

City of Stanwood

RESOLUTION 2014-14

A RESOLUTION OF THE CITY OF STANWOOD, WASHINGTON AMENDING THE CITY'S PERSONNEL POLICY, ADDING A NEW SECTION 917 ENTITLED "UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE"

WHEREAS, on June 13, 2013, the City Council approved by motion a Personnel Policy Manual: and

WHEREAS, The State of Washington has passed new legislation, Substitute Senate Bill (SSB) 5173, which went into effect on June 12, 2014; and

WHEREAS, SSB 5173 provides employees of local government entities with two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization"; and

WHEREAS, SSB 5173 authorizes local government entities to adopt ordinances or resolutions setting forth the process by which employees may request up to two unpaid days per year and the employer may obtain information about the request; and

WHEREAS, SSB 5173 requires the local government entity to grant the request unless the absence would impose an "undue hardship" or the employee's presence is necessary to maintain public safety; and

WHEREAS, it is the City Council's intention to add a new Section 917 entitled "Unpaid Holidays for Reasons of Faith or Conscience" to the city's personnel policy manual in order to conform with SSB 5173.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANWOOD AS FOLLOWS:

The City of Stanwood Personnel Policies manual is hereby amended to add a new Section 917 entitled "Unpaid Holidays for Reasons of Faith or Conscience" which shall read as follows:

917 Unpaid Holidays for Reasons of Faith of Conscience

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the

two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of two (2) weeks prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.

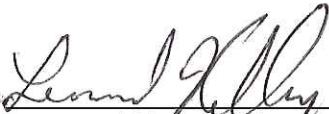
The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next. A day is defined as a 24-hour period.

BE IT FURTHER RESOLVED:

Except as provided above, all other sections of the Personnel Policy Manual remain in full force and effect as originally adopted.

PASSED AND APPROVED by the City Council of the City of Stanwood this 26th day of June, 2014.

CITY OF STANWOOD



Leonard Kelley, Mayor

ATTEST:



Greg Thrasher, City Clerk