

**CITY OF FIRCREST  
ORDINANCE NO. 1636**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING ORDINANCE NO. 1241 SECTION 2 AND FMC 2.44.130  
RELATING TO LIFE INSURANCE; ORDINANCE NO. 1241  
SECTION 3 AND FMC 2.44.150 RELATING TO HOLIDAYS;  
ORDINANCE NO. 1241 SECTION 4 AND FMC 2.44.180 RELATING  
TO TRAVEL EXPENSES; ORDINANCE NO. 1581 SECTION 1 AND  
FMC 2.44.120 RELATING TO VISION AND HEARING CARE;  
ORDINANCE NO. 1251 SECTION 1 AND FMC 2.44.160 RELATING  
TO VACATIONS; AND ORDINANCE NO. 1155 SECTION 9 AND  
FMC 2.44.170 RELATING TO SICK LEAVE.**

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS  
FOLLOWS:**

**Section 1.** Section 2 of Ordinance No. 1241 and FMC 2.44.130 are hereby amended to read as follows:

2.44.130 Life Insurance.

The City shall pay the full cost of premiums to provide a term life insurance policy for its regular full-time employees. Said policy amount shall be at the sum of one times the annual salary plus the dollar value of the accrued sick leave as of January 1st each year, rounded to the nearest one thousand (1,000) dollars (to the maximum available through the City's insurance). The City may provide the term insurance policy through any insurance company approved by the Washington State Insurance Commissioner.

**Section 2.** Section 3 of Ordinance No. 1241 and FMC 2.44.150 are hereby amended to read as follows:

2.44.150 Holidays.

(a) The following are recognized as paid holidays:

New Year's Day – January 1  
Martin Luther King, Jr.'s Birthday – 3rd Monday in January  
Presidents' Day – 3rd Monday in February  
Memorial Day – Last Monday in May  
Independence Day – July 4  
Labor Day – 1st Monday in September  
Veteran's Day – November 11  
Thanksgiving Day – 4th Thursday in November  
Friday following Thanksgiving  
Christmas Day – December 25

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. The employee

1 must be on paid status the day prior and day after a holiday to qualify for holiday  
2 payment.

3 (b) Floating Holiday. In addition to the above holidays, each regular full-time employee  
4 shall be granted eight hours' floating holiday time each calendar year; provided the  
5 employee has worked or is scheduled to work four consecutive months in the calendar  
6 year. Accumulated holiday time shall be taken in the year it is accrued, or lost.

7 (c) Date Holiday Observed. Any holiday falling on a Saturday will be celebrated the  
8 preceding Friday. Any holiday falling on a Sunday will be celebrated the following  
9 Monday.

10 (d) Condition of Payment. As a condition to payment for the holidays, an employee must  
11 be in a paid status the scheduled workday immediately preceding a holiday and the  
12 scheduled workday immediately following the holiday, unless excused by the city  
13 manager.

14 (e) Regular Part-Time Employees. A regular part-time employee is not entitled to  
15 compensation for a holiday unless the day it is observed falls on the employee's  
16 regularly scheduled workday. Regular part-time employees will be paid on a pro rata  
17 basis based on the established number of hours in their work week.

18 (f) Holiday Work. Nonexempt regular full-time or part-time employees will be paid for  
19 the holiday plus two times their regular rate of pay for any time worked on the  
20 holiday. Such time must be preauthorized by the city manager and/or his/her  
21 designee.

22 (g) Religious Holidays. If an employee's religious beliefs require observance of a holiday  
23 not included in the basic holiday schedule, the employee may, with the city manager  
24 and/or his/her designee's approval, take the day off using vacation, floating holiday,  
25 or leave without pay.

26 **Section 3.** Section 4 of Ordinance No. 1241 and FMC 2.44.180 are hereby amended to  
27 read as follows:

28 2.44.180 Travel Expenses.

29 (a) Any official or employee of the city performing travel on city official business, after  
30 being duly authorized to do so, may be reimbursed for reasonable expenses incurred.  
Requests for reimbursement, including receipts, shall be submitted on a city form  
signed by the employee or official, department head, and city manager.

(b) Use of a private automobile will be reimbursed at a rate the Internal Revenue Service  
allows per mile without supporting documents.

