



ORDINANCE NO. 28167

1 AN ORDINANCE amending Chapter 1.12 of the Tacoma Municipal Code by
2 amending Section 1.12.246, the Leave-Based Contribution Plan, to provide
3 the opportunity for eligible employees to contribute the cash value of accrued
vacation and/or personal time off to the United Way of Pierce County.

4 WHEREAS Ordinance No. 27426, passed November 8, 2005, provided for a
5 Leave-Based Contribution Program ("Program") for employees to contribute the
6 cash value of unused, accrued leave to the American Red Cross after the events of
7 Hurricane Katrina, and
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9 WHEREAS the City desires to amend the Program to allow employees to
10 make contributions of unused, accrued vacation or personal time off ("PTO") leave
11 as a cash donation to United Way of Pierce County ("United Way"), and
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13 WHEREAS all City employees who are eligible for vacation or PTO leave will
14 be eligible to participate in the Program on a voluntary basis, and
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16 WHEREAS contribution requests will be collected during the annual United
17 Way campaign, with a stipulation that employee leave balances at the time of
18 contribution would not fall below 80 hours, and
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20 WHEREAS eligible employees would be able to contribute vacation or PTO
21 leave in full hour increments, with a minimum conversion of two hours and a
22 maximum of 16 hours, and
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24 WHEREAS the cash value of the contribution would be sent to the United
25 Way of Pierce County and would be considered taxable earnings for the employee
26 at the time of the contribution; Now, Therefore,



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BE IT ORDAINED BY THE CITY OF TACOMA:

Section 1. That Chapter 1.12 of the Tacoma Municipal Code is hereby amended by amending Section 1.12.246 thereof, as set forth in the attached Exhibit "A."

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

Cheryl A. Comer

Deputy City Attorney



EXHIBIT "A"

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1.12.246 Leave-Based Contribution Program.

The City encourages contributions to the United Way of Pierce County ("United Way") emergency relief efforts and wishes to make it easier for its employees to make such contributions by allowing through a program allowing a limited opportunity for employees to convert accrued and unused vacation, compensatory time, and/or personal time off accruals to a donation to the United Way ward emergency relief efforts. This limited opportunity to authorize a conversion of accrued leave is exclusively for the purpose of this payroll deduction and donation.

A. Effective November 15, 2005, through December 15, 2005, Employees who earn vacation, compensatory time off, and/or personal time off under TMC 1.12.080, 1.12.220, and 1.12.248, and are otherwise eligible, may voluntarily authorize a contribution of an amount equivalent to no less than 4 1/2 hours and no more than 80 hours of accumulated and unused leave in one hour increments; the cash value of such contribution will be forwarded by the City to the United Way American Red Cross for Hurricane Katrina relief efforts during the pay period(s) selected by the employee on an ending December 25, 2005. The authorization for the contribution will be on a form approved by the Human Resources Director and as prescribed by the Finance Director.

1. The amount of eligible leave donated by any eligible and participating employee shall be converted to cash at the employee's base straight-time rate of pay in effect for the employee's regular classification at the time of contribution. Leave donated under this section is taxable to the employee as supplemental compensation.

2. Participating employees' accumulated and unused leave balances shall be reduced by the number of hours designated and authorized for contribution, not to exceed a total of 80 hours.

3. The City will not make contributions that would result in the employee's leave balance going below 80 hours. Partial contributions will not be made.

4. Employees donating leave under this section will not receive payment for these hours at time of separation or retirement.