



# City of Monroe

## **Employee Handbook**

(This employee handbook supersedes all other past handbooks or personnel manuals)

# Employee Confirmation of Handbook Receipt

## THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT

I have received the City of Monroe employee handbook. I understand that it is my responsibility to read this booklet and to consult my supervisor if I have any questions.

I understand the statements contained in this handbook are guidelines and summaries of benefits and policies. They do not bind the City of Monroe. I further understand that the City of Monroe reserves the right to change, revoke or make exceptions to the city policies or Benefit Plan Documents at any time and at its sole discretion.

I further understand that the Handbook does not create an employment contract between me and the City of Monroe. I also agree that my employment with the City of Monroe is at-will, and that either the City of Monroe or I may terminate the employment relationship at any time with or without cause or notice. I understand that this Handbook supersedes any prior summaries or statements of employment policies and procedures. This document should not be construed or relied upon by anyone as a legal document, covenant or contract of any kind.

I understand that the policies, procedures, practices and benefits described in this handbook shall apply to all employees of the City of Monroe except where otherwise noted herein or unless they conflict with provisions of any binding collective bargaining agreement, civil service rule or law.

I hereby consent to deduction from my final paycheck any amounts advanced to me that remain unearned when my employment with the City of Monroe ends, including unearned vacation leave.

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NAME (Please Print)

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EMPLOYEE SIGNATURE

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DATE

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# EMPLOYEE HANDBOOK

## Preface

*This employee handbook has been designed to introduce you to policies, procedures, guidelines and programs that affect most employees. The policies and programs described within, and in the referenced personnel policies, do not create a contract or commitment, and do not bind the City of Monroe, hereafter referred to as "the City". The City retains the right to change, revoke or make exceptions to any or all of the policies or programs described at any time and at its sole discretion.*

This employee handbook sets forth the minimum standards of performance and conduct for all employees in the City. Each department may also develop standard operating procedures which may not appear in this manual. Department directors shall inform employees of such procedures and ensure they are carried out uniformly.

The City personnel policies and procedures shall apply to all employees. Where there is a conflict between such policies and procedures and the bargaining agreement, the bargaining agreement shall govern. For civil service employees, the bargaining agreement shall prevail, followed by civil service rules and regulations, police standard operating procedures, personnel policies and procedures, and finally the employee handbook.

Changes in policies and procedures applicable to employees in the bargaining unit which are mandatory subjects of bargaining shall be negotiated between the City and the Union.

The purpose of these rules, regulations and policies is to facilitate efficient service to the public and to provide a personnel management system within the City that deals with all employees of the various departments in an equitable and uniform manner.

It is the intent of the City to employ the most qualified persons available. The tenure of every employee shall depend upon the need for work performed, availability of funds, effective performance and good conduct.

The city administrator will conduct a periodic review of the employee handbook and recommend any revisions to the mayor. Elected officials, department directors and employees may also recommend revisions. Proposed revisions should be submitted in writing to human resources who will review the revisions with the city administrator. Approved revisions will be distributed to all employees.

Employees who have questions about this employee handbook are encouraged to contact their supervisor.

## **Section I: Introduction**

### ***Imagine Monroe***

A lively center surrounded by nature.

A place of beauty and goodwill. Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and with a variety of choices for work, housing, dining, shopping, arts, and activities.

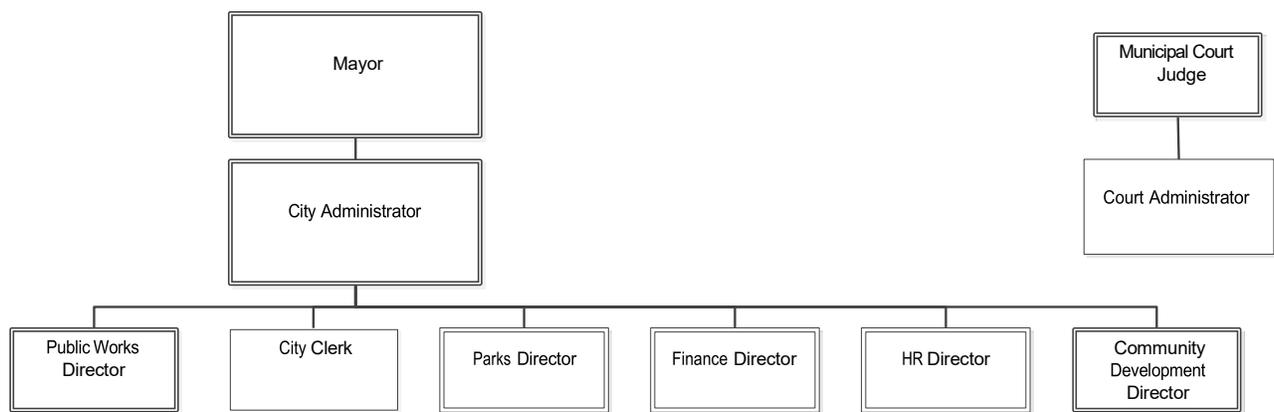
Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home, and everyone feels they belong.

## ***Monroe's Form of Government***

The City was incorporated in 1902 and operates under a mayor-council form of government. Under this system, there are seven elected council members and the mayor. The council members are elected at large to serve consecutive four-year terms. The mayor and council members hold the only elected positions within the city.

The city administrator is appointed by the mayor and is responsible for the overall administration of the city's operations. Department directors are directly responsible to the city administrator. The chain of command runs from the mayor to the city administrator, department directors, managers, supervisors, to non-supervisory personnel.



## Section II: Program Administration

### *Orientation*

Human resources shall be responsible for the general orientation of employees to the City when they begin employment. The department director or designee is responsible for orientation of each employee to his or her department. Orientation shall include, and is not limited to, organization and services of the City, work rules, policies and procedures, departmental rules and procedures, completion of appropriate forms, and introduction to other city personnel.

### *Authority*

The mayor is responsible for personnel administration and has delegated these responsibilities as follows:

1. The city administrator, along with human resources, shall be responsible for ensuring that the following activities are properly administered by the City:
  - Recruitment and Selection Process
  - Affirmative Action Plan
  - Classification and Compensation Plan
  - Labor Relations
  - Review and Monitoring of all Personnel Actions
  - Retention of Personnel Records
  - Coordination of Interdepartmental Training Programs
2. Department directors, with the assistance of human resources, are responsible for the following matters for employees within their assigned departments:
  - Performance Review
  - Training and Professional Development
  - Employee Recognition
  - Safety
  - Progressive Discipline

Personnel matters shall be administered in an equitable, efficient, and impartial manner. Any benefit contained in the employee handbook that could result in a financial obligation by the City shall not be effective until approved by the city council.

### ***Equal Employment Opportunity***

The City is committed to an environment that promotes equal access to employment opportunities for all applicants and employees and strives for a workforce composition that reflects the diversity of qualified applicants.

The City does not discriminate in any terms or conditions of employment, on the basis of race, creed, color, religion, sex, age, national origin, marital status, sexual orientation, citizenship status, disability or veteran status. The City will reasonably accommodate disabled employees and applicants as required by law.

No person may require an individual to take an HIV test, as defined in chapter 70.24 RCW, as a condition of hiring, promotion, or continued employment unless the absence of HIV infection is a bona fide occupational qualification for the job in question. (Refer to RCW 49.60.172 for additional information).

An employee who believes he or she has been treated unfairly should report the incident to a supervisor, manager with whom the employee feels comfortable, or human resources.

### ***Anti-Harassment/Anti-Violence***

It is the policy of the City of Monroe to provide a work environment for all of its employees that is harmonious and free from intimidation. To this end, the City will not tolerate any form or degree of harassment. Harassment based on race, creed, color, religion, sex, age, national origin, marital status, sexual orientation, citizenship status, disability, or veteran status is a form of discriminatory behavior and will not be tolerated.

In addition, the City of Monroe is committed to providing a safe workplace for all individuals. The City strictly prohibits any acts or threats of violence against others by any individual on city property at any time or while such individual is engaged in business with or on behalf of the city, on or off city property.

All inquiries, complaints, and investigations are treated as confidentially as possible under the circumstances. Information is revealed strictly on a need-to-know basis. Adequate steps will be taken to ensure that the complainant is protected from retaliation during and after the period of the investigation. Any employee responsible for any form of retaliatory conduct may be subject to disciplinary action.

