected to conduct prohibited by this policy, must report it immediately to the Human Resources Director, the City Attorney or the City Manager.

Directors, managers or supervisors who receive any complaint or concern that an employee is being subjected to objectionable conduct prohibited by this policy or who observe objectionable conduct prohibited by this policy must report it immediately to the Human Resources Director, the City Attorney or the City Manager.

All reported incidents of unlawful harassment or discrimination will be investigated under the following guidelines:

1. The City of Mercer Island will appoint or retain an investigator who can be neutral and fair to all parties to the investigation. The City may bring in an outside investigator if there is no one employed by the City who can complete a fair and timely investigation.
2. Although the City cannot guarantee confidentiality, reasonable efforts will be made to only disclose information as necessary to allow the City to investigate and respond to the complaint, and to the extent allowed by law. Any special concerns about confidentiality will be addressed at the time they are raised. Employees have a responsibility to cooperate in any investigation of conduct prohibited by this policy, including but not limited to complying with any instructions related to the maintenance of confidentiality during the investigation process. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the complaining employee will be informed that remedial action has been taken but will not be told information that the City deems confidential.
3. Any employee who is found to have violated this policy or the law is subject to disciplinary action, up to and including termination of employment.
4. Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure. Allegations of retaliation will be investigated separately, and if sustained, will be subject to disciplinary action up to and including termination of employment.

Concerns about Improper Government Action

It is the policy of the City of Mercer Island:

1. To encourage reporting by its employees and volunteers of any improper governmental action(s) taken by City officials, officers, or employees; and
2. To protect City employees and volunteers who make good-faith reports of improper governmental action(s) from retaliation (as defined below) in accordance with the City's policies and procedures.

Definitions

As used in this policy, the following terms shall have the meanings indicated:

Improper governmental action means

- A. Any action by an employee undertaken in the performance of the employee's official duties; and
- B. Is a gross waste of public funds or resources, or is in violation of federal, state, or local law or rule, or is of substantial and specific danger to the public health or safety; or is an abuse of authority.

Improper governmental action does not include personnel actions such as employee grievances, complaints, claims of discrimination or harassment, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining agreements or civil service laws, reprimands, and the like. The City has separate policies, with distinct rights and remedies, for allegations of improper personnel actions.

Good Faith means a reasonable basis in fact for the communication. "Good faith" is lacking when the employee knows or reasonably should know that the report is malicious, false, or frivolous.

Gross waste of public funds means to spend or use funds or to allow funds to be used without valuable result in a manner grossly deviating from the standard of care or competence that a reasonable person would observe in the same situation.

Retaliatory Action means

- A. Any negative change in the employee's employment status, or in the terms and conditions of employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial or promotion, suspension, dismissal or any other disciplinary action; or
- B. Hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.

Emergency means a circumstance that if not immediately changed may cause damage to persons or property.

How to Report Improper Governmental Action

1. Any employee or volunteer who believes that he or she has knowledge or information of improper governmental action, as defined above, shall report it in writing to the City Manager in the form of a written memo, report, or email. Such report should be made as soon as possible after the information or knowledge is received.
2. If the employee or volunteer believes the City Manager is involved in the improper governmental action, directly or indirectly, the employee or volunteer shall report it in writing to the Mayor in the form of a written memo, report, or email.
3. If the employee or volunteer believes that the Mayor is involved in the improper governmental action, directly or indirectly, the employee or volunteer shall report the improper governmental action to the county prosecuting attorney.
4. Improper governmental action may also be reported to the Washington State Auditor's Office.
5. Except in the case of an emergency, before an employee provides information of an improper governmental action to a person or an entity who is not one of the people identified in paragraphs 2-4 above, the employee shall submit a written report, stating in detail the basis for his or her belief that an improper governmental action has occurred, to the City Manager or the Mayor or the county prosecuting attorney.
6. The identity of any employee or volunteer who reports improper governmental action shall be kept confidential to the extent possible under the law, unless the

employee or volunteer authorizes the disclosure of his or her identity in writing.

6. Employee and volunteers who fail to make a good faith attempt to follow the above described policy are not entitled to the protections afforded whistleblowers under the law.

