



ORDINANCE NO. 28673

1 AN ORDINANCE relating to compensation; amending Chapter 1.12 of the
 2 Tacoma Municipal Code to authorize a temporary increase to the
 3 maximum accrual limits for Vacation Leave and Personal Time Off
 plans; and declaring the effective dates thereof.

4 WHEREAS as part of the City’s response to the COVID-19 situation, some
 5 employees have been asked to cancel or delay time off plans due to limited
 6 staffing levels, and time off balances for employees have reached or exceed
 7 maximum accrual balances, and

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 9 WHEREAS this ordinance will allow the City Manager for General
 10 Government employees, and the Director of Utilities for Tacoma Public Utilities
 11 employees, to temporarily increase the maximum accrual limits for Vacation and
 12 Personal Time Off balances, and

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 14 WHEREAS at the end of the designated temporary increase, employees
 15 will have to use all excess leave accruals or they will be forfeited, and excess
 16 hours above the published Vacation and Personal Time Off maximums will not
 17 be paid out at a time of separation, including retirement; Now, Therefore,

18 BE IT ORDAINED BY THE CITY OF TACOMA:

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 20 Section 1. That Section 1.12.220 of the Tacoma Municipal Code, is
 21 hereby amended, effective retroactive to March 30, 2020.

22 **1.12.220 Vacation allowance with pay.**

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24 3. Vacation accrual balances shall not exceed an amount equal to two years’ accrual.

25 In the event an employee is unable to use his or her vacation prior to exceeding the
 26 two-year limitation because of continued illness, with a written request submitted to the
 Human Resources Department, such unused days may be allowed to accumulate until



1 the employee returns to work or is separated. Vacation in excess of two years' accrual,
2 if not taken within 90 calendar days after an employee returns to work, shall be
3 forfeited.

4 In the best interests of the City, the City Manager, for general government employees,
5 and the Director of Utilities, for department of public utilities employees, may
6 temporarily increase the maximum vacation accrual requirements set forth in this
7 section.

8 * * *

9 Section 2. That Section 1.12.248 of the Tacoma Municipal Code, is
10 hereby amended, effective retroactive to March 30, 2020.

11 **1.12.248 Personal Time Off plan.**

12 * * *

13 C. Maximum accrual of PTO.

14 1. Each employee may accrue a maximum of 960 hours of PTO.

15 2. If the appointing authority, or his or her designee, denies an employee's request for
16 PTO and the denial would result in the employee's accrual exceeding the maximum
17 allowed, the employee shall not lose the accrual at that time. The employee shall have
18 up to 90 days to use the excess accrual.

19 In the best interests of the City, the City Manager, for general government employees,
20 and the Director of Utilities, for department of public utilities employees, may
21 temporarily increase the maximum PTO accrual requirements set forth in this section.

22 * * *

23 Section 3. That Sections 1 and 2 are effective retroactive to March 30,
24 2020.

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Section 4. That the City Council finds that this Ordinance is necessary,
routine, and consistent with Governor Inslee's emergency proclamation issued
March 24, 2020, and recently extended, suspending portions of the Open Public
Meetings Act.

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney