



ORDINANCE NO. 28783

1 AN ORDINANCE relating to pay and compensation; amending Chapter 1.12 of the
2 Tacoma Municipal Code, Section 1.12.248, entitled "Personal Time Off
3 plan," to change the annual cash-out provisions for nonrepresented
4 employees, effective January 1, 2022.

4 WHEREAS the current Tacoma Municipal Code ("TMC") allows eligible
5 employees to cash out certain amounts of accrued, unused Personal Time Off
6 ("PTO") leave, on an annual basis, and
7

8 WHEREAS in order to protect the tax benefits of the PTO leave program in
9 conjunction with an annual PTO leave cash out program and various retirement
10 VEBA plans, it is necessary to change the annual PTO cash out provisions so that
11 employees can apply to cash out PTO leave to be accrued in the future, and
12

13 WHEREAS making this change for nonrepresented employees at this time
14 provides value to those employees by eliminating the 10 percent holdback and
15 limitations dependent on unplanned PTO usage, and
16

17 WHEREAS the ordinance will add a new subsection to TMC 1.12.248
18 applicable to nonrepresented employees, and will provide criteria for applying for,
19 and committing to, a cash out of PTO leave based on future accruals; Now,
20

21 Therefore,

22 BE IT ORDAINED BY THE CITY OF TACOMA:

23 Section 1. That Section 1.12.248 of the Tacoma Municipal Code is hereby
24 amended, effective January 1, 2022, as set forth in the attached Exhibit "A."
25
26



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

Section 2. That the City Clerk, in consultation with the City Attorney, is authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney



EXHIBIT "A"

CHAPTER 1.12

COMPENSATION PLAN

Section:

1.12.248 "Personal Time Off plan"

* * *

5. Permissible Cash-out of Accrued PTO.

a. A represented employee must have been enrolled in the Personal Time Off (PTO) plan for the entire calendar year (January 1 to December 31) prior to requesting a cash-out payment of PTO pursuant to this section. Effective January 1, 2022, only represented employees may apply for a PTO cash out pursuant to subsections b. and c. and d. below; nonrepresented employees may only apply for a PTO cash out pursuant to subsection e. below.

b. A represented employee who uses no more than the equivalent of two work days (regardless of length of scheduled shift) of unplanned PTO in any one calendar year (January 1 to December 31), but who has used less than 80 hours of planned PTO during the same calendar year, may, in January of the following year, submit in writing, on the form provided by and available in the Human Resources Department, a request for a payment equal to 90 percent of the cash value of up to 40 hours of accrued PTO.

c. A represented employee who uses no more than the equivalent of two work days (regardless of length of scheduled shift) of unplanned PTO in any one calendar year (January 1 to December 31) and who uses at least 80 hours of planned PTO during the same calendar year may, in January of the following year, submit in writing, on the form provided by and available in the Human Resources Department, a request for a payment equal to 90 percent of the cash value of up to 80 hours of accrued PTO.

d. For any request submitted pursuant to subsections b or c above, the cash value of the PTO shall be based on the rate for the classification in which the employee is working at the time the request is made. The 10 percent balance of the cash value not so paid under subsection b or c set forth above shall be paid into the Employee Benefit Trust Fund.

e. A nonrepresented employee may, no later than January 31 of each year, submit in writing, on the form provided by and available from the Human Resources Department, a commitment to cash out up to 100 hours of available accrued PTO in February of the following year. The cash value of the PTO shall be based on the rate for the classification in which the employee is working at the time the cash out payment occurs.

* * *