Protection From Retaliatory Action

1. Employees and volunteers who report improper governmental action in good faith are protected from retaliatory action, as defined above. If an employee or volunteer believes that he or she has suffered retaliatory action because of their reporting activity, the employee or volunteer shall provide a written notice of the charge of retaliatory action to the City Manager. If the City Manager is believed to be involved in the retaliatory action, the employee or volunteer can deliver the written notice of the charge to the Mayor.
2. In the written notice, the employee or volunteer shall specify the alleged retaliatory action, including the identity of any person who committed the retaliatory act, what occurred, and when it occurred. The employee or volunteer should also specify what relief he or she seeks.
3. The written notice must be received by the City Manager* within 30 days of the alleged retaliatory action.
4. The City Manager* will respond to the written notice within 30 days of its receipt. During that time period, the City Manager* may conduct, or retain another to conduct, a fact-finding or other investigation into the issues raised by the employee or volunteer who claims retaliatory action.
5. The employee or volunteer who has not received a timely response from the City Manager,* or who is dissatisfied with the City Manager's* response, may submit a written request for a hearing to the City Manager.*
6. The employee or volunteer must submit a written request for hearing within 15-days of receiving the City Manager's* response or the 30-day deadline for providing a response, whichever is earlier.
7. Within 5 days of receiving a timely request for hearing, the City Manager* will apply to the state office of administrative hearings for a hearing before an administrative law judge. At the hearing, the employee or volunteer will be given an opportunity to prove, through the presentation of testimony and other evidence, that he or she was retaliated against for reporting improper governmental action.
8. The employee will receive a hearing and a final written decision from the administrative law judge within 45 days of the request for a hearing, unless the

administrative law judge extends the deadlines upon request of any party or by his/her own decision.

9. The decision of the administrative law judge may be appealed to state court.

*Or in the alternative the Mayor if it is believed that the City Manager may be involved.

Additional Information

This policy is based on the Local Government Whistleblower Protection Act, located at RCW 42.41.010 et seq.

Any questions regarding the City's whistleblower policy are properly directed to the Human Resources Director.

Reduction in Force

Should a layoff or reduction in force become necessary for certain positions, procedures will be followed as outlined here or in the collective bargaining agreements for represented employees of the City.

Whenever, in the judgment of the City Manager, it becomes necessary, due to the lack of work, lack of funds, other economic reasons, because the business necessity for a position or service no longer exists, or for any other reason the City deems appropriate, in its sole discretion, the City Manager may eliminate any position or employment. Generally, reductions in force will be accomplished through attrition of employees whenever possible. Nothing in this policy alters or modifies an employee's at-will status. Except as prohibited by law, unless your employment is governed by a collective bargaining agreement or a specific written contract signed by the City Manager or City Attorney, your employment with the City is at-will, which means that either you or the City may end your employment at any time, for any reason or no reason at all, with or without notice.

Temporary employees with less than one year of service, or employees working under an employment agreement who are not in a budgeted FTE position will be laid off before regular employees when possible.

Represented employees should refer to their respective collective bargaining agreement for seniority provisions in the event of a reduction in force.

Severance Pay

In the event the City Manager determines that an employee is inappropriately and/or ineffectively placed in the organization and no suitable alternative placement is available, the City Manager may terminate the employment of the employee. At that time, the City may

authorize a lump sum severance payment equal to no more than four months total compensation for that employee. The amount of severance pay is based on the discretion of the City Manager after consideration of the length of service, level of job performance, and comparable termination benefits in past decisions.

Severance pay will not be considered "compensation earnable" for purposes of calculating PERS entitlement in accordance with WAC 415-108-450(3)(d) and WAC 415-108-460-(3)(e). Payment may be in cash or some other form of compensation and is subject to Federal Income Tax and Social Security Tax withholding, but is not subject to retirement deductions. Payment may be treated as deferred compensation, but not salary for PERS, PSERS or LEOFF purposes.

At certain times the City Manager, in his or her sole discretion, may institute an early retirement benefit program. The details of the early retirement benefit will be published to eligible employees during the time it is in effect.

Demotion

Unless governed by a collective bargaining agreement, demotion may be implemented by City management, in its sole discretion, including but not limited to the following reasons:

1. In lieu of layoff.
2. As a disciplinary action.
3. When an employee's performance falls below the standard required for effective job performance.

No employee may be demoted to a position for which he or she does not possess the minimum qualifications. Nothing in this policy alters or modifies an employee's at-will status. Except as prohibited by law, unless your employment is governed by a collective bargaining agreement or a specific written contract signed by the City Manager or City Attorney, your employment with the City is at-will, which means that either you or the City may end your employment at any time, for any reason or no reason at all, with or without notice.

Termination of Employment

The termination of employment may result from voluntary termination or an involuntary termination.

Voluntary Resignation

An employee who plans to voluntarily resign or retire is encouraged to give at least two (2) weeks written notice prior to the effective date of termination.