(c) Allowable incidental expenses include baggage checking, business telephone, and  
one brief telephone call home to a family member every 24-hour period. Tips not  
exceeding 15 percent for meals, taxis, or baggage handling are reimbursable.

(d) Meal reimbursements shall not exceed the amount allowed for per diem meal reimbursement. Should an employee or official claim the per diem meal reimbursement, the rates shall be identified in the City's Personnel Policies and Procedures manual.

(e) Reasonable hotel/motel accommodations are acceptable for travel more than 50 miles from the city and will be reimbursed at a maximum of the single room rate.

**Section 4.** Section 1 of Ordinance No. 1581 and FMC 2.44.120 are hereby amended to read as follows:

**2.44.120 Vision Benefits.**

The City shall pay the full or a portion of the cost of premiums for vision insurance coverage for all regular full-time City employees and their dependents. Dependents are defined by the medical plans. The City may pay the full or pro rata cost of premiums for vision insurance for all regular part-time employees of the City.

**Section 5.** Section 1 of Ordinance No. 1251 and FMC 2.44.160 are hereby amended to read as follows:

**2.44.160 Vacation Leave.**

(a) Each regular full-time employee is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
1 – 2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 years	120 hours
7 years	128 hours
8 years	136 hours
9 years	144 hours
10 years	152 hours
11 – 14 years	160 hours
15 – 19 years	176 hours
20 years or over	184 hours

(b) **Accrual and Use.** Vacation time accrues from the date of hire and may be taken as it is accrued after successful completion of the working test period. An employee who separates from city service prior to successful completion of the working test period shall not be entitled to receive annual leave or pay for any vacation hours accrued.

(c) **Scheduling.** Department heads are responsible for scheduling employee's vacation without undue disruption of department operations. As a general guideline, leave requests for one week or more in duration should be submitted at least 30 days in advance.

- 1 (d) Maximum Accrual. The maximum number of vacation hours which may be accrued  
2 is 240 hours. Vacation time in excess of 240 hours shall be used or forfeited.
- 3 (e) FLSA Exempt Employees. FLSA exempt employees will receive an additional 40  
4 hours annual vacation.
- 5 (f) Employment Termination. Employees will be paid for unused vacation time upon  
6 termination of employment.
- 7 (g) Vacation Time Sell-Back. Within the limits of available resources, once annually  
8 during the last quarter of the year, an employee may request to sell back unused  
9 vacation time, provided the accrued vacation leave is not reduced to less than 80  
10 hours. The city reserves the right to limit an employee's request if the department's  
11 budgeted appropriations, in the city manager's opinion, appear insufficient to pay the  
12 amount requested.
- 13 (h) Regular Part-Time Employees. Regular part-time employees will receive vacation on  
14 a pro rata basis based on the established number of hours in their regularly scheduled  
15 work week.
- 16 (i) Casual, Seasonal, and Temporary Employees. Employees under these classifications  
17 are not eligible for any vacation benefits.
- 18 (j) Leave without Pay. Employees do not accrue vacation benefits during a leave without  
19 pay.

20 **Section 6.** Section 9 of Ordinance No. 1155 and FMC 2.44.170 are hereby amended to  
21 read as follows:

22 **2.44.170 Paid Sick Leave.**

- 23 (a) All regular full-time and regular part-time employees, whether paid on an hourly  
24 basis or by monthly salary, shall be entitled to sick leave as follows: all full-time  
25 regular employees accrue paid sick leave benefits at the rate of eight hours for each  
26 calendar month of continuous employment; regular part-time, casual and seasonal  
27 employees accrue sick leave pro-rated to their full-time equivalent status. All  
28 employees accrue at least one hour of paid sick leave for every 40 hours worked. Sick  
29 leave shall be granted at the rate of eight hours for each calendar month of service.  
30 Regular part-time employees may be granted a pro rata rate for each calendar month  
of service. Employees are entitled to use their accrued, unused paid sick leave  
beginning on the 90th calendar day after the start of their employment.
- (b) Sick leave granted and not used shall accrue to the credit of each such employee, up  
to a maximum total accumulation of 1,940 hours. Accrued sick leave shall be  
cancelled upon termination of employment. In the event any person having accrued  
sick leave ceases to be employed by the city and is thereafter re-employed, the

1 accrued sick leave of the employee shall not be reinstated, and the employee shall  
2 thereafter accrue sick leave in the same manner as if a new employee.

