

ORDINANCE No. 111621

COUNCIL BILL No. 104175

AN ORDINANCE relating to annual vacations for City employees; amending Seattle Municipal Code Section 4.34.020 by removing a vacation carryover restriction and deleting certain superfluous language.

4-4-84  
Doo

*Law Department*

*WP*

# The City of Seattle--Legisla

## REPORT OF COMMITTEE

Honorable President:

Your Committee on City Operations

to which was referred the within Council Bill No. 104175 report that we have considered the same and respectfully rec

COMPTROLLER FILE No.

Introduced: <b>MAR 19 1984</b>	By: <b>EXECUTIVE REQUEST</b>
Referred: <b>MAR 19 1984</b>	To: <u>City Operations</u>
Referred:	To:
Referred:	To:
Reported: <b>APR 9 1984</b>	Second Reading: <b>APR 9 1984</b>
Third Reading: <b>APR 9 1984</b>	Signed: <b>APR 9 1984</b>
Presented to Mayor: <b>APR 10 1984</b>	Approved: <b>APR 12 1984</b>
Returned to City Clerk: <b>APR 12 1984</b>	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained: <input checked="" type="checkbox"/>

*James Williams*

Committee Chair

*Law Department*

*WP*

# The City of Seattle--Legislative Department

Date Reported  
and Adopted

## REPORT OF COMMITTEE

Honorable President:

Your Committee on *City Operations*

to which was referred the within Council Bill No. *104175*  
report that we have considered the same and respectfully recommend that the same:

*Do Pass*

*James Williams*

Committee Chair

sla

MIT

rec

IONS

1984

111621

<input type="checkbox"/> LIGHT	<input type="checkbox"/> HEALTH
<input type="checkbox"/> ENG	<input type="checkbox"/> PARKS
<input type="checkbox"/> DCLU	<input type="checkbox"/> L & CA
<input checked="" type="checkbox"/> DCD	<i>pre</i> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> LAW	<input type="checkbox"/>

ORDINANCE 111621

1  
2 AN ORDINANCE relating to annual vacations for City employes; amending  
3 Seattle Municipal Code Section 4.34.020 by removing a vacation  
4 carryover restriction and deleting certain superfluous language.

5 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

6 Section 1. Seattle Municipal Code Section 4.34.020 is amended  
7 as follows:

8 4.34.020 Annual vacation allowances shall be accrued by all such  
9 employees except Department heads and uniformed Fire Department  
10 employees as follows:

- 11 A. Annual vacation with pay shall be computed at the rate shown  
12 in subsection D below for each hour on regular-pay status as  
13 shown on the payroll, but not to exceed eighty hours per pay  
14 period, except in the Health Department where such maximum  
15 shall be eighty-seven hours per pay period as long as the King  
16 County payroll system is utilized by the Health Department  
17 for its employees.
- 18 B. "Regular pay status" is defined as regular straight-time  
19 hours of work plus paid time off such as vacation time,  
20 holiday time off and sick leave.
- 21 C. "Service year" is defined as the period of time between an  
22 employee's date of hire and the one-year anniversary date of  
23 the employee's date of hire or the period of time between any  
24 two consecutive anniversaries of the employee's date of hire  
25 thereafter.
- 26 D. The vacation accrual rate shall be determined in accordance  
27 with the rates set forth in Column No. 1. Column No. 2 depicts  
28 the corresponding equivalent annual vacation for a regular  
full-time employee. Column No. 3 depicts the maximum number  
of vacation hours that can be accrued and accumulated by an  
employee at any time.

1	COLUMN NO. 1		COLUMN NO. 2	COLUMN NO. 3	
2	ACCRUAL RATE		EQUIVALENT ANNUAL VACATION FOR FULL-TIME EMPLOYEE	MAXIMUM VACATION BALANCE	
3					
4	Hours on Regular Pay Status	Vacation Earned Per Hour	Years of Service	Working Days Per Year (Hours)	
5				(Hours)	
5	0 through 08320	.0460	0 through 4 ..	12 (96)	192
6	08321 through 18720	.0577	5 through 9 ..	15 (120)	240
6	18721 through 29120	.0615	10 through 14..	16 (128)	256
7	29121 through 39520	.0692	15 through 19..	18 (144)	288
7	39521 through 41600	.0769	20 .....	20 (160)	320
8	41601 through 43680	.0807	21 .....	21 (168)	336
8	43681 through 45760	.0846	22 .....	22 (176)	352
9	45761 through 45840	.0885	23 .....	23 (184)	368
9	47841 through 49920	.0923	24 .....	24 (192)	384
9	49921 through 52000	.0961	25 .....	25 (200)	400
10	52001 through 54080	.1000	26 .....	26 (208)	416
10	54081 through 56160	.1038	27 .....	27 (216)	432
11	56161 through 58240	.1076	28 .....	28 (224)	448
11	58241 through 60320	.1115	29 .....	29 (232)	464
12	60321 and over	.1153	30 .....	30 (240)	480

