

ORDINANCE NO. 2322

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO CITY PERSONNEL AND EMPLOYMENT AND AMENDING CHAPTER 3.80 OF THE KIRKLAND MUNICIPAL CODE.

BE IT ORDAINED by the City Council of the City of Kirkland as follows:

SECTION 1: The following sections and sub-sections of Chapter 3.80 of the Kirkland Municipal Code are each hereby amended to read as follows:

3.80.070
Definitions

"3.80.070(6) 'Permanent Full Time Employee' means an employee who is working for an indefinite period, is compensated by a salary for services rendered and has worked in this position for at least six months."

3.80.070(8) "Probationary Employee" means an employee who is hired for a permanent position and who has not completed the probationary period of three [~~six~~] months;

3.80.090 Holidays. (a) Permanent employees shall be granted the following holidays, and other such days as the city council may fix, without a reduction in pay; temporary employees shall receive the following holidays without pay:

Holiday	Date to be Observed
(1) New Year's Day	January 1st;
(2) Lincoln's Birthday	February 12th;
(3) <u>Washington's Birthday</u>	<u>Third Monday in February;</u>
(4) Memorial Day	Last Monday in May;
(5) Independence Day	July 4th;
(6) Labor Day	First Monday in September;
(7) <u>Veterans Day</u>	<u>November 11th;</u>
(8) <u>Thanksgiving Day</u>	<u>Fourth Thursday in November;</u>
(9) Day after Thanksgiving	Fourth Friday in November;
(10) Christmas Day	December 25th;
(11) <u>Floating Holiday</u>	<u>At employee's choice.</u>

In selecting the Floating holiday the employee's choice of day will be granted provided: the employee has given not less than fourteen calendar days written notice to his supervisor; provided, however, that the employee and supervisor may agree upon an earlier date, and further

provided that the number of employees selecting a particular day off does not prevent a department or office from providing continued public service. The Floating holiday must be taken during the calendar year or entitlement to the day will lapse.

(b) When one of the above-listed holidays falls on the sixth day of an employee's work week, the fifth day will be observed as the holiday. When one of the above-listed holidays falls on the seventh day of the work week, the following day shall be observed as the holiday.

(c) Police Uniformed Personnel. Police Uniformed Personnel shall be granted eleven [~~eight~~] days vacation in lieu of the above holidays. Such vacation days shall be given at the convenience of the city within twelve months of the holiday(s) worked.

(d) When a permanent employee other than police uniformed personnel works on any holiday, he shall be given one other day vacation with full pay for each holiday that he is on duty. Such vacation days shall be given at the convenience of the city but within twelve months of the holiday worked.

3.80.100 Vacation Policy. (f) Department heads, [~~management-staff~~] and personnel defined as supervisors, who have completed six consecutive months of service, may take a vacation equivalent to the amount of vacation credit [~~he has~~] received up to the time of going on vacation. In no case will an employee be paid for accrued vacation upon separation if he has been employed by the city for less than twelve consecutive months.

3.80.100 (h) Vacations will be scheduled by department heads at a time that will cause minimum interference with the operations of the city and department. Employees desiring to claim accrued vacation leave must first procure the approval of their [~~his~~] respective department heads.

Department heads desiring to claim accrued vacation leave must secure the approval of the city manager.

3.80.120 Sick Leave. (b) Sick leave shall be available to permanent full time employees after they have worked for a minimum of thirty consecutive calendar

days after the most recent date of hire.

3.80.140 (e) Probationary employees have no vested status for three [~~six~~] months. Such employees may be disciplined, suspended or dismissed by the city manager without further recourse.

3.80.150 Resignation. An employee shall give at least three [~~two~~] weeks notice of resignation prior to the effective date thereof, provided that the appointing authority may waive the required notice in the interest of the city. Terminal vacation pay shall be forfeited if the notice is neither given nor waived.

SECTION 2: This Ordinance shall be in force and take effect five days from and after its passage by the City Council and publication as required by law.

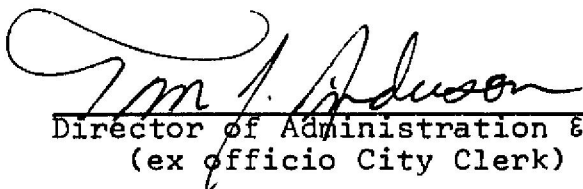
PASSED by the Kirkland City Council in regular meeting on the 2nd day of August, 1976.

SIGNED in authentication thereof on the 2nd day of August, 1976.



Mayor

Attest:



Director of Administration & Finance
(ex officio City Clerk)

Approved as to form:



City Attorney