Involuntary Termination

An involuntary termination may occur as a result of a reduction in force, lack of performance, employee misconduct, disciplinary action, or for any other reason the City deems appropriate or necessary, in its sole discretion, unless prohibited by a collective bargaining agreement, a written employment contract signed by the City Manager or the City Attorney, or if specifically prohibited by law.

Pre-Disciplinary Hearing

Employees who are facing a disciplinary termination may be given a pre-disciplinary hearing at the sole discretion of the City Manager. Represented employees pre-disciplinary hearings are governed by their collective bargaining agreements. During the course of the hearing for any unrepresented employee that is afforded this hearing, the employee is given an opportunity to present any information that he/she wants management to consider before the City makes a final decision regarding the employee's employment status.

Exit Interview

The Human Resources Department will attempt to schedule an exit interview for all terminating regular full-time and part-time employees. During this exit interview, it is the goal of the Human Resources Department to offer terminating employees the opportunity to describe their work experience at the City and any suggestions they may have for the next person who would be filling their position. The employee has the right to decline an exit interview. Information gathered during the feedback component of the exit interview may not be confidential and may be shared with the terminating employee's Department Director, City Manager, or other appropriate City management, if the Human Resources Department deems it is in the best interest of the City to share the information.

Policies and Programs

Flexible Work Schedule Program

Program Overview

The City of Mercer Island has approved the use of flex time and compressed work week schedules when it benefits both the City and its employees. The Flexible Work Schedule Program can help the City meet its goals for sustainability and reducing commute trips within the region, as well as to expand its hours of operation. Employees gain greater flexibility in balancing their work and personal lives, and the extra time off may help to increase morale and productivity.

Each Department Director may administer the Flexible Work Schedule Program on a case-by-case basis to ensure the efficient use of resources to provide effective, quality service to our citizens and other internal work groups. Changes in workload, seasonal work changes, staffing, funding, legal mandates, peak vacation times, or any other reason that the City deems necessary, in its sole discretion, may cause the City or a department to modify, temporarily suspend, or cancel a flexible work schedule. Some positions are not suited for flexible work hours and each Department Director will make that determination for each position.

Employees must complete an application in order to apply for a flexible work schedule. Applications must be submitted to the Department Director for approval and will be kept on file in the Human Resources Department. An approved flexible work schedule will remain in effect until the employee applies for a different flexible work schedule, or the flexible work schedule approval period expires. Occasional work schedule changes due to vacation, illnesses, doctor visits, etc., may be accommodated without completing a new application. The effectiveness of the flexible work schedule will generally be evaluated at least once annually as part of the employee's performance review.

Definitions

Flexible Work Schedule - a work schedule which permits flexible starting and ending times, other than the standard workweek established for that position with a required number of hours that must be worked each pay period.

Compressed Work Week - is a work schedule which permits employees to increase the length of each work day so as to provide one day off every one or two weeks. Possible work schedules include:

a. **4/10's** - Four 10-hour days worked each week. This provides one extra day off each week. The workweek for employees working under this schedule begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday. Below is an example of the type of schedule that an employee may work:

4/10's	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Week	10 hrs	10 hrs	10 hrs	10 hrs	OFF
2 nd Week	10 hrs	10 hrs	10 hrs	10 hrs	OFF

b. **9/80's** - 80 hours worked over nine days. This provides one extra day off every two weeks. The workweek for employees working under this schedule begins at 12:00 p.m. on Friday and ends at 11:59 a.m. the following Friday. Below is an example of the type of schedule that an employee may work:

9/80's	Monday	Tuesday	Wednesday	Thursday	Friday
1 st Week	9 hrs	9 hrs	9 hrs	9 hrs	9 hrs
2 nd Week	OFF	9 hrs	9 hrs	9 hrs	8 hrs

Eligibility for Flexible Work Schedule

All regular full-time and part-time employees of the City are eligible to apply for a flexible work schedule if they meet all of the conditions listed below:

- The Department Director has determined the position is eligible for flexible work hours.
- The Department Director has determined that both internal and external customer service will remain the same or will be increased by the flexible schedule.
- The employee is performing at or above a satisfactory level.
- The employee has successfully passed their one-year orientation period or the Department Director has approved an employee's request for a flexible schedule as part of a new hire agreement.
- Non-exempt employees (employees who are eligible to be paid overtime for any hours worked over 40 in one week) may only apply for flexible work schedules that do not require the City to pay overtime within the pay period.

The flexible work schedules will not increase the City's operating expenses or create a need for additional staffing.