E. Employees covered by this Chapter shall accrue vacation from the date of entering City service and may accumulate vacation the maximum number of hours shown in 4.34.020 D, Column No. 3, above; provided, however, such accrual will not be credited to the full-time employee until the employee has completed one thousand forty hours on regular pay status with the City and will not be credited to the part-time employee until the employee has completed one thousand forty hours or six months of service, whichever comes first, on regular-pay status with the City(~~(; and provided, further, the maximum amount of vacation an employee may carry over from his accrual in any one service year on his anniversary date to the next service year is fifty percent of the number of hours shown in 4.34.020--D--Column No--2, for the employee's level of accrual)).~~

F. Accrual and accumulation of vacation time shall cease at the time an employee's vacation balance reaches the maximum balance allowed and shall not resume until the employee's vacation balance is below the maximum allowed(~~(; provided that any~~

(To be used for all Ordinances except Emergency.)

employee whose vacation balance on January 1, 1983, exceeds the maximum allowed may retain an excess balance and accrue additional vacation at the appropriate rate through December 31, 1983, after which date further accrual and the maximum vacation balance shall be in accordance with the provisions of this ordinance)).

Section 2. Any act consistent with the provisions of this ordinance and subsequent to the Mayor's approval of this ordinance is ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 9th day of April, 1984, and signed by me in open session in authentication of its passage this 9th day of April, 1984. *[Signature]* President of the City Council.

Approved by me this 12th day of April, 1984. *[Signature]* Mayor.

Filed by me this 12th day of April, 1984.

Attest: *[Signature]* City Comptroller and City Clerk.

(SEAL)

Published.....

By *[Signature]* Deputy Clerk.

**Your  
Seattle  
Personnel Department**

Susan B. Pavlou, Personnel Director  
Charles Royer, Mayor

REC'D OMB MAR 1 2 1984



March 9, 1984

826.12

TO: City Council  
City of Seattle

Via: Mayor Charles Royer

ATTN: Gary Zarker, Director  
Office of Management and Budget

FROM: Susan B. Pavlou, *S. B. Pavlou*  
Personnel Director

SUBJECT: Proposed Amendment to Vacation Ordinance (110195)

Attached for your consideration is a proposed amendment to the Vacation Ordinance. The purpose of this amendment is to extend to non-represented employees the same provision for vacation carryover as has been provided to represented employees in recently negotiated bargaining unit agreements.

The present Vacation Ordinance restricts to fifty percent the amount of vacation earned in any one service year that an employee may carry over toward his/her maximum allowable vacation balance. The employee must use or lose the remaining fifty percent of vacation accrued in the same service year. Since it became effective on January 1, 1982, this ordinance provision has been applicable to both non-represented employees and employees represented by bargaining units. Both the City and the bargaining units have found this provision to be difficult to administer and to monitor. The provision has been confusing to employees and departments and has resulted in the loss of accrued vacation credit for employees. Because of this, the City has agreed with bargaining units to eliminate the provision from collective bargaining agreements, effective September 1, 1983. This proposed Vacation Ordinance amendment will extend the same carryover provisions to non-represented employees as those carryover provisions negotiated into the most recent bargaining unit agreements. In other respects, the proposed amendment maintains the City's present practice for accrual of vacation by permanent full-time and permanent part-time employees.

Please let me know if you need any further information. I will be available to assist you with any questions you may have.

SBP:rtm

Attachments

City of Seattle

Executive Department-Office of Management and Budget

Gary Zarker, Director  
Charles Royer, Mayor



March 13, 1984

COPY OF WITHIN RECEIVED  
MAR 13 1984  
Douglas N. Jewett  
CITY ATTORNEY

The Honorable Douglas Jewett  
City Attorney  
City of Seattle

Dear Mr. Jewett:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING  
DEPARTMENT: Personnel

SUBJECT: Vacation Ordinance amendment making vacation carryover to nonrepresented employees consistent with the provisions for represented employees.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation directly to your office for review and drafting.

After reviewing this request and drafting appropriate legislation:

- ( X ) File the legislation with the City Clerk for formal introduction to the City Council as an Executive Request.
- ( ) Do not file with City Council but return the proposed legislation to OMB for our review. Return to \_\_\_\_\_.