This policy applies to all employees and members of the public using city facilities and vehicles. As with any other policy, each department director is responsible for ensuring that all employees adhere to the policy.

Prompt disciplinary action may be taken against an employee who is found to have violated this policy.

Refer to the Anti-Harassment/Anti-Violence Policy 2025-013 for further information.

## **Section III: General Employment Information**

### ***At-Will Employees***

An employment relationship with the City is not guaranteed for any specified length of time. *Neither the employee nor the City has entered into any contract of employment for anything other than at-will employment.* Employees remain free to terminate their employment with the City at any time for any reason. Similarly, the City remains free to terminate an employee's employment for any reason not prohibited by law, with or without cause. No employee can vary the at-will nature of the relationship unless in writing and signed by the city administrator or the mayor.

### ***Substance Abuse Policy***

It is the policy and intent of the City to maintain a safe and healthy working environment for all employees, to ensure efficient and safe community service, to protect employees and the City from liability, to safeguard city property and assets, and to comply with all applicable laws and regulations governing substance abuse.

The City is committed to a workplace free of substance abuse and has an obligation to ensure public safety and trust in its services and programs. Accordingly, the manufacture, distribution, dispensation, possession or use of a controlled substance, the unauthorized use of prescription drugs, drugs not medically authorized, or the use of any other substance, including alcohol, which would impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees is strictly prohibited. Employees who possess or use substances in violation of this policy are subject to disciplinary action up to and including termination.

It is imperative that employees who abuse substances be aware of the seriousness of such misconduct and the potential penalties. In addition to law enforcement measures that may be invoked for criminal violations, employee involvement in any of the above actions while on city property or in city vehicles may be subject to disciplinary action up to and including immediate termination.

It is the responsibility of any employee who observes, or has knowledge of, another employee in a condition that impairs a person's ability to perform job duties or poses a hazard to the safety and welfare of the observed employee or others, to promptly report the incident to management.

The City strictly prohibits the following while at work or on City property:

- Selling, possessing, transferring or purchasing, producing or manufacturing controlled substances and/or alcohol.
- Using or being under the influence of alcohol or drugs at any time during the working hours while on city premises, or while using city equipment.
- Using a city vehicle at any time or place, whether or not performing city business while using or being under the influence of alcohol or drugs.
- Reporting to work under the influence of alcohol, illegal drugs, or controlled substances.
- Reporting to work when taking prescription or non-prescription medications which could affect performance, without prior notification of an employee's supervisor or manager.

It is also the purpose of this policy to encourage employees to seek professional assistance any time personal issues, including alcohol or drug dependency, adversely affect an employee's ability to perform assigned duties. All city employees and personnel using city facilities must adhere to this policy. This includes regular, part-time and temporary employees and contractors.

Refer to Substance Abuse Policy #98-060 for further information.

## ***Tobacco Free Workplace***

The City has implemented a tobacco free workplace policy for both employees and members of the public using city facilities and vehicles. This means:

- Employees and members of the public are not permitted to use tobacco products in any city-owned buildings. This includes, but is not limited to, city hall, the shops, the wastewater treatment plant, and all recreation buildings. There are no designated areas for tobacco use inside of city owned buildings.
- The same tobacco free policy will apply to employees and the public using facilities leased by the city.
- Tobacco use is prohibited in all city-owned vehicles.
- Police employees may not smoke or chew tobacco while in their uniform and visible to the public.

Tobacco products may be used out-of-doors, in non-enclosed spaces, at least 25 feet away from entrances, exits, opening windows and ventilation intakes.

Tobacco users are to maintain good housekeeping by disposing of cigarette and cigar butts, ashes, etc. in the ashtrays provided. Chewing tobacco, snuff and other varieties of smokeless tobacco residue, including “spit”, must be collected in a container, sealed and then placed in the lined trash receptacles provided.

Tobacco use is to be on non-work time (e.g., designated breaks, meal periods and before and after scheduled work hours).

Violations of this policy will be handled in the same manner as any other rule of conduct violation.

## ***Employment of Relatives***

An otherwise qualified relative of a city employee may be hired provided that an individual is not assigned to work for his or her relative who has direct supervisory/managerial responsibilities. In the event that an employee is transferred or promoted into a supervisory/managerial position within the same department as the relative, then the two employees, along with the department director, must determine a new assignment for one, or both, of the employees. If another assignment cannot be determined, one of the involved employees must resign. If no resignation occurs, the mayor, or his or her designee, may terminate an employee who is related to another employee.

Relatives include employee’s spouse, parents, grandparents, siblings (includes half-brothers/sisters and stepbrothers/sisters), children, grandchildren, father-in-law or mother-in-law.

## ***Outside Employment (“Moonlighting”)***

Employees should get prior approval from their supervisor prior to commencing outside employment.

Outside employment, engaged in by city employees, must meet the following criteria:

- must not distract from the efficiency of the employee while performing city duties; and
- present no conflict of interest with city business; and
- not take preference over extra duty required by city employment; and
- create no liability for the City, and
- is prohibited while an employee is out on a city-paid leave of absence.

Any employee engaged in outside employment which conflicts with the requirements of this section shall resign from such outside employment or may be terminated upon refusal to resign. Police employees should refer to the department’s standard operating procedure for additional requirements.

Employees who are unsure of the appropriateness of outside employment under the above rules should contact their supervisor.

### ***Safety and Health***

The City is committed to providing a safe and healthy workplace for all its employees. The City complies with the Washington Industrial Safety and Health Act (“WISHA”) and implements a site-specific safety and health program. The responsibility for the success of the safety and health program is shared by management and all employees working at the City.

The objective of the safety and health program is to reduce or eliminate disabling injuries and illnesses. It is the policy of the City to exercise all precautions necessary to protect employees from all accidents. Management firmly believes that most accidents are preventable.

Managers and supervisors are responsible for developing safety awareness for themselves and in those they supervise. Managers and supervisors must ensure that all operations are performed with the utmost regard for the safety and health of all employees involved, including themselves.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations. Employees are encouraged to be alert to unsafe conditions and report them promptly to their supervisor, manager, risk manager, or employee safety committee member.

Failure to comply with city safety and health policies may result in disciplinary action up to and including termination.

### ***Safety Committee***

A safety and health committee has been established to recommend improvements to workplace safety and health programs and identify measures needed to eliminate or control recognized safety and health hazards. The safety and health committee is responsible for assisting management in communicating procedures for evaluating the effectiveness of measures used to protect employees from workplace safety and health hazards.

Refer to the City's Accident Prevention Plan #2002-021 for further information.

### ***Network, Internet, E-Mail***

The City of Monroe provides a computer network capable of offering Electronic Mail (E-mail) and Internet access to employees and contingent workers, hereinafter referred to as “network users”, to assist and facilitate legitimate City business communications. The use of personal E-mail accounts and handheld communication devices for City business is strongly discouraged.

There should be no expectation of privacy on the part of network users using City network, E-mail, and Internet access. An electronic record is a public document and is therefore not private. It may be recoverable even if it is deleted. Such records may be subject to disclosure under the public disclosure law and may be disclosed for audit or legitimate City operational/management purposes. Network users should never put information on or access E-mail or Internet services unless they would feel comfortable accessing or putting the same information in a publicly distributed memo. By using the City’s computer network (including E-mail and Internet), network users agree that they are aware of,

understand, and will comply with provisions of this policy.

Law enforcement personnel, in the course of their duties may be required to utilize City computer networks in a manner that is inconsistent with this policy. Such use is permitted as required, and will

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be monitored by the Chief of Police or designee who is responsible for the investigative police work that may potentially violate this policy.

Refer to the Electronic Media Policy #2025-024 for further information.

### ***Employee Parking***

Because parking space is limited, employees should not park in visitor designated parking stalls. Only employee vehicles displaying the appropriate State issued handicap designation may park in handicap parking spaces. General parking for employees is on a first-come, first-serve basis. Employees should take care not to occupy more than one parking space per vehicle. Employees should be courteous, watch vehicle doors, and drive safely in city parking lots. The City assumes no responsibility for vehicles or their contents in these parking areas.

### ***Personnel Records***

Human resources or police administrative commander shall ensure that an official personnel record is maintained for each employee. Personnel records shall only be available to the employee and employee's department director or designee. The personnel record shall show the employee's name, position and department to which assigned and shall include employment status, performance evaluations, training received, written disciplinary actions, written commendations, and other pertinent information.

