



TO: T.C. Broadnax, City Manager *J.C.*
FROM: Joy St. Germain, Human Resources Director *Joy St. Germain*
SUBJECT: Ordinance Disclosure
DATE: August 13, 2013

On the agenda for City Council action on August 20, 2013, will be an ordinance to amend the Compensation Plan. This memorandum discloses the contents of that ordinance pursuant to Section 1.12.970 of the Tacoma Municipal Code.

Section 1: Amends Section 1.12.246 of the Compensation Plan to provide for a program for employees to convert unused and accrued leave into cash for a contribution/donation to the United Way.

The ordinance will allow employees eligible for vacation or personal time off (PTO) benefits the ability to request to cash out unused and accrued leave for a donation to the United Way of Pierce County. Leave donated under the program would be converted to cash at the employee's base rate of pay, and the gross amount sent as a donation to the United Way.

All City of Tacoma employees who are eligible for vacation or personal time off benefits will be eligible to participate in the program on a voluntary basis. Employees would be eligible to convert a minimum of 2 hours and up to a total of 16 hours of vacation leave or personal time off leave in full hourly increments. Employees donating leave would be responsible for all applicable taxes, and the value of the donation will be reported as wages on Form W-2 as earnings in the year in which the donation occurs.

I would be happy to answer any questions you may have.