



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Karen Short, Senior Human Resources Consultant  
Kari Louie, Assistant Human Resources Director  
Shelby Fritz, Human Resources Director  
**COPY:** City Council and City Clerk  
**SUBJECT:** Pay and Compensation Ordinance – January 28, 2025  
**DATE:** January 9, 2025

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**SUMMARY AND PURPOSE:**

An ordinance amending the Tacoma Municipal Code (TMC) Compensation Plan, Chapter 1.12, to implement changes to Tacoma Municipal Code (TMC) Sections 1.12.220, 1.12.230, 1.12.232, and 1.12.248 to comply with recent updates to Washington State’s Paid Sick Leave Law.

**BACKGROUND:**

The ordinance will provide for language to change Tacoma Municipal Code (TMC) Section 1.12.220 Vacation allowance with pay, Section 1.12.230 Sick allowance with pay, Section 1.12.232 Sick allowance with pay – LEOFF I Police and Fire personnel, and Section 1.12.248 Personal Time Off (PTO) plan to include the updated definition of family member as well as expanded use of paid leave for certain business and school closures. These changes follow Engrossed Substitute Senate Bill 5793 (ESSB 5793), which made updates to Washington State’s Paid Sick Leave Law (RCW 49.46.210) and are effective January 1, 2025. They are designed to provide more comprehensive and adaptable support for employees, especially during emergencies or in situations where caregiving responsibilities extend beyond conventional family structures. These expansions are as follows:

**1. Business and School Closures:**

The updated language explicitly allows employees to use paid sick leave when the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.

**2. Expanded Definition of Family Member:**

The definition of "family member" for paid leave purposes is broadened to include not just traditional familial relationships, but also any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. The TMC definition of family member will be updated in Sections 1.12.220, 1.12.230, 1.12.232 and 1.12.248 to the following:

(1) "Family Member" means a child, grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. "Family members includes any individual who regularly resides in the employee’s home, except that that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

(2) "Child" means a biological, adopted, or foster child, a stepchild, a child’s spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.



(3) "Grandchild" means a child of the employee's child.

(4) "Grandparent" means a parent of the employee's parent.

(5) "Parent" means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis to an employee when the employee was a child.

(6) "Spouse" means a husband or wife, as the case may be, or state registered domestic partner under state law or City policy.

**COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:**

**2025 STRATEGIC PRIORITIES:**

**Economy/Workforce:** Moderate Opportunity

**Explain how your legislation will affect the selected indicator(s).**

This legislation supports the responsible and sustainable management of City funds.

**ALTERNATIVES:**

Presumably, your recommendation is not the only potential course of action; please discuss other alternatives or actions that City Council or staff could take. Please use table below.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
Do not approve the legislation	N/A	unknown

**EVALUATION AND FOLLOW UP:**

**STAFF/SPONSOR RECOMMENDATION:**

Authorization from the City Council by ordinance is required to implement changes to the Tacoma Municipal Code related to the Vacation, Sick Leave, and Personal Time Off (PTO) plans.

**FISCAL IMPACT:** There is no fiscal impact for the changes requested.