Personnel records will be secured in a locked cabinet. Information from personnel records may be disclosed in accordance with the public disclosure law or upon the consent of the employee.

An employee may place any pertinent information in his or her personnel file with the approval of his or her department director. Copies or inspection of an employee personnel file or any portion thereof, may be obtained by an employee upon request to human resources or the police administrative commander.

### ***Confidentiality***

Certain portions of the personnel records of the city are public documents and are subject to disclosure under state law (**RCW 42.56.210**). The city will attempt to maintain the confidentiality of personnel records to the extent permissible under state statute.

### ***Political Activities***

City employees may participate in political activities of their choosing provided that no city resources or property of any kind are utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on city time or in a city uniform or while representing the City in any way. Employees may not allow others to use any city resources or property for political activities. Employees shall not solicit, on city property or city time, for a contribution for a political cause.

A city employee may be a candidate for a partisan political office or nonpartisan board such as, but not limited to a school board or a library board, and if elected, may retain the city position. However, if such an office is clearly inconsistent, incompatible, or in conflict with his or her duties as a city employee (e.g., a city employee running for city council), the employee shall terminate city employment prior to assuming the elected position. Questions regarding whether the office is a conflict should be directed to the city administrator for clarification.

## ***Conflicts of Interest***

Refer to City of Monroe Code of Ethics Ordinance 2.52.040.

## ***Gifts and Gratuities***

Public officials and City employees shall not, directly or indirectly, solicit any gift or accept or receive any gift - whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances: 1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or 2) the gift was intended to serve as a reward for any official action on their part.

City employees may accept de minimis gifts such as calendars, coffee mugs, and candy that are given as a customary business practice and have no material significance to the recipient, with such gifts from any one source not to exceed \$25 in value in any twelve-month period. City employees should report any gift to their immediate supervisor. (Refer to Code of Ethics Ordinance 2.52.050)

## ***Solicitation***

In order to maintain a work environment free from outside distractions and work interruptions the City restricts solicitation and the distribution or posting of literature on city premises.

Individuals not employed by the City are not permitted to enter city premises at any time to solicit, survey, petition, or distribute literature, except during non-work time and in non-work areas. This restriction includes charity solicitors, salespersons, questionnaire surveys, union organizers or any form of solicitation or distribution.

Employees may post personal announcements, for sale items, etc. using the City's "flea market email distribution list. The City considers it important to return to the community, therefore, city-approved programs such as the annual United Way campaign are exempt from this policy.

Employees should not solicit other employees during work time, This includes the work time of the employee who is soliciting as well as that of the employee being solicited. Solicitation includes asking another employee during work time to take a specific non-work-related action.

## ***Personal Appearance and Dress***

Employees shall wear appropriate attire for their position and department. All employees shall be neat and clean in dress and personal appearance. The city administrator or department director may issue rules regarding what is considered necessary, required, or appropriate attire for each department or for particular positions. Department Directors shall exercise appropriate discretion including making reasonable accommodations on the basis of employee's religious beliefs or medical conditions. Should uniforms be required for a particular position, they will normally be provided at city expense.

If an employee's dress or appearance is such that it constitutes a threat to the health or safety of others or distracts the attention of other employees or the public from their work, the department director or designee may require that the employee change his or her dress or appearance. A second or repeated violation may result in disciplinary action.

## ***Department Rules***

Supervisors may establish rules and procedures which regulate the work activities and the conduct of

employees within that department. Departmental rules and procedures will not conflict with the policies contained in this manual and/or bargaining agreement and will be binding upon the employees of that department.

### ***Discipline***

The City is committed to establishing and maintaining standards of conduct and supervisory practices which will support effective business operations and an environment which promotes reciprocal respect and dignity.

The City will take appropriate disciplinary action based on the seriousness of the situation and the relevant circumstances, up to and including immediate termination. Discipline less than termination may take the form of counseling, a verbal warning, a written warning, final warning, an interim performance appraisal, probation, and/or suspension alone or in any combination thereof depending upon the supervisor's assessment, on a case-by-case basis, of the facts and circumstances surrounding each individual situation. The use of disciplinary action less than termination in a given case does not change the at-will nature of employment with the City.

The City of Monroe will schedule a pre-disciplinary meeting to permit the employee to respond to a notice of discipline (Loudermill). At the beginning of the pre-disciplinary meeting, the City of Monroe will describe its proposed discipline and the general reasons for issuing the proposed discipline.

Union employees are entitled, at their option, to have union representation during any investigatory interview conducted by the City of Monroe that the employee reasonably believes may result in discipline of the employee (Weingarten).

It is the responsibility of city employees to comply with applicable policies, the rules of conduct, ethics, and performance expectations for conducting business and to assure that standards of quality and safety are met.

It is the supervisor's responsibility to address disciplinary problems in a timely manner; to contact human resources for assistance if needed; to properly document all actions; and to ensure fairness and consistency in handling disciplinary situations.

It is the responsibility of human resources to coach supervisors in counseling employees who are having difficulties and to assist in determining the most effective corrective action.

### ***Security***

Employee access to non-public areas is provided via computer-controlled identification cards. Information Technology is responsible for issuing ID cards **and updating records**. Department directors, or designee, are responsible for determining and approving employee access rights. Employees are responsible for following access system training bulletin, reporting lost or stolen cards immediately to human resources, reporting any unusual or suspicious activity to the police department, and producing ID cards upon request. To prevent inappropriate outside access, access rules must be strictly followed. It is especially important that building security rules and procedures are specifically enforced at all times (i.e., doors locked after hours). Failure to comply with these requirements may lead to disciplinary action, up to and including termination.

### ***Privacy Rights in the Workplace***

Lockers, desks, etc. furnished by the City for the use of employees are subject to inspection and may be searched by supervisors without a search warrant. Inappropriate items found may be used in a

disciplinary proceeding.

### ***Personal Property***

Personal property brought into the workplace by employees shall be done so at the sole risk of the employee. The city shall not be responsible for any type of damage or theft of the employee's personal property.

### ***Emergency Closures***

It is the policy of the City that all city offices and activities shall be open and in operation during established working hours. Because many city services are of primary importance during emergency conditions, all employees should make every effort to report for work on a timely basis. Should emergency conditions prevail which would prevent city employees from reporting to work, it will be the responsibility of the employee to contact his or her supervisor or department director by telephone to indicate anticipated absence from work or late arrival to work and the reason for such absence or tardiness.

Any employee unable to report to work will be given the option of having pay deducted for the time lost or for applying vacation credits or compensatory time, if such has been accrued, to offset any loss of pay, subject to the approval of the employee's supervisor.

Should conditions prevail that require the mayor to announce curtailment of city operations for the safety and welfare of city employees, no pay shall be deducted for time lost during the first two (2) days of lost time during such curtailment of operations, nor shall employees be required to use vacation or compensatory time for such two (2) day period unless the employee had already scheduled the time as vacation or compensatory time off. Emergency Closure pay will not exceed eight (8) hours, even if working an alternative work schedule.

Employees (non-commissioned) who are required to report to work during emergency closures shall be paid at a rate of one and one-half (1-1/2) times their regular straight-time hourly rate of pay for hours worked.

During periods of official closure due to physical damage or service interruption to the facility, if possible, employees will be provided substitute work. Employees are expected to report for work and perform regular or substitute duties.

During the following unusual occurrences, the City may provide shelter for employee's families:

- Earthquakes
- Winter Storms
- Civil Disturbances
- Floods
- Extended Power Outages

Families should report to the police building. If possible, families should bring food, water, clothing, and any special items (medicine, diapers, formula) for 72 hours.

Refer to the Emergency Management Policy for further information.

### ***Health and Fitness***

Each employee is encouraged to maintain physical and mental health fitness necessary to effectively perform the duties of his or her position. In order to help an employee stay physically fit, the City offers an exercise facility or "Wellness Center".

After signing a wellness waiver form, current city, police and fire employees and their spouses may utilize the wellness center located at the fire department. Employees are subject to the rules and regulations posted. There is no cost to the employee for this benefit.

### ***Driving City Vehicles***

City-owned vehicle use is restricted to city business unless additional personal use is authorized in advance or in the event of an emergency.