Employee's Responsibilities

To the extent possible the employee will make personal appointments and doctor visits on their scheduled day off. Employees on a flexible schedule must be willing to occasionally come in fill in on their regularly scheduled day off in case of important meetings and business obligations, emergencies, unplanned absences of other co-workers, or as deemed necessary or requested by City management, in its sole discretion.

Employees are responsible for accurately recording their time on their timesheet.

Department Director's Responsibilities

Department Directors are responsible to make sure that department functions and services are not negatively impacted by the flexible work schedule.

Department Directors or their designees are also responsible for reviewing employee timesheets to ensure they are accurate and making sure that the appropriate number of hours have been worked in each pay period. Problems with timesheets must be resolved before the time cards are sent to Payroll.

Application Process

To apply for a flexible work schedule, the employee must complete a Flexible Work Schedule Application Form and submit it to the Department Director. The Department Director will then determine whether the proposed schedule can be accommodated while maintaining City services and without creating any additional expense or hardship on the department or co-workers. Once the flexible work schedule is approved, the Department Director and the employee will determine a start date for the new schedule (usually the first day of the next new pay period). The Department Director may also approve the schedule for a defined period of time in order to accommodate seasonal changes in workload. The signed, approved application form will be forwarded to the Human Resources Department.

Recording Sick, Vacation and Holiday Time

Sick Leave - When an employee takes a full day of sick leave, the time charged will be equivalent to the full number of hours the employee was scheduled to work that day (example: 8, 9 or 10 hours).

Vacation Leave - When an employee takes a full day of vacation, the time charged will be equivalent to the full number of hours the employee was scheduled to work that day (example: 8, 9 or 10 hours).

Training - When an employee attends a training class, the time charged will be equivalent to the number of hours of the training class. For example, when an employee who normally

works a 4/10 flex schedule attends a full-day, eight (8) hour class, the employee is required to use vacation time or other accrued leave to make up for the additional two (2) hours they are normally required to work. With the Department Director's approval, the employee may work extra hours during the same pay period to make up the missing time. Exempt employees (employees who do not earn overtime pay) are not required to use vacation time.

Holidays - All employees, regardless of whether they are on a flexible schedule, will be credited with eight (8) hours of holiday pay for each approved holiday. For those on a flexible work schedule, the following applies:

Holiday falls on a regularly scheduled work day - If the employee's regularly scheduled work day is greater than eight (8) hours, the employee is required to use vacation time or other accrued leave to make up for the additional time the employee was scheduled to work (example: two (2) hours if working a 4/10 flex schedule and one (1) hour if working a 9/80 flex schedule). With the Department Director's approval, the employee may work additional hours during the same pay period to make up the missing hours.

Holiday falls on a regularly scheduled day off - When a paid holiday falls on an employee's regularly scheduled day off, the employee will be credited with eight (8) hours of holiday time which may be used at a later date, usually within the same pay period, as approved by the Department Director. The employee is required to use vacation time or work additional hours in the same pay period to make up for any additional time the employee was scheduled to work (example: two (2) hours if working a 4/10 flex schedule and one (1) hour if working a 9/80 flex schedule).

Telecommuting Program

When an employee works a portion of their hours at home, it is called telecommuting. Basically, it brings the work to the worker instead of the worker traveling to the job site. There may be times when an employee may work at home in order to accomplish certain projects, as decided and approved by the Department Director. The work schedule for employees who City management determines may telecommute on a regular basis must be approved in advance by the Department Director. In no case should telecommuting take place more than two (2) times per week.

Telecommuting is not for every job or every employee. It works best for employees who can schedule work flow and benefit from quiet or uninterrupted time. Telecommuting employees must be self-motivated, results-oriented, productive, conscientious, and knowledgeable about their jobs. Supervisors of telecommuters must be comfortable managing by deadlines and goal-achievement rather than by actual observation.

To be eligible to apply for telecommuting, you must meet the following conditions:

1. Be a regular employee who has completed the orientation period and have a documented history of job performance that exceeds expectations. (Unless otherwise approved by the Department Director and City Manager.)
2. The work must be of a nature where face-to-face interaction is minimal or may be scheduled to accommodate telecommuting, and a portion of the workload can be performed away from the regular job site without diminishing the quality of customer service. This is determined solely at the discretion of the Department Director and City management.
3. Have the appropriate equipment (as defined by the supervisor) to accomplish the workload away from the job site, such as a computer, telephone, modem, etc.
4. Make arrangements with at least one co-worker to cover all of the on-site workload and customer contact that would otherwise be handled by face-to-face contact by the telecommuter.

