

Resolution 931

A RESOLUTION OF THE CITY COUNCIL TO PROHIBIT EMPLOYEE BUY BACK OF ACCRUED VACATION EXCEPT AS PREVIOUSLY BARGAINED

WHEREAS, City employees accrue vacation each year as part of their benefit package;
and

WHEREAS, a limited number of vacation hours that are not used in the year they are
earned may be rolled over to the next year, subject to the individual limits of their
bargaining group; and

WHEREAS, Vacation accrual policies differ among the City's seven bargaining groups;
and

WHEREAS, City Administration has previously neglected to inform Council of vacation
policies stated in the Employee Handbook when requesting approval of Buy Back
requests; and

WHEREAS, the State Auditor's Office in a Management Letter, listed vacation buyout
payments of \$13,990 and \$ 5,207 made in 2014 as being made without proper Council
approval or policy in their Accountability Audit covering the January 1, 2013 -December
31, 2014 period; and

WHEREAS, Council desires to clearly establish vacation and vacation buyback policies
for Administration and bargaining groups alike;

NOW, THEREFORE, LET IT BE RESOLVED by the City Council of the City of Lynden
that the Employee Handbook, Chapter 5 City Benefits be amended as follows;

Section 5.2 Vacation on pages 37-38, the Table "Years Employment - Days
Vacation" be APPENDED to include "After 15 years.....25 days vacation with full
pay" effective January 1, 2016, and;

Section 5.2 Vacation on page 38 DELETE the sentence stating "In certain
circumstances, a Department Head may allow an employee to accrue vacation
time beyond the maximum, if approved by the City Administrator." Effective the
date of Council approval; and

Section 5.2 Vacation on page 38 ADD the following sentence "Vacation Time shall not be subject to Buy Back unless as specified in his/her current bargaining agreement." effective the date of Council Approval.

LET IT BE FURTHER RESOLVED by the City Council of the City of Lynden that HR Policy 2 of the Personnel Policies and Procedures of the City of Lynden be amended as follows;

The list of vacation accrual in paragraph three of the policy be APPENDED to include "After 15 years.....25 days vacation with full pay" effective January 1, 2016, and;

DELETE the last sentence in paragraph six of the policy stating "In certain circumstances, a department head may allow an employee to accrue vacation time beyond the maximum, if approved by the City Administrator." Effective the date of Council approval; and

ADD the following sentence after paragraph nine of the policy "Vacation Time shall not be subject to Buy Back unless as specified in his/her current bargaining agreement." effective the date of Council Approval.

APPROVED this 16 Day of November, 2015


MAYOR

APPROVED AS TO FORM:


CITY ATTORNEY

ATTEST:


CITY CLERK