An employee may not have a non-city employee in a city owned vehicle without having prior management approval. A waiver form may be required, depending on the circumstances.

A current and valid Washington State vehicle operator's license must be maintained and carried at all times by each employee using city-owned vehicles. The employee's license must have the appropriate endorsements. As a condition of employment, all employees must immediately notify their manager if their license has been suspended, revoked, or cancelled.

The City may periodically review the driving records of all employees who may operate city-owned vehicles. As part of this review, employees may be rated via a driver evaluation point system. The purpose of this point system is to provide guidelines to evaluate employees' driving records to determine eligibility when driving is an essential job function. Also, all employees' records should be re-checked during their yearly performance evaluation. Authorized CDL drivers must provide an updated Driver Abstract on a yearly basis. For further information, refer to the Washington Cities Insurance Authority ("WCIA") Fleet Loss Control Guidelines.

After a review or an incident, a supervisor may determine an employee is ineligible to operate city-owned vehicles and subject to disciplinary action up to and including termination. An ineligible employee may request requalification after a disciplinary period of up to six months. An ineligible employee may be required (at the employee's expense) to attend a defensive driving course, view defensive driving tapes, or participate in such other training as the department director may deem appropriate as a prerequisite for requalification.

Operating city-owned vehicles/equipment under the influence of alcohol or drugs, or carrying an open container of alcohol or any other controlled substance in the vehicle is strictly prohibited, and may be grounds for dismissal. Refer to the Substance Abuse Policy for further details.

It is the responsibility of the driver to discuss with his or her supervisor any concerns regarding personal fitness and ability to operate city-owned vehicles when a physical condition, or use of medication, could adversely affect driving ability.

Most city-owned vehicles are equipped with seat belts. The number of employees carried should never exceed the number of available seat belts. Use of seat belts is mandatory, with the exception of certain emergency response vehicles (as permitted by state law).

Persons operating specialized equipment may be required to pass a city-approved operator's competency test for that equipment. Employees are encouraged to note vehicle emergencies of other drivers, and to call appropriate authorities for assistance.

The City provides motor pool vehicles for employee use while conducting city business. Personal vehicle reimbursement will only occur if a city vehicle is unavailable for use, and the employee has prior management approval. The employee will then be reimbursed at the current rate (accepted and

published by the Federal Internal Revenue Service). Any employee using a personal vehicle while conducting city business is required to carry personal liability and property loss insurance coverage for said vehicle. (Refer to Meeting Attendance, Travel and Meal Reimbursement Policy #2003-017.)

Employees who are required to be on 24-hour call may have an assigned city vehicle to be taken home. These vehicles shall not be used for personal business and the employee shall be responsible for items lost or stolen from an unsecured vehicle.

City vehicles may be used during any employee's workday for travel to lunch when an employee is out of town on city business, an employee is in town in a city vehicle in a location where driving to obtain personal vehicle would result in an extra and unnecessary expenditure of fuel and time, or when an employee is required to be on duty during lunch (i.e., police officers).

### ***Use of City Owned Equipment***

State law prohibits employees from receiving personal benefits from the use of public (city) assets or services.

City-owned equipment is to be used by city employees only for the conduct of official city business. City-owned equipment includes, but is not limited to, vehicles, and shop equipment.

Equipment essential in accomplishing job duties is expensive and difficult to replace. When using city-owned property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination\

### ***Whistleblowing***

It is the policy of the City to encourage reporting by its employees of improper governmental action taken by city officers or employees and to protect city employees who have reported improper governmental actions in accordance with city policies and procedure(s).

Refer to Reporting Improper Governmental Action and Protecting Employees Against Retaliation #2024-019 for more information.

### ***Conduct of Employees While at Department of Corrections Facilities***

As an employee of the City of Monroe, you may have the opportunity to perform services for the Department of Corrections (i.e., police officer, wastewater treatment plant operator). As a City employee, you are not permitted to engage in the following behavior, including, but not limited to:

- Provide any inmate any item of contraband (i.e., beverages containing alcohol, illegal drugs, medicines, unauthorized weapons and ammunition, or other dangerous instruments, cell phones, etc.);
- Barter or make personal deals with offenders, offender families, or visitors;
- Engage in personal relationships with offenders, their family members, or close personal associates;
- Accept, maintain, or disburse funds of offenders except as authorized by your supervisor and

- Department regulations;
- Transmit messages for offenders outside the approved communication channels;
- Accept pay or gifts for any service that is part of your responsibility as an employee of the City.

Employees with questions as to appropriate behavior while at the Department of Corrections should consult with their supervisor. Failure to comply with this policy may result in disciplinary action up to and including termination.

## **Section IV - About Your Job**

### ***Appointment***

Appointments are made by the city administrator who may request the supervisor, department director and/or human resources to make recommendations for appointments (the mayor makes the appointment of the city administrator). Police department employee appointments are made according to civil service rules and regulations.

### ***Types of Appointment***

#### Full-time

An individual performing work in a position that entails more than seventy (70) hours per month for more than eight (8) months in any twelve (12) month period.

#### Part-time

An individual performing work in a position that entails less than (70) hours per month for any period of time.

#### Temporary or Seasonal

An individual working in a position that entails not more than eight (8) months in a twelve (12) consecutive month period. Should a temporary or seasonal employee be employed for more than seventy (70) hours per month for more than eight (8) months in any twelve (12) month period, the temporary or seasonal employee shall be considered a full-time employee retroactive to his or her date of hire as a temporary or seasonal employee.

#### Emergency Appointment

Appointments may be made of a limited duration to meet an extraordinary need or to prevent public injury, not to exceed three (3) months.

#### Exempt

An employee who holds an administrative, professional or executive position which is defined as exempt under the Fair Labor Standards Act.

#### Non-Exempt

An employee who is not employed in an exempt administrative, professional or executive position as defined by the Fair Labor Standards Act.

#### Provisional Appointment

Employees may be appointed temporarily to another position in the city service pending the selection process to fill such a position. Such appointments shall not exceed one year unless approved by the city administrator and mayor.

### Regular

An employee who has successfully completed his or her initial orientation period. Regular employees are credited with continuous service retroactive to the date of hire. Regular employees may be full-time or part-time.

### Consultant/Independent Contractor

An individual working as an independent contractor who performs professional consulting services typically under a written agreement for a fixed period of time and whose permanent offices are located offsite. Consultants/Independent contractors are not considered employees.

## ***Recruitment and Selection***

### Job Announcement

A job announcement will be made for any vacant position and will be initiated upon request of the department director to the city administrator. The announcement will include the title and salary range of the position, the job duties to be performed, a summary of the qualifications required, a time and place to apply, and the selection process to be used, when appropriate.

Notices of job vacancies shall be posted for at least five (5) working days. Employees who desire consideration for such openings shall apply during the period the notice is posted. Bargaining unit employees who meet the minimum qualifications for the position shall be given first consideration for positions in the same bargaining unit. For non-represented positions, the recruiting process for external applicants may begin while waiting for internal applicants to apply.

### Application

Internal employees applying for positions within the City must complete an application within five (5) days of first posting to ensure appropriate consideration for the job opportunity. Applications submitted after five (5) days may be too late for consideration. In such cases, To ensure all employees have the opportunity to apply for open jobs, offers of employment will not be made until after five (5) business days from the date the job is posted.

### Eligibility

An employee is eligible to apply for any promotional or lateral transfer for which they meet the minimum qualifications.

Employees who are currently on disciplinary action (verbal or written) must obtain their current supervisor's approval prior to applying.

## Selection

The selection criteria will be based on job-related knowledge, skills, abilities, experience, education, training, certification and, when appropriate, aptitude and character. The selection process may or may not require formal written or oral examinations. When appropriate a specific selection process shall be outlined in the job announcement. Copies of the selection criteria and process results will be approved by and kept on file, according to the records retention schedule, with the human resources.

Testing procedures for civil service positions are approved by the civil service commission.

Interviewers shall base decisions concerning employment on the principle of equal employment opportunity by imposing only valid job-related factors in selecting the most qualified applicants.

Applicants may be required to submit to a physical examination, psychological examination, background check, review of driving record, credit check, polygraph, fingerprinting and other job-related tests as appropriate for the position.

The mayor and/or the city administrator shall have the final authority in all selection decisions, except for civil service positions, which are governed by civil service rules.

## ***Classification Plan***

### Purpose

The classification plan will consist of a listing and definition of all positions within the city service. The purposes of the classification plan include:

1. Establish qualification standards for employment eligibility;
2. Attempt to maintain internal and external equity of compensation for similar positions;
3. Develop standards of work performance via a job description;
4. Establish directions of career advancement;
5. Provide a means of analyzing organizational relationships of positions;
6. Assist in determining budget requirements;
7. Identify training needs; and
8. Provide flexibility in the utilization and assignment of human resources.

### Requests for Reclassification

As changes occur in the responsibilities of a position, it is appropriate to determine whether changes in the classification of a position are justified. Such changes may result from gradual modifications and additions to the responsibilities of a position and/or from a departmental reorganization.

Because of the implications of a position reclassification, these basic guidelines are followed:

### Department Request:

A request for classification review begins only when the supervisor/manager can clearly identify department need or organizational changes in responsibilities that have occurred as a result of reorganization, enhanced job duties, or changes in work complexity. The justification focuses on the content of the position that has changed. Human Resources may also request a supervisor/manager to consider reclassification of a position based on market data and internal comparables.

Increase in work volume, outstanding performance, or admirable behavioral traits of the incumbent, although valued and important, are not relevant in a classification audit.

Step 1: The supervisor/manager requests a review by the department director and provides the following information:

- A copy of the most recently approved job description;
- A detailed listing of specific additions, deletions, or changes that have been made subsequent to the position's responsibilities.
- Any additional background material that the supervisor/manager considers appropriate to document the change in the position regarding its complexity, skills, or accountability.

Step 2: If the department director agrees that a review is warranted, the department director would submit a written request to Human Resources.

Step 3: Human Resources will review the information provided and, working with the supervisor/manager, update the existing job description. Sample job descriptions from other cities may also be requested and comparables will be researched.

Step 4: Human Resources will make a recommendation to place or not place the position in a higher classification to the department director based on the revised job description and comparable market data.

Step 5: The department director will review the recommendation, make any additional comments if necessary, and then forward the information and recommendation to the City Administrator (or Police Chief for police positions) for review.

Step 6: The City Administrator (or Police Chief for police positions) receives and considers the recommendation and determines the proper action.

Step 7: Upon approval of a reclassification by the City Administrator (or Police Chief for police positions), the position is then assigned to the appropriate classification range.

### Employee Request:

If an employee believes that their position is no longer properly classified, the employee may request that a classification audit be performed.

Step 1: The employee would complete a Position Classification Questionnaire, available from the Human Resources Office, and submit to their immediate supervisor/manager.

Step 2: If the immediate supervisor/manager, in consultation with the department director, determines that the request meets the criteria and therefore has merit the supervisor/manager will begin Step 1 under department request above.

### Appeal Process:

All appeals shall be submitted to the department director. The department director, in collaboration with The Human Resources office, will review the appeal and make a determination whether the appeal has merit. The department director will then forward their recommendation to the City Administrator (or Police Chief) for review. The City Administrator (or Police Chief) will either deny the appeal or ask for a reevaluation of the decision. Their decision is final.

### Compensation:

In the event a classification is reclassified, then,

- If the new classification has a higher pay range, the employee will be paid at the nearest step in the new range, which provides a minimum increase of 5%. Reclassified employees will maintain their normal step date (hire date) for future step increases.
- If the new classification has a lower pay range, the employee will be paid at the nearest step of the new range of their current salary, whichever is higher. In the event the current salary is higher, the salary will be frozen until such time as the new range exceeds the frozen salary, excluding cost of living increases, at which time the rate will conform to the top step of the new range.

### Establishment of a New Classification Specification:

A department director, when requesting that a new position or classification be created, will first review this proposal with the City Administrator. Upon preliminary authorization, the department director will provide human resources with the following information:

- A full description of the duties, functions, and responsibilities of the position with an organizational chart showing its relationship to existing positions and classifications;
- Suggested qualifications and title;
- A statement explaining the impact and relationship of the new position or classification upon existing positions and classifications; and
- Other information that would justify the need for the new position or classification.

The human resources department will seek out sample job descriptions from other comparable cities, review the AWC salary and benefit survey, and consider internal comparables. Human resources will then make a recommendation on classification placement to the department director.

The department director will review the recommendation and make a determination to agree or seek out additional information. The department director will then follow budgetary protocol for seeking council approval for the new position.

#### Budget Considerations:

New positions and position reclassifications have budgetary impacts. Therefore, requests for classification changes should normally be started and completed before the commencement of the annual budget process. Department directors shall plan their requests for position reclassifications and new positions so the proposed changes can be completed no later than September 1 of each year for consideration in budget requests for the upcoming calendar year budget.

#### Union Considerations:

After all steps have been completed as outlined above, human resources will submit to the Union, in writing, the classification specification and proposed salary range prior to implementation. The Union will have ten (10) working days to request, in writing, to negotiate with the City regarding the proposed salary. Such meetings will take place within ten (10) working days of the receipt of the request Hours at Work

It is the policy of the City to maintain consistent and standard work hours for employees, however, business necessity may occasionally necessitate a change in schedule. It is the employees' responsibility to attend and perform work as scheduled or required. Furthermore, an employee is required to obtain approval from his or her supervisor for any deviation from the scheduled work hours.

For further information refer to the Hours at Work Policy 2016-010.

### ***Time Reporting***

Maintaining accurate time records is essential in computing employee pay, ensuring compliance with laws and regulations, and providing accurate cost information for the City.

- Represented and Non-Represented Non-Exempt employees must follow leave request procedures established by the City for any time away from work. Even time away from work of less than a half-day must have prior approval and must be reported on the timesheet. Timesheets must accurately reflect time worked, to the nearest 15 minutes.
- Non-Represented Exempt employees are expected to work whatever number of hours are required in order to accomplish their duties and may be permitted to set their own schedules. Leave is only recorded when the employee uses leave in half- or full-day increments. Half-day increments are defined as four-hour blocks of time **on a 5/8 schedule (5 hours for an employee working a 4/10 schedule or 4.5 hours for an employee working a 9/80 schedule).**

For instance, if an exempt employee **working a 5/8 schedule** is away from work for:

- 3 hours they do not report that time on the timesheet.
- 6 hours they report 4 hours vacation or sick leave on the timesheet.
- 8 hours they would report 8 hours vacation or sick leave on the timesheet.

Timesheets should be approved by the direct supervisor who is aware of what the employees are working on and when employees work overtime or take leave. However, in some instances a department director or designee might be the more appropriate person to review and sign time sheets (i.e., if the supervisor is on vacation). Department directors sign the timesheets of supervisors who report to them.

Falsification of timesheets may be grounds for disciplinary action, up to and including termination.

## ***Attendance***

A non-exempt employee is expected to be present for work during the established work hours unless their absence or alternate work schedule is authorized by their supervisor. It is the responsibility of the employee to personally contact their supervisor or department director thirty minutes **prior to** the start of the employee's shift if they will be absent or tardy. Only if the employee is unable to contact the city due to the occurrence of an uncontrollable event should a family member be given the responsibility to contact the city to report the absence. Employees who fail to contact their supervisor or department director thirty minutes **prior to the start** of their shift (if they will be absent or tardy) may be subject to disciplinary action up to and including termination.

## ***Pay Periods/Paydays***

### Payday Schedule

The payroll department ("payroll") is responsible for publishing a schedule of specific payroll dates, including paydays and deadlines for submittal of timesheets. The frequency of paydays is twice per month. Employees hired prior to July 1, 2018, may continue to be paid once per month.

### Paycheck Distribution

Payroll is responsible for processing paychecks and earning statements and distributing them in the morning each payday. Each department shall develop appropriate procedures to ensure the prompt distribution of paychecks and earning statements to employees.

### Accuracy of Paychecks

The employee is responsible for ensuring his or her paycheck is accurate and should notify payroll of any discrepancies in a timely manner. If a mistake is later identified by the city or the employee, the city may go back to the date of the error and correct the mistake. This may affect an employee's paycheck, both to the positive and to the negative.

### Lost or Stolen Paychecks

An employee should immediately report a lost or stolen paycheck to payroll. The City may issue a new paycheck to the employee if the employee has reported it in a timely manner. If a check is lost through no fault of the City, the City is not obligated to indemnify the employee for the loss.