Telecommuting arrangements require the approval of the Department Director. The denial of telecommuting is not subject to appeal. If you are interested in obtaining an application packet to apply for a regular telecommuting schedule, contact the Human Resources Department.

Commute Trip Reduction Program

Washington State law requires all employers with 100 or more employees to attempt to reduce the number of single occupancy vehicle trips to and from work. The Commute Trip Reduction Law requires the City to take steps toward encouraging our workforce to come to work some way other than by yourself, in your car, five (5) days a week.

~~**Guaranteed Ride Home**~~

~~**Subsidies for Vanpools**~~

~~**Bus Riders**~~

Programs discontinued in 2020

~~**Ridematch Service**~~

~~**Unlock Gridlock Incentive Program**~~

~~**Other Commute Trip Reduction Programs**~~

Training

The City of Mercer Island recognizes that on-going job training improves an employee's ability to perform his/her job and improves productivity and morale.

There are three types of employee training sponsored by the City of Mercer Island. They are:

1. Mandatory safety training and other job-related training. This category includes courses in first aid and defensive driving as well as instruction on the use of the City's voicemail system, E-mail system and photocopiers, City training regarding employee policies, etc.
2. Employee development. Training of this sort includes specialized accounting and computer skills, effective communication skills, supervisory skills and other courses that enhance an employee's ability to perform his or her job.
3. Post high school or vocational courses leading to a degree that is relevant to the employee's position or promotional opportunities within the City.

Technology Policies

View current Technology Policies related to technology use, Internet use, email and Teams messaging, VPN access, wireless devices, video surveillance, user account and data access, and technology procurement.

PLEASE NOTE: Pages 6 - 7 through 6 - 15 have been removed as they are blank

Workplace Violence Policy

The City is committed to maintaining a workplace free from violence and threats of violence. The City will not tolerate any acts or threats of acts of violence to persons or property. Any employee who commits or threatens an act of violence will be subject to discipline, up to and including termination. Employees should promptly report any acts of violence or threats of violence, including actions of coworkers and members of the public to their Department Director, the City Attorney, or the Human Resources Department.

Employees are not permitted to bring a weapon into the City workplace, including parking lots and lunch break rooms, unless the weapon is required to fulfill the employee's job duties, such as those of a police officer, unless a request has been granted by management in writing prior to the bringing of the weapon into the workplace (this includes but is not limited to stun guns, mace and other personal protection). The weapon will then be registered with the Police Department prior to bringing it to work, with a set time frame for its use. If an employee brings a weapon to work, he or she must immediately inform the Police Department that the weapon is on City premises.

Drug Free Workplace Policy

Philosophy

The City of Mercer Island has established a drug free work place policy for the health and safety of all its employees and the customers we serve. The City regards prevention, intervention, and treatment as the best approaches for creating a drug free work place. Unless otherwise stated in a collective bargaining agreement, this policy applies to all City employees.

Drug-Free Workplace Policy

1. While at work, each City employee has a responsibility to coworkers, and to the general public, to perform his or her work in a safe and conscientious manner. The City expects employees to be able to work in an environment free from the effects of alcohol and/or other job-impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if the medications impair the employee's ability to perform the essential functions of his or her position with or without an accommodation that does not create an undue hardship for the City.
2. The unauthorized use, sale, or possession, by any employee, of alcohol (except as specifically allowed in the Community Center at Mercer View Rental Policy), controlled substances, drugs not medically authorized and used in the manner prescribed, or other substances which may impair job performance or pose a hazard to the safety and welfare of the individual employee, the public, or other employees, is strictly prohibited and may result in disciplinary action, up to and including the termination of employment.
3. Employees that are required to have and maintain a Commercial Driver's License (CDL) to perform their City job duties are required to participate in a drug and alcohol testing program governed by federal law. Employees in positions at the City that require a CDL must see the Human Resources Department for a copy of the specific policy governing those employees. To the extent there exists any conflict between this policy and the Drug and Alcohol Testing policy for CDL drivers, the Drug and Alcohol Testing policy will govern.
4. Employees in safety-sensitive jobs are required to immediately notify their Department Director and the Human Resources Department if they are taking medications which may interfere with their ability to perform their jobs safely. Failure to notify your Department Director and the Human Resources Department under this policy may result in disciplinary action, up to and including the termination of employment.

5. Employees are required to immediately notify their Department Director and the Human Resources Department if they are convicted of a drug related crime while employed by the City. Failure to notify your Department Director and the Human Resources Department under this policy may result in disciplinary action, up to and including the termination of employment.