3 (c) Employees entitled to sick leave may remain away from work with pay, where such  
4 absence is the result of personal illness or physical incapacity not job connected,  
5 sickness of an immediate family member as defined by RCW 49.46.210, involuntary  
6 or enforced quarantine, or death in the immediate family of such employee. Sick  
7 leave granted because of death in the immediate family shall not exceed three days  
8 unless other arrangements have been approved by the city manager. An employee  
9 who is collecting worker's compensation temporary disability benefits as a result of  
an on-the-job injury shall receive sick leave benefits to supplement such worker's  
compensation benefits in an amount sufficient to equal the employee's regular rate  
of pay during the period of temporary disability; provided, however, such  
supplementary benefits shall not be paid in excess of the accrued sick leave credited  
to the employee.

10 (d) Sick Leave Sharing.

11 (1) Definition. A "medical condition, illness or injury" shall be defined as:

12 (A) A physician certified eminent case; or

13 (B) A medical condition, illness, injury of an extraordinary or severe nature and  
14 which has caused, or is likely to cause, the employee to:

15 (i) Go on leave of absence without pay; or

16 (ii) Terminate city employment; but shall not include any mental, emotional  
17 or stress-related medical condition, illness, claims or injuries, except for  
18 periods during hospitalization or institutional interment.

19 (2) Authorization. The City Manager may permit a regular full-time or regular part-  
20 time employee to receive sick leave donations from other qualified employees  
21 under this subsection if the condition meets the definition as provided herein, and  
22 if:

23 (A) The condition meets the definition;

24 (B) The employee's absence and the use of shared sick leave are justified;

25 (C) The employee has depleted or will deplete his or her annual vacation leave  
26 and sick leave reserves;

27 (D) The employee has abided by all personnel rules regarding sick leave use,  
28 including physician certification;

29 (E) The employee has diligently pursued and been found to be ineligible for state  
30 industrial insurance benefits or disability insurance benefits.

(3) The City Manager shall determine the amount of sick leave which an employee  
may receive under this section. However, an employee shall not receive, in  
donations, a total of more than 349 hours of donated sick leave.

(4) Donated sick leave shall be utilized in the order of receipt by the City Manager.  
Such leave shall be donated in eight-hour increments. In the instance where an  
illness or injury qualifies an employee for state workers' compensation, the  
employer's access to shared sick leave shall only be for the difference between

1 the employee's straight-time base hourly wage and the amount paid the employee  
2 by the state workers' compensation benefits, to the extent of available shared sick  
leave, if any.

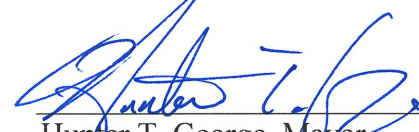
3 (5) An employee who has accrued a sick leave balance of more than 192 hours may  
4 request that the City Manager transfer a specified amount of sick leave to another  
5 employee authorized to receive sick leave under this section. In no event may the  
employee request a transfer of an amount of sick leave that would result in his or  
her own sick leave account going below 192 hours.

6 (6) The amount of sick leave time transferred under this section which remains  
7 unused shall be returned to the employee or employees who transferred the leave  
8 when the City Manager finds that the leave is no longer needed or will not be  
9 needed at a future time in connection with the illness or injury for which the leave  
was transferred.

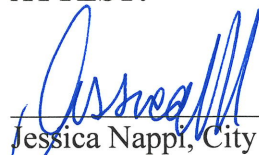
10 **Section 7.** This ordinance shall take effect and be in full force five (5) days after  
11 publication of an approved summary consisting of its title.

12 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
13 **WASHINGTON,** at a regular meeting thereof this 14th day of May 2019.

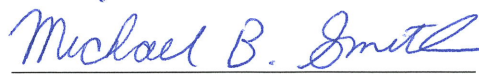
14 **APPROVED:**

15   
16 Hunter T. George, Mayor

17 **ATTEST:**

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19  
20 Jessica Nappi, City Clerk

21  
22 **APPROVED AS TO FORM:**

23   
24  
25 Michael B. Smith, City Attorney

26 **DATE OF PUBLICATION:**

27 **EFFECTIVE DATE:**