Sincerely,

Charles Royer  
Mayor

By

GARY ZARKER  
Budget Director

GZ/gc/ba

Enclosure

cc: Susan B. Pavlou, Personnel

**ORDINANCE**

AN ORDINANCE to amend the City Code, amending Section 4.34.020 by removing a vacation carry-over restriction and deleting certain superfluous language.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Section 4.34.020 is amended as follows:

4.34.020 Annual vacation allowances shall be accrued by all such employees except Department heads and uniformed Fire Department employees as follows:

A. Annual vacation with pay shall be computed at the rate shown in subsection D below for each hour on regular-pay status as shown on the payroll, but not to exceed eighty hours per pay period, except in the Health Department where such maximum shall be eighty-seven hours per pay period as long as the King County payroll system is utilized.

by the employee

B. "Regular pay status" regular straight time hours of work plus paid time off such as vacation time, holiday time off and sick leave.

C. "Service year" is defined as the period of time between an employee's date of hire and the one-year anniversary date of the employee's date of hire or the period of time between any two consecutive anniversaries of the employee's date of hire thereafter.

D. The vacation accrual rate shall be determined in accordance with the rates set forth in Column No. 1. Column No. 2 depicts the corresponding equivalent annual vacation for a regular full-time employee. Column No. 3 depicts the maximum number of vacation hours that can be accrued and accumulated by an employee at any time.

E. Employees covered by this Chapter shall accrue vacation from the date of entering City service and may accumulate vacation the maximum number of hours shown in 4.34.020 D, Col-

COLUMN NO. 1 ACCRUAL RATE		COLUMN NO. 2 EQUIVALENT ANNUAL VACATION FOR FULL-TIME EMPLOYEE		COLUMN NO. 3 MAXIMUM VACATION BALANCE
Hours on Regular Pay Status	Vacation Earned Per Hour	Years of Service	Working Days Per Year (Hours)	(Hours)
0 through 08320	.0460	0 through 4	12 (96)	192
08321 through 18720	.0577	5 through 9	15 (120)	240
18721 through 29120	.0615	10 through 14	16 (128)	256
29121 through 39520	.0692	15 through 19	18 (144)	288
39521 through 41600	.0763	20	20 (160)	320
41601 through 43680	.0807	21	21 (168)	336
43681 through 45760	.0846	22	22 (176)	352
45761 through 45840	.0885	23	23 (184)	368
47841 through 49920	.0923	24	24 (192)	384
49921 through 52000	.0961	25	25 (200)	400
52001 through 54080	.1000	26	26 (208)	416
54081 through 56160	.1038	27	27 (216)	432
56161 through 58240	.1076	28	28 (224)	448
58241 through 60320	.1115	29	29 (232)	464
60321 and over	.1153	30	30 (240)	480

umn No. 3, above; provided, however, such accrual will not be credited to the full-time employee until the employee has completed one thousand forty hours on regular pay status with the City and will not be credited to the part-time employee until the employee has completed one thousand forty hours or six months of service, whichever comes first, on regular-pay status with the City (6 and provided, further, the maximum amount of vacation an employee may carry over from his accrual in any one service year or his anniversary date to the next service year is fifty percent of the number of hours shown in 4.34.020 D Column No. 2, for the employee's level of accrual).

F. Accrual and accumulation of vacation time shall cease at the time an employee's vacation balance reaches the maximum balance allowed and shall not resume until the employee's vacation balance is below the maximum allowed (6 provided that any employee whose vacation balance on January 1, 1982, exceeds the maximum allowed may retain an excess balance and accrue additional vacation at the appropriate rate through December 31, 1982, after which date further accrual and the maximum vacation balance shall be in accordance with the provisions of this ordinance).

Section 2. Any act consistent with the

provisions of this ordinance and subsequent to the Mayor's approval of this ordinance is ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 9th day of April, 1984, and signed by me in open session in authentication of its passage this 9th day of April, 1984.

NORMAN B. RICE,  
President of the City Council.

Approved by me this 12th day of April, 1984.

CHARLES ROVER,  
Mayor.

Filed by me this 12th day of April, 1984.

Attest: TIM HILL,  
City Comptroller and City Clerk.

(Seal) By THERESA DUNBAR,  
Deputy Clerk.

Publication ordered by TIM HILL,  
Comptroller and City Clerk.

Date of official publication in Daily Journal of Commerce, Seattle, April 18, 1984.  
(C-520)

C-520

JE 111621

### Affidavit of Publication

Health Department for its  
purpose of this act by law  
and bills Ordinance

### STATE OF WASHINGTON KING COUNTY—SS.

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1961, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a  
Ordinance No. 111621

was published on April 18, 1984

*A. Patterson*

Subscribed and sworn to before me on  
April 18, 1984

*Yvonne Summers*  
Notary Public for the State of Washington,  
residing in Seattle.