6. The City may require a drug evaluation and/or test, including but not limited to blood tests, urinalysis or other appropriate examinations:
 - a. Prior to an appointment to a position in the Maintenance Department or other position that requires a CDL or involves safety-sensitive functions such as driving or operation of equipment as a function of the employee's position.
 - b. If a supervisor or manager develops a reasonable suspicion that an employee is under the influence of drugs or alcohol while at work, he/she may require that employee to take a drug/alcohol test. Reasonable suspicion includes, but is not limited to, abnormal coordination, behavior, speech or odor, or unusual work performance.
 - c. After an accident or an unsafe practice for employees in safety-sensitive positions.
 - d. Randomly for employees in safety-sensitive positions.
 - e. There may be other circumstances when the City may require drug testing.
 - f. Refusal by an employee to take a required drug or alcohol test may subject the employee to disciplinary action, up to and including termination of employment.
 - g. A positive drug test may result in disciplinary action, up to and including termination of employment.

7. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

8. Employees are strongly encouraged to request confidential assistance from the City's Employee's Assistance Program (EAP) when dealing with problems of drug or alcohol abuse.

City Vehicle Use Updated 8/2022

PLEASE NOTE: Pages 6 - 19 and 6 - 20 have been removed as they are blank

Emergency Operations Program

Disasters and emergencies have occurred in this region and will likely occur again in the future. It has been determined that the City is vulnerable to numerous technological and natural hazards. These hazards include wind, rain and snow storms, earthquake, flood, landslide, public and private car accidents, search and rescue emergencies, civil disturbance, terrorist activity, conventional and nuclear war, structural collapse, hazardous material incident, major fires, and energy and utility system failure.

In order to be prepared for events such as these, the City has established an Emergency Operations Plan (EOP) to respond to emergencies and disasters. The goals of this plan are to:

1. Coordinate the development and maintenance of the City's EOP that provides the framework for organizational activities during disaster operations.
2. Provide a community education program for the residential and business community to assist in developing self-sufficiency.
3. Provide assistance to City departments in training activities for the development of first responder capabilities.
4. Foster an atmosphere of inter-agency cooperation within the City, as well as with other City, County, State, Federal Agencies and allied service providers such as the Red Cross.

The City's EOP is designed to be compatible with King County and Washington State plans. This document provides support to Title III of Superfund and Re-Authorization Act of 1986 and other plans required by the State and Federal Government.

The EOP calls for an Emergency Operations Response Team to oversee and provide policy recommendations during a time of disaster. The Team consists of the following members: The Emergency Preparedness Officer, The Mayor, City Manager, Deputy City Manager, City Attorney, Police Chief, Fire Chief, Director of Development Services, Director of Finance, and a representative from the school district. This team acts as a flexible unit, changing its members as necessary to reflect the needs of the situation. Members of the team have designated back-up personnel to fill in during their absence or during times of extended emergencies. Certain employees may be required to take part of the Emergency Response Team as part of their job description.

To learn more about emergency preparedness or the Emergency Operations Plan and your role during an emergency or disaster, please contact the Emergency Preparedness Officer or your Department Director.

Worker's Right to Know – Chemical Hazard Communication Updated 6/2024

Blood Borne Pathogen Exposure Control Updated 9/2023

Work-Related Injuries Policy Updated 2/2023

Employee Discipline/Corrective Action Policy

The City may utilize a disciplinary track and/or a corrective action track in addressing problems in employee behavior and/or performance. The tracks may be commenced concurrently, separately or not at all, at the City's sole discretion. The City is in no way obligated to complete both tracks, may progress through either track in any manner, and is not required to follow each of the steps or complete the steps in the order described in this provision. Unless an employee's employment is governed by a collective bargaining agreement, civil service rules, or a written employment contract signed by the City Manager or City attorney, that provides for specific requirements for discipline or termination of an employee's employment that specifically conflicts with this policy, the City, in its sole discretion, may take any disciplinary action with an employee, up to and including termination of employment, at any time and for any reason, with or without notice or without following any of the steps or tracks outlines in this policy. Supervisors, team leaders and Department Directors must consult the Human Resources Director, the City Attorney's Office, or the City Manager before issuing any disciplinary action. The Human Resources Director or the City Attorney's Office, in conjunction with the Department Director, will determine the appropriate disciplinary or corrective action to deliver.