### Direct Deposit

Payroll deposits paycheck proceeds into the personal bank accounts of employees who have completed a direct deposit authorization agreement, which is available from payroll or on the employee forms board. Employees are advised to refer to the authorization agreement for detailed information on the regulations and procedures related to direct deposit.

An employee's net pay—that is, wages, less mandatory and employee authorized deductions—is deposited to the employee's bank account so that funds are available for withdrawal on the scheduled payday. Employees should immediately report a change in banks or any delay in the deposit of a paycheck to payroll.

Employees who have authorized direct deposit receive a direct deposit earning statement each payday. Direct deposit earning statements include the same pay information that would be included in a paycheck stub—for example, tax deductions.

### Payroll Deductions

Federal and state withholding taxes, social security taxes and retirement deductions such as Public

Employees Retirement System (“PERS”) or the Law Enforcement Officers and Firefighters Retirement System (“LEOFF”) are deducted from every paycheck as required by law. Voluntary deductions such as savings bonds, 403(b) deferrals, and coffee fund contributions can be made after an employee completes the necessary authorization forms. Other types of deductions include:

Garnishments

The City expects its employees to be prompt in the payment of their personal debts. Employees should be aware that a court can order the City to deduct amounts directly from an employee's pay (i.e., child support) without the employee's prior authorization. Deductions for federal, state, and city tax liens also can be made by the City without prior employee authorization.

Debts to the City: Any employee who fails to satisfy a personal debt to the City may be subject to the amount being deducted from his or her payroll earnings. The employee will have the opportunity to settle the debt before any amounts are deducted from the employee's wages.

Wage Assignments: A wage assignment is a voluntary agreement between an employee and his or her creditor to have amounts deducted from the employee's wages and paid directly to the creditor. Employees are encouraged to discuss wage assignments with payroll before signing an agreement.

Federal Tax Levies: A levy from the Internal Revenue Service must be forwarded immediately to payroll for processing.

***Layoff/Recall***

Employees may be laid off due to changes in the duties of the organization, lack of work, lack of funds, or for other reasons. Prior to such action, reasonable efforts will be made to place an employee in another available position, for which they are qualified, within the department or in another department by transfer. When layoffs are required, a department director will base the decision first on the needs of the department; secondly, on employee performance; and lastly, on seniority. Employees covered by collective bargaining agreements will be subject to the layoff according to the procedures outlined in the current bargaining agreement. Approval from both the department director, city administrator and the mayor is required prior to any such layoff.

Affected employees will be given a minimum of two (2) weeks notice of layoff, during which time the employee shall be allowed reasonable time off with pay to pursue other employment. During a one year (1) period following the layoff, the city shall consider for rehire those persons laid off if a suitable position becomes available and the former employee has filed a written request for reconsideration.

***Voluntary Termination of Employment***

An employee who resigns voluntarily is expected to advise his or her supervisor of the anticipated termination date as far in advance as possible, but at least two weeks in advance of the effective date. The supervisor will notify human resources of any termination of employment.

## ***Performance Evaluation***

The performance management and appraisal process exists to help employees achieve their optimum potential by promoting on-going communication and understanding between employees and their supervisors. Employees and their supervisors are expected to jointly define job responsibilities and expectations; review specific accomplishments and demonstrated employee skills; and identify plans and actions to support the employee's growth and development.

Employees will receive performance evaluations on a yearly basis. During an employee's orientation period, the employee will meet with his or her supervisor at three (3) months and at six (6) months utilizing an orientation period employee evaluation form. Once an employee has successfully completed his or her orientation period, a full performance evaluation will be done annually.

Refer to the Performance Management and Appraisal Policy for further information.

## ***Service Awards, Retirement and Employee Appreciation***

The City believes employees are our most important asset and recognizes the importance of long-term employees. The City will recognize employees who reach their fifth-year service milestone and subsequent five-year service anniversaries. The City will also honor employees who retire.

## **Section V – Non-Represented Benefits**

[The terms and conditions for bargaining unit employees vary per bargaining unit.](#)

[Refer to your contract for specifics on wages, hours and benefits.](#)

## ***Holidays***

Full-time employees shall be entitled to the following holidays:

- |                                     |   |
|-------------------------------------|---|
| 1. New Year's Day                   | January 1 <sup>st</sup>                                       |
| 2. Martin Luther King Jr's Birthday | 3 <sup>rd</sup> Monday in January                             |
| 3. President's Day                  | 3 <sup>rd</sup> Monday in February                            |
| 4. Memorial Day                     | Last Monday in May  |
| 5. Juneteenth                       | June 19 <sup>th</sup>   |
| 6. Independence Day                 | July 4 <sup>th</sup>  |
| 7. Labor Day                        | 1 <sup>st</sup> Monday in September                           |
| 8. Veteran's Day                    | November 11 <sup>th</sup>                                     |
| 9. Thanksgiving Day                 | 4 <sup>th</sup> Thursday in November                          |
| 10. Day after Thanksgiving          | 4 <sup>th</sup> Friday in November                            |
| 11. Christmas Eve                   | December 24 <sup>th</sup> (4 hrs afternoon)                   |
| 12. Christmas Day                   | December 25 <sup>th</sup>                                     |
| 13. One Floating Holiday.           | Date selected by mutual agreement by employee and supervisor. |

- To be paid for a holiday, an employee must be on paid status the scheduled workday immediately preceding and immediately following the holiday.
- When the holiday falls on a Saturday, it will be observed on the preceding Friday.
- When a holiday falls on a Sunday, it will be observed the following Monday.
- If an employee is on an authorized leave with pay when a holiday occurs, the holiday shall be paid and not charged against any accumulated sick or vacation leave.
- Holidays paid for but not worked shall be recognized as time worked for the purpose of determining weekly overtime.

- Non-exempt employees who work on holidays shall be paid at the rate of one-and-one-half (1 ½) times his or her regular straight time hourly rate of pay for hours worked. Holiday pay will not exceed eight (8) hours, even if working an alternate work schedule (i.e., 4/10, 3/12 or 5/7).
- Employees who work a varied shift (i.e, Tuesday through Saturday) shall receive a substitute day off with pay if the holiday falls outside of their normal work schedule (i.e., Monday holiday would receive Tuesday as a substitute day off).
- The holidays listed above represent specific events as indicated. Should the dates for any said holiday be changed by the Legislature or the Governor of the State of Washington, said holiday shall be observed on the date established by the change and not on the date set forth above.
- Employees shall be paid for approved holidays regardless of which day in the week the holiday should fall.
- Employees who work less than eight (8) hours per day shall receive holiday benefits on a pro-rata basis. For example, if an employee normally works four (4) hours per day and the normal workday is eight (8) hours, the employee shall receive four (4) hours compensation at this regular straight-time hourly rate of pay for each holiday.

***Vacation***

Vacations are authorized for all regular full-time employees. Vacation accrual will be calculated on a monthly basis beginning with an employee’s date of employment. Vacation accrual shall be continued during vacation time, recognized holiday, and authorized paid sick leave. The Mayor and/or City Administrator may offer vacation accruals within the schedule at their discretion for recruitment and retention. Employees shall accrue annual vacation hours at their current rate and shall continue to accrue vacation on their annual anniversary date.

Vacation accrual and carry-over for non-represented employees shall be as follows:

**Maximum hours of Carry-over is 200 hours.**

<b>Years of Employment:</b>	<b>Hours per Year:</b>	<b>Hours accrued per month:</b>
1-3	104	8.67
4-5	136	11.33
6	144	12.00
7	152	12.67
8	160	13.33
9	168	14.00
10-11	192	16.00
12-13	200	16.67
14 and thereafter	208	17.33

**Carry-Over:** With approval of the city administrator and supervisor an employee may carry over more than the 200 maximum hours. All other vacation time not taken by December 31st shall be forfeited.

**Scheduling:** Vacations shall be scheduled by the employee's supervisor after considering departmental requirements and the times that the employee finds most suitable for his or her vacation. Each employee should submit his or her requested vacation by April 1<sup>st</sup> of each year. Vacation requests submitted after April 1<sup>st</sup> shall be scheduled on a first come, first served basis.

Earned vacation leave may be taken at any time during a period of sickness after expiration of sick leave. Employees who are on vacation or paid sick leave shall continue to accrue vacation leave at the regularly scheduled rate during such absence.

