

**CITY OF BUCKLEY, WASHINGTON**

**RESOLUTION NO. 20-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTION 6.17 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND PROCEDURES MANUAL” TO ADD STATE OF EMERGENCY AND MANDATORY LEAVE**

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**WHEREAS**, The City Council adopted the most current version of the “City of Buckley Personnel Policy and Procedures Manual” on February 11, 2020; and

**WHEREAS**, Section 6.17 allows for Leave Due to Inclement Weather or other Significant Disruptions of the Transportation System; and

**WHEREAS**, the City has never had an Employee Policy related to a State of Emergency; and

**WHEREAS**, the City would like to add “State of Emergency” to this section; and

**WHEREAS**, this would allow City Employees to continue receiving pay if the Mayor or Mayor’s Designee placed them on mandatory leave; and

**WHEREAS**, the City would like to update the Personnel Policy & Procedures manual to reflect this change.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby amends the City of Buckley “Personnel Policy and Administrative Procedures Manual” as follows:

**Section 1.** Section 6.17 **Leave Due to Inclement Weather or other Significant Disruptions of the Transportation System** is hereby amended to read as follows:

6.17 Leave Due to Inclement Weather, other Significant Disruptions of the Transportation System or State of Emergency

6.17.01 Absence due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather or other significant disruptions of the transportation system shall be charged to the following in the order listed:

- Accrued vacation leave, annual leave (floating holiday(s)) or compensatory time;
- Accrued sick leave up to a maximum of 24 hours in any calendar year;
- Leave without pay.

Although the types of time off shall be used in the order listed in this policy, and each type of paid time off shall be exhausted before the next is used, employees shall be permitted to use leave without pay rather than paid time off at their request.

6.17.02 Tardiness due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather or significant disruptions of the

transportation system will be allowed up to one and one-half hour at the beginning of the work day. Tardiness under this policy in excess of one and one-half hour shall be charged as provided above.

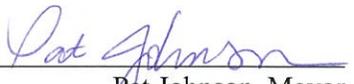
#### 6.17.03 State of Emergency – Mandatory Leave

The Mayor or the Mayor’s designee may place an employee on mandatory leave with pay for an indefinite period of time under the following circumstances:

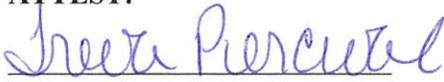
- Public health emergency or warning that may involve the employee or the City; or
- Inclement weather or natural disaster that the Mayor or Mayor’s designee determines would make it unsafe for an employee to report to work; or
- Other situations that are in the best interests of the City, as determined by the Mayor or Mayor’s designee.

All employees on mandatory leave shall be on standby to return to the workplace. Employees on mandatory leave may be required to perform certain work tasks from home or other localities depending on the nature of their work and other circumstances. The Mayor or Mayor’s designee shall have the discretion to attach such conditions to the granting of mandatory leave as is determined to be appropriate and/or necessary under the circumstances at the time.

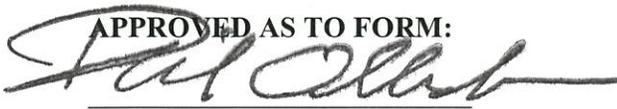
Introduced, passed and approved this 24<sup>th</sup> day of March 2020.

  
Pat Johnson, Mayor

**ATTEST:**

  
Treva Percival, City Clerk

**APPROVED AS TO FORM:**

  
Phil Olbrechts, City Attorney

**POSTED:** March 26, 2020