The list below contains some examples of the types of offenses that may be subject to discipline, the corrective action track, or termination of employment, in the City's sole discretion unless prohibited by a collective bargaining agreement, civil service rules, a written

employment contract signed by the City Manager or the City Attorney, or otherwise prohibited by law; however, it is not intended to be exhaustive and does not contain all possible offenses and does not otherwise alter the at-will status of an employee's employment. The City expressly has the right, in its sole discretion, to discipline employees, up to and including termination of employment, whether or not the offense is specifically listed as follows:

1. Failure to meet job performance expectations.
2. Habitual absence or tardiness for any reason or abuse of sick leave.
3. Unauthorized absences from work.
4. Personal conduct at work.
5. Violation of safety rules or personal conduct at work that is dangerous to others.
6. Failure to act consistent with the Mercer Island Vision set forth in Section 2 of this Handbook
7. Violation of any ethical provision of state law or this Handbook
8. Unlawful harassment, discrimination, or retaliation in any form, including use of the e-mail system or Internet.
9. Arriving on the job under the influence of drugs or alcohol; using intoxicating beverages or other drugs on City property; misuse of prescription drugs on the job which may cause potential hazard to other employees or the public; or job performance that is adversely affected by the use of intoxicating beverages or other drugs.
10. Violation of any ordinance, directive or policy of the City or departmental operating procedure or regulation.
11. Insubordination.
12. Violation of safety rules or personal conduct at work that is dangerous to others.
13. Conviction of a felony or a misdemeanor which would adversely impact the employee's ability to perform the duties of his or her position.
14. Interfering with or disrupting the work of other employees on the job.
15. Negligent or willful damage to the City's property, waste of supplies and equipment, or theft.
16. Discourteous treatment of the public or other employees.
17. Fighting on the job.
18. Conducting private enterprise or business during City working hours.

Authority to take most disciplinary/corrective action rests with the Department Directors who must consult with the Human Resources Department and/or the City Attorney's Office. This authority may be delegated to supervisors or team leaders, but is limited to reminder notices,

warnings, and reprimands. Any disciplinary/corrective action must be reviewed by the Human Resources Department or the City Attorney's office prior to its delivery.

Any suspension or termination resulting from disciplinary/corrective action must be reviewed and recommended by the Department Director, the Human Resources Department and the City Attorney.

When a disciplinary issue arises, the City Manager may invoke the Disciplinary Review Committee (DRC). The Human Resources Director, the City Attorney, the Department Director of the affected department and an uninvolved Department Director (determined by the City Manager) will make up the DRC. The DRC will evaluate the disciplinary matter and determine the appropriate course of action through consensus. If the DRC lacks consensus when determining disciplinary action, the matter will be turned over to the City Manager who will consult with the members of the DRC and make a final determination.

The City Manager may, at his/her discretion, use an outside professional or retain a Human Resources Director and/or City Attorney from another city when a conflict of interest or perceived conflict of interest arises.

An employee who is subject to a disciplinary or corrective action will be notified regarding the reason and the proposed disciplinary/corrective action. Employees who work under Civil Service rules and regulations or a collective bargaining agreement should refer to those documents for more specific information regarding disciplinary policy. The general guidelines of the Corrective Action Track and Disciplinary Action Track are outlined below, although as set out below, need not be followed, as the City, in its sole discretion, may take any disciplinary action it deems appropriate up to and including the termination of employment unless otherwise prohibited by a collective bargaining agreement, civil service rules, an employment contract signed by the City Manager or the City Attorney, or if otherwise prohibited by law. Nothing in this policy is intended to or does alter the otherwise at-will status of any employee.

Generally, the Corrective Action Track may take one or more of the following forms, in the City's sole discretion:

1. **Reminder I Notice** – When informal coaching sessions are unsuccessful in solving a performance or behavior problem, the first level of formal disciplinary action is generally a Reminder I. The supervisor, team leader or Department Director issues the Reminder I notice to the employee, discusses the issue, reminds the employee of his/her responsibility to meet the City's standards, and advises the employee that subsequent performance and/or behavior problems will lead to further corrective action.
2. **Reminder II Notice** – If the performance or behavior problem continues, the supervisor generally moves to Reminder II notification. The supervisor discusses the performance or behavior problem with the employee and issues the Reminder II notice, which is placed in the employee's personnel file. The employee is advised of the next step, which is 'Decision Making Leave'.

3. **Decision Making Leave** – When the Reminder I and Reminder II notifications are unsuccessful in convincing an employee to solve a performance and/or behavior problem, the employee is generally suspended for one day with pay. The employee is told to return on the following day ready to make a final decision - either to solve the immediate problem and make a total commitment to fully acceptable performance in every area of the job or choose to resign. If another offense occurs, or if at any other time in the process, in the City's sole discretion, the employee's employment may be terminated.