If vacation is not available, the employee must take any approved time off as unpaid (negative balances are not permitted).

**Vacation Hours Upon Termination of Employment:** Once an employee has given notice of his or her intent to terminate employment with the City, vacation may not be scheduled and/or taken in lieu of working the last two weeks of employment, unless approved by the supervisor. However, it is within the supervisor's discretion to request that an employee work on a requested day off, even if that time had been previously approved. The effective date of termination will be considered to be the last day the employee physically worked. Upon termination, non-represented employees will be paid for any earned vacation time remaining on the books.

**Unpaid Vacation Leave:** In cases where the employee has vacation or comp time hours available, unpaid vacation leave shall not be taken without written authorization (approval) from the appropriate Department Head. Unpaid leave will be approved by department heads based on business needs.

### ***Sick Leave***

**Accrual:** Full-time employees shall accrue sick leave at the rate of eight (8) hours for each completed calendar month of service

Employees may not take sick leave prior to earning sick leave (negative balances are not permitted). If sick leave is not available, the employee must take any time off as unpaid, or use his or her accumulated vacation or comp time (if available). Sick leave may accumulate until claimed and used.

Non-exempt employees utilize sick leave on an hour-for-hour basis and indicate such on their timesheet. Following the adoption of WAC 296-128-533 on January 21, 2003 and, based upon the principles of public accountability, the City of Monroe may reduce an exempt employee's pay or leave bank in an amount proportionate to the work missed.

Consistent with RCW 49.46.210, Employees may use sick leave for themselves or their family members for any of the following reasons:

A mental or physical illness, injury, or health condition

To diagnose, care for, or treat a mental or physical illness, injury, or health condition.

To receive preventative medical care

For leave the qualifies under the state's Domestic Violence Leave Act

If an employee's workplace, or their child's school or place of care, has been closed by order of a public health related reason.

A family member is

(a) child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;

(b) A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

(c) A spouse;

(d) A registered domestic partner;

(e) A grandparent;

(f) A grandchild; or

(g) A sibling.

**Payment Upon Termination:** Non-Represented employees hired before 1/1/2013 shall, upon termination, be paid three (3) days pay at their regular rate of pay for each four (4) days of accrued

sick leave. Non-Represented employees hired after 1/1/2013 shall have no vested payment of sick leave.

***Exempt Leave Policy (HR2015-001):***

The City of Monroe recognizes that exempt employees are expected to work irregular hours more than the standard work week to attend City Council and Board, Commission, and Committee meetings, in addition to special projects and emergency situations. In recognition for hours worked by exempt employees beyond the standard work week, all appointed city positions per Monroe Municipal Code (MMC) 2.28.010 and not represented by a bargaining unit are granted 80 hours of exempt leave each calendar year. All other exempt employees not represented by a bargaining unit (“non-appointed”) are granted 40 hours of exempt leave each year. The City Administrator may, at their discretion, award additional exempt leave, up to 40 additional hours and not to exceed 80 hours in total each calendar year, to non-appointed exempt employees.

Use of Exempt Leave:

- Leave is to be used for paid days off without reducing an employee’s accrued vacation.
- Use of Exempt leave is approved in accordance with the leave policy.
- Exempt leave must be used in the calendar year for which it is granted and shall not be carried into the next calendar year.
- Any unused exempt leave is not compensated upon separation.

***Medical/Dental/Vision Insurance***

Full-time active employees are eligible for medical, dental and vision benefits. There is a cost to the employee to participate in this program. New hires and their eligible dependents are eligible for benefits on the first of the month following their hire date providing they have 80 hours worked in the preceding month.

**Insurance Coverage upon Termination or Leave of Absence:** For employees who resign, coverage is provided to employees and eligible dependents until the end of the month in which they terminate.

If an employee is on leave of absence such as military leave or FMLA they may be eligible for continuation of benefits. Refer to the Leave of Absence policy for further information. Any optional employee-paid premiums (i.e., AFLAC) will remain the responsibility of employee.

***Voluntary Retirement Plans***

**Deferred Compensation:** This voluntary savings plan enables employees to save through payroll deduction on a pre-tax basis. An employee may invest up to a maximum amount determined by the Internal Revenue Service (IRS) each year. The City provides a match up to 3% for non- represented employees . Additional information is available from Human Resources.

### ***Life Insurance***

The City provides basic coverage equal to \$50,000 for non-represented employees and \$0 for any of your eligible dependents.

## **Section VI – Other Benefits (all employees)**

### ***Mandatory Retirement Plans***

All employees who meet the criteria established by state law are contributing members to one or more of the following plans (part-time employee benefits may vary): Washington State Public Employees Retirement System (**PERS**) or Law Enforcement Officers and Fire Fighters Retirement System (**LEOFF**). This is in addition to social security.

Employees are required to contribute a percentage of their salary to one of these 401(a) defined plans. Employees' future benefits are funded by contributions made by the employee, the City and the state during your period of membership, and the investment earnings from those contributions. A defined benefit plan provides a retirement benefit that is based on service credit and final average salary. The rate may be changed as necessary to reflect the cost of the plan. This amount will be deducted from the employee's paycheck each pay period before federal income taxes are calculated.

### ***Flexible Spending***

The City provides a Flexible Spending Account for both Health Care and Dependent Care which provides the opportunity to contribute part of your pay before Social Security, Medicare, and Federal Income (withholding) Tax, to pay for medical, dental and dependent care expenses for yourself and/or your dependents. Additional information is available by contacting Human Resources.

### ***Group Legal Coverage***

The group legal program provides employees with phone advice and consultation, letters, or phone calls their behalf, annual will preparation and referral attorney services.

Employees may enroll at any time by completing an authorization for payroll deduction form and a membership application form. Coverage begins the first of the month following receipt of his or her enrollment by the payroll department. Employees pay the full cost of this coverage through payroll deduction.

### ***Other Types of Leave***

An employee is eligible for leave during circumstances including bereavement, military service, jury duty, witness service, industrial injury/illness and community service/disaster relief. For information about these types of leave refer to the Leave of Absence Policy 2025-019.

### ***Adoption Assistance***

Effective January 1, 2002, all full-time and part-time employees are eligible for adoption benefits after successfully completing 12 months of employment (waiting period). If an employee and spouse both work at the City of Monroe, only one employee can utilize the benefit. Eligible adoption-related expenses will be reimbursed to a maximum of \$5,000 per employee.

Adopted children, to be considered for this benefit, must be under 18 and may be biologically related to either parent, which is known as a kinship adoption.

Refer to Adoption Assistance Policy 2002-58 for further information.

## ***Employee Assistance Program (“EAP”)***

### Purpose

In recognition that everyone occasionally experiences personal problems that are difficult to manage without assistance, the City provides an Employee Assistance Program (EAP) for use by employees and their families.

Participation in the EAP does not jeopardize job security or career opportunities. Participation does not exempt employees from their normal job requirements, nor does it allow exceptions to standard work practices and policies.

### EAP Services

The EAP is available to provide employees and their family members with assistance with problems such as depression, marital and family issues, grief, drug and alcohol problems, job-related stress, financial difficulties, and other personal matters. All current employees, regardless of job status or performance, are eligible. Immediate family members also can use EAP services.

Each employee can receive up to three free face-to-face (phone consultations are at no charge and do not count against your three sessions) counseling sessions with an EAP staff person each calendar year (for each issue). If the EAP counselor recommends additional services or treatment, the employee is referred to an appropriate health care professional. Employees are responsible for paying the cost of the additional counseling or health care treatments and services. However, the EAP counselor strives to make referrals to health care providers covered by employer's health plan so an employee's out-of-pocket costs are minimized.

### Confidentiality

All information relating to an employee's EAP participation is strictly confidential. EAP records are maintained only by the EAP provider. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives his or her advance written consent. They are, however, obligated by law to report criminal activity. Statistical data, such as gender, age, and dates of use, is provided to the employer by the EAP. This data is generic in nature and no names or other identifying statistics are provided. The data is provided to the City so it can evaluate the EAP's effectiveness.

In the case of a supervisory referral, the supervisor is provided with only the following information:

- Whether the employee has contacted the EAP and kept scheduled appointments; and
- When the counseling or treatment is terminated.

All other details of the employee's treatment are confidential.

Generally, only the EAP keeps information regarding the employee's assessment and treatment. In the case of supervisory referrals, the supervisor may have reason to record information regarding the referral and its relationship to a corrective action plan. In such cases, the information related to the EAP referral must be kept in a separate confidential file established by the supervisor or human resources.

### Referral Procedures

Employees can receive assistance through self-referral or supervisory referral. To initiate a self-referral or request information, an employee can contact the EAP office directly, 24-hours a day, at **1-800-570-9315**. Information also is available through human resources.

A supervisor can refer an employee to the EAP as a part of a corrective action plan intended to improve the employee's job performance and avoid any further disciplinary action. If the employee accepts the offer of help, the supervisor should contact the EAP immediately to schedule an initial appointment. Participation in the EAP is not mandatory.

### Training

The EAP and human resources work together to provide information to employees regarding the services available through the EAP. This includes providing EAP information during new hire orientation and mailings to employee's homes.

### Leave

Employees are not charged leave for initial appointments (first) with an EAP counselor. Employees having additional appointments (2-4) or being referred to another professional or health care provider for continued treatment, should use sick leave, comp time, vacation leave, or leave without pay. In certain cases, the City can designate intermittent leave relating to an employee's serious medical condition as counting toward the employee's 12-week leave entitlement under the Family and Medical Leave Act.

### Continuation of Services

If an employee terminates employment while participating in the EAP, he or she is eligible to continue using the EAP for 18 months or until the employee has exhausted the limit of three free consultations with the EAP, whichever is earlier

## **Section VII– Legally Required Benefits (all employees)**

### ***COBRA***

A federal law, referred to as COBRA, requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain circumstances where coverage under the plan would otherwise end.

**Employees** may continue group health coverage for themselves and/or their covered family members for up to 18 months because of a reduction in hours or termination of employment (except in cases of gross misconduct).

**Employee's spouse** may continue coverage for up to 36 months in the event of the employees' death, divorce or become legally separated.

**Employee's child** may continue coverage for up to 36 months if the employee dies, employment terminates, divorce or become legally separated, or the employees' child is no longer an eligible dependent under the plan.

Additional months of coverage may be available in the event of disability. Employees pay the full cost of the coverage. The City does not subsidize the premium.

### ***Family Medical Leave***

All employees who have been employed for at least 12 months and have worked for the City for at least 1250 hours during the previous 12-month period, may receive up to 12 workweeks of unpaid leave every 12-month period to care for:

- the employee's newborn child, newly adopted child, or newly placed foster child;
- the employee's spouse, child, or parent with a serious health condition; or
- the employee's own serious health condition that leaves the employee unable to perform the essential functions of the job.

The 12-month period is a rolling 12-month period measured backward from the date an employee uses any Family and Medical Leave.

An employee must use accrued paid leave (i.e., sick, vacation, or compensatory time) for family medical leave. During any period of family medical leave, the City shall continue the employee's health insurance benefits on the same basis as active employees to the maximum extent provided by the FMLA (12 weeks in a rolling 52 week period).

For more information about employee rights and obligations under this law refer to the Leave of Absence Policy.

***Paid Family Medical Leave:*** Refer to the Paid Family Medical Leave (PFML) Policy 2024-018 for further information

### ***Health Insurance Portability and Accountability Act (HIPAA)***

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law on August 21, 1996. This law includes important new protections for millions of working Americans and their families who have preexisting medical conditions or might suffer discrimination in health coverage based on a factor that relates to an individual's health. HIPAA's provisions amend Title I of the Employee Retirement Income Security Act of 1974 (ERISA) as well as the Internal Revenue Code and the Public Health Service Act and place requirements on employer-sponsored group health plans, insurance companies and health maintenance organizations (HMOs). HIPAA includes changes that:

- limit exclusions for preexisting conditions;
- prohibit discrimination against employees and dependents based on their health status;
- guarantee renewability and availability of health coverage to certain employers and individuals; and
- protect many workers who lose health coverage by providing better access to individual health insurance coverage.

### ***Workers' Compensation***

The City of Monroe will pay the employer's portion of the premium for industrial insurance as established by the Workers' Compensation Commission. Workers' compensation is the employees' exclusive remedy for workplace injuries, illnesses, or occupational disease.

**When an Employee Needs Medical Care.** Once a claim has been approved by L&I all doctor, hospital, surgical and related costs for treatment of the employees' job-related injury or illness are paid directly by the Department of L&I. Usually, there are no out-of-pocket expenses to the employee. Other covered costs include such items as drugs, medicines, emergency ambulance service, special or home nursing, convalescent center care, crutches, braces, artificial limbs, dental care, glasses and hearing aids.

Benefits are solely determined and paid for by L&I.

- **Wage-Replacement "Time-Loss" Benefits.** If an employee's injuries keep them out of work more than three calendar days, the employee receives wage-replacement/time-loss benefits. The amount of time-loss an employee receives is based on a percentage of their gross wages, marital status, and the number of legally dependent children at the time of injury. The industrial insurance law sets both minimum and maximum amounts that are payable in time-loss benefits.
- **Usage of Accumulated Leave.** Employees may use their available accrued sick leave, vacation and comp time to maintain 100% of pay. Once the employee is paid by workers' compensation, the benefit check must be turned over to the city within 10 working days of receipt. At that time, the employee's sick leave, vacation leave, and/or comp time would be reinstated, based on the value of the workers' compensation benefit.

If an employee has no available leave at the time they begin an authorized absence under Washington State Workers' Compensation (L&I), they may retain their time-loss compensation checks issued by Workers' Compensation.

- **Coordination with Leave Policies.** The City of Monroe counts an employee's leave due to a work-related injury or illness toward the employee's 12-week leave entitlement under the Family and Medical Leave Act. Because workers' compensation leave is designated as FMLA leave, benefit continuation - for example, continuation of health benefits - is governed by the applicable provisions of the City of Monroe's Leave of Absence Policy.

Refer to the Workers' Compensation Policy 2025-018 for further information.

## **Section VIII– Training and Development**

Training is available to promote development of new skills, increase employee productivity, and prepare employees for future assignments within the City.

If an employee is interested in attending a class or seminar held offsite they should refer their request to his or her immediate supervisor utilizing a training request form.

Additional training will be provided on city premises on a regular basis. A training schedule will be available in the employee newsletter, posted on the training bulletin board, and posted through the city's internal email system.

For additional information, refer to the **Training and Education Request Procedure 98-050**.

### ***Membership in Professional and Technical Societies***

City employees are encouraged to participate in the technical and professional societies of their choice. These activities are considered a benefit to the City and to the employee through additional knowledge or personal associations gained through the membership. The City, through the budgeting process, will select which organizational dues it will pay for employees' membership in technical and professional societies. Voluntary program contributions, not approved by the employees' supervisor, will not be paid by the City.

***Professional and Technical Registration***

The City encourages professional and technical registration and assumes that each qualified individual will want to achieve professional status at the earliest opportunity. The City may pay fees for professional and technical certificates and licenses for its employees, upon appropriate approval.

***Meeting Attendance, Travel and Meal Reimbursement***

The City will pay for authorized travel and other incidental business expenses as specified in the Meeting Attendance, Travel and Meal Reimbursement Policy.

### Referenced Policies

<b>Policy #</b>	<b>Effective Date</b>	<b>Title</b>
2024-018	9/24/2024	Paid Family Medical Leave
2021-001	2/22/2021	Tuition Reimbursement Policy
2021-002	2/3/2021	Remote Work Policy
2024-022	11/12/24	Employee Recruitment Incentive
2025-019	10/14/25	Leave of Absence/Hours of Work Policy
98-002	12/1/13	Service Awards, Retirement, Employee Appreciation
2013-002	4/7/2015	Performance Based Pay Policy For Non-Represented City of Monroe Employees
HR2014-001	11/14/14	Electronic Media Policy
2025-013	7/22/25	Anti-Harassment/Violence Policy
2016-115	9/2016	Bloodborne Pathogens Exposure Control Plan
2003-017	2/1/2006	Meeting Attendance, Travel and Meal Reimbursement
98-060	7/1/98	Substance Abuse Policy
2025-018	10/14/25	Workers' Compensation
02-058	1/1/02	Adoption Assistance
2024-019	11/12/24	Reporting Improper Governmental Action/Retaliation
02-060	6/1/02	CTR Program and Policy