



**TO:** Elizabeth Pauli, City Manager  
**FROM:** Karen Short, Senior Human Resources Analyst, Human Resources  
Gary Buchanan, Director, Human Resources  
Kari L. Louie, Senior Compensation & Benefits Manager, Human Resources  
**COPY:** City Council and City Clerk  
**SUBJECT:** Pay & Compensation Ordinance – February 26, 2019  
**DATE:** February 21, 2019

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**SUMMARY:**

An ordinance to amend the Tacoma Municipal Code (TMC), Compensation Plan, Chapter 1.12, relating to the authority of the City Manager and Director of Utilities to grant leave during severe inclement weather or conditions, and to add a new Section 1.12.280 entitled “Inclement weather or conditions,” retroactive to February 11, 2019.

**COUNCIL SPONSORS:**

Council Member Lillian Hunter

**STRATEGIC POLICY PRIORITY:**

The requested ordinance aligns with the City Council’s Strategic Policy Priority to encourage and promote an open, effective and results-oriented organization by providing for rates of pay and compensation for represented and nonrepresented employees.

**BACKGROUND:**

Difficult commuting conditions caused by flooding, snow, ice, windstorm, or other severe weather conditions may create unsafe or hazardous commuting conditions for City employees to report to scheduled work locations. The City Manager for general government departments and the Director of Utilities for the division of the Department of Public Utilities, are vested with the authority to control the work schedules of employees and to grant requests for leave.

Due to the recent major snow event, the City Manager and Director of Utilities, in order to safeguard the health and safety of employees, delayed the opening of City administrative offices by 2 hours on February 11, 2019, which has resulted in the potential loss of pay for hourly paid employees who are not covered by collective bargaining units.

The City Manager and Director of Utilities desire to clarify this authority as related to inclement weather and conditions by expressly authorizing the City Manager and Director of Utilities, or designees, to issue a formal notice declaring an inclement weather condition to exist and upon that declaration, approve leaves of absences for employees who are unable to report for scheduled work because of such weather or conditions, including the authority of the City Manager and Director of Utilities, or designees, to grant jointly, but not separately, up to two hours of paid time for tardiness and/or early departure when inclement weather conditions warrant.

To address the impact of pay inequities among employee groups resulting from the delayed opening of City administrative office, the ordinance should be effective retroactive to February 11, 2019, to authorize the City Manager and Director of Utilities to provide wages to impacted employees.

**ISSUE:**

Authorization from the City Council by ordinance is required to implement compensation for represented and nonrepresented employees.

**RECOMMENDATION:**

It is recommended that the City Council take the necessary action to approve the legislation.



**FISCAL IMPACT:**

The recommended change will reduce leave usage for employees when a two-hour delay is implemented. The change will not result in immediate fiscal impacts. Impacts over time from the reduced leave use will likely be de minimus, but will depend on the frequency of use. Expenditures are the responsibility of each department for their respective employees. Department Directors will be responsible for adhering to their overall level of appropriation.