Generally, the Disciplinary Track may take one or more of the following forms, at the City's sole discretion:

1. **Verbal (oral) warning** - A verbal notice that a rule or work standard has been violated may be given. When the warning is given, the employee is to be advised that the action will be noted in the departmental record and that subsequent violations will lead to more severe discipline. Record of verbal warnings are not placed in an employee's personnel file.
2. **Written warning** - A written notice that a rule or work standard has been violated may be given. When the warning is issued, one copy of the document will be given to the employee and the original will be forwarded to the Human Resources Department and placed in the employees' personnel file. The Department Director will maintain a copy in a confidential file.
3. **Suspension Without Pay** - Suspensions, for up to 30 days without pay, may be made where the offense is serious and/or repeated, where the employee has received prior discipline and been advised that further work rule or performance violations would result in further discipline, or as determined by the City, in its sole discretion. Suspensions must be approved by the City Manager and will not take effect until the matter is reviewed and the recommended disciplinary action is approved as set out above. Written record of a suspension will be placed in the employee's personnel file.
4. **Demotion** - A demotion may be imposed in addition to any other disciplinary/corrective action where the employee has failed to fulfill the requirements of the position and the violations are repeated and/or serious, where the employee has received prior discipline and been advised that further work rule or performance violations would result in further discipline, or as determined by the City, in its sole discretion. Demotions are subject to the review and approval of the City Manager.
5. **Termination of employment** - Termination may be imposed for failure to meet performance expectations and for any serious and/or repeated violation of work rules. It is not necessary that any prior discipline has been imposed. Termination is appropriate for criminal offenses, serious work rule violations, failure to meet

performance standards, and for such other reasons as the Department Director and the City Manager determine jeopardize the efficient operation of the City. Terminations are subject to the review and approval of the City Manager.

All disciplinary notifications must be reviewed by the Human Resources Director or City Attorney before finalized. If an unrepresented employee disagrees with any disciplinary/corrective action taken under these provisions, he or she may resort to the grievance procedure.

Grievance Procedure Policy

Occasionally, an unrepresented employee or group of unrepresented employees may dispute the application or interpretation of job-related rules and/or regulations. When the issue cannot be resolved informally between the employee and the immediate supervisor or team leader, the disagreement will be termed a grievance and the following procedures will be followed.

1. An unrepresented employee or group of unrepresented employees may present directly, or through a designated representative, a grievance to the appropriate supervisor or team leader within ten (10) working days of the disputed event and the supervisor or team leader will attempt to resolve the issue within ten (10) working days after it was presented.
2. In the event the supervisor or team leader and the employee cannot resolve the matter, the employee may present the grievance in writing to the Department Director within five (5) working days from receiving the supervisor or team leaders' decision. The Department Director will attempt to resolve the matter within ten (10) working days from receipt of the grievance. The written grievance will outline the facts at issue and the remedy sought.
3. If the employee is not satisfied with the decision of the Department Director, the written grievance together with all pertinent information must be presented within five (5) working days to the City Manager, who will render a decision within fifteen (15) working days from presentation, unless a longer time period is necessary, as determined in the sole discretion of the City Manager. The Deputy City Manager or Assistance City Manager are considered part of the City Manager's Office and may serve as his/her designee in the final step of the grievance process, if the City Manager is unable to be the final decision maker. To ensure both fairness and the appearance of fairness, the Assistant City Manager and the Deputy City Manager shall remain detached from the grievance process, unless circumstances require additional designation by the City Manager. The decision of the City Manager is final.

4. The time frames outlined above may be extended by mutual consent of the employee and the supervisor, team leader, Department Director or City Manager.

Employees who work under the terms of a collective bargaining agreement should refer to their contract for grievance filing procedures.

**RECEIPT AND ACKNOWLEDGMENT OF
EMPLOYEE HANDBOOK**

This employee Handbook is a guide intended to help you become acquainted with the City and its policies and procedures. These policies and procedures described in this Handbook do not constitute a promise of specific treatment in specific situations. The City may, in its sole discretion, change, delete, suspend, discontinue, alter, interpret or deviate from any part or parts of the policies in this Handbook at any time with or without prior notice or reason. Any such changes made by the City will immediately supersede the current contents of this Handbook. This Handbook is effective as of the date below and replaces and supersedes all previous employee handbooks.

Your signature below indicates that you have received and have had an opportunity to review the City’s employee Handbook and that you will familiarize yourself with its contents.

Date

Employee’s Printed Name

Employee’s Signature