



ORDINANCE NO. 29065

1 AN ORDINANCE relating to pay and compensation; amending Chapter 1.12 of the
2 Tacoma Municipal Code, relating to the Compensation Plan, to align with
3 provisions contained in agreements negotiated with the Tacoma Joint Labor
Committee.

4 BE IT ORDAINED BY THE CITY OF TACOMA:

5 Section 1. That Section 1.12.180 of the Tacoma Municipal Code ("TMC") is
6 hereby amended, effective January 1, 2026, to read as follows:

7 **1.12.180 Standby pay.**

8 Employees shall be eligible for standby pay pursuant to applicable collective bargaining agreements when
9 assigned as a member of a standby crew for possible call to work in the event of an emergency. Non-
10 represented employees may be eligible for standby pay of ~~\$4.50~~\$5.00 per hour when assigned and
11 approved by a Department Director. Exempt employees (overtime Category D or E) are not eligible for
standby pay unless such pay is provided for in a collective bargaining agreement or the department has
received prior written approval from the Human Resources Director, based on documented, critical
business need.

12 Section 2. That Section 1.12.230 of the TMC is hereby amended,
13 effective January 1, 2026, to read as follows:

14 **1.12.230 Sick allowance with pay.**

15 * * *

16 2. Permissible Use of Paid Sick Leave.

17 a. Sick leave may be taken in tenths (0.10) of an hour increments.

18 b. Injury or illness of employee to such extent as to constitute a hazard to the safety or health of himself
19 or herself or other employees.

20 c. Medical or dental care for the employee. Supervisors should attempt to accommodate appointments for
care. Employees should attempt to schedule such appointments to minimize disruption to work.

21 d. Quarantine of employee due to exposure to a contagious disease.

22 e. On-the-job injuries during the first three days if not eligible for Workers' Compensation and as a
23 supplement to Workers' Compensation after the 120-day supplementary on-the-job injury benefits
provided under Section 1.12.090.

24 f. Death of a spouse, father, mother, foster parent, brother, sister, child, foster child, grandparents, or
25 grandchildren of employee or relatives of the spouse of the employee in the same categories of
relationship subject to the requirements of subsection B.5. hereinafter set forth.

26 g. Employees working shifts other than the regular Monday through Friday workweek shall be paid
holiday pay plus paid sick leave when scheduled to work on a holiday and they are unable to work due to



illness or injury. Such employees, when not scheduled to work on a holiday, shall not be entitled to paid sick leave therefor.

h. Preinduction physical for service in the Armed Forces.

i. Illness or disability due to pregnancy or conditions related thereto.

j. Sick leave may be used to allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. For purposes of this section, "family member" means any of 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.

k. Sick leave may be used when the employee's assigned City work location 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 agency, or by the federal government.

B. Requirements for All Paid Sick Leave.

1. Every employee must report to the designated representative of his or her department head the reason for an absence prior to the beginning of his or her scheduled workday or such earlier time as required by his or her department or division head.

2. An employee must keep his or her department head informed of his or her condition if an absence is of more than four working days in duration.

3. For each absence an employee may be required to submit an explanation of the reason for such absence. A statement by the attending physician attesting to the nature and seriousness of said injury or illness shall be required if requested by the department head.

4. Employee must permit home visits or medical examinations at the expense and convenience of the City.

5. a. Upon approval by the department head, a maximum of four days' sick leave may be granted for the death of spouse, father, mother, foster parent, brother, sister, child, or foster child of the employee.

b. For the purpose of attending the funeral, upon approval by the department head, a maximum of one day's sick leave may be granted for the death of grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of the employee or the death of a father, mother, foster parent, brother,



brother-in-law, sister, sister-in-law, child, foster child, grandparent, or grandchild of the spouse of the employee.

~~i. An employee in a classification represented by the Tacoma Firefighters Union, Local 31, will be allowed to take up to two full shifts (or 4 eight hour days) of City paid leave in order to attend a funeral of a family member, as defined in subsection a or b above.~~

6. An employee shall be paid for sick leave at the rate he or she was receiving the day before the sick leave was taken.

7. Employees shall accrue sick leave according to the provisions of this section; provided, however, that any employee who leaves the City service during the first six months of employment shall not be compensated for any accrued sick leave.

C. Enforcement of Sick Leave Provisions.

1. Misrepresentation of any material facts in connection with paid sick leave by any employee shall constitute grounds for suspension or discharge.

2. It shall be the responsibility of the department head or his or her designated representative to:

a. Review all applications for sick leave and approve those which are bona fide and comply with the provisions of this section. Employees still absent at the end of a pay period may be certified for payment of sick leave by the department head by his or her signing the payroll timecards, subject to department head's approval for sick leave pay immediately upon the employee's return to work.

b. Investigate any suspected abuse of sick leave.

c. Withhold approval of sick leave pay in the event of unauthorized use.

d. Initiate disciplinary action if, as a result of investigation, it is determined that an employee has been guilty of willful misrepresentation in a request for sick leave pay.

* * *

Section 3. That Section 1.12.250 of the TMC is hereby amended, effective

January 1, 2026, to read as follows:

1.12.250 Leave with pay

* * *

G. Leave with Pay in the Event of the Death of a Family Member.

1. Upon approval by the department head, a nonrepresented employee, or a represented employee, if provided for in a collective bargaining agreement, may use up to five (5) working days of accrued, paid leave upon the death of a family member, as defined in subsection 2 of this section. Such leave shall be compensated at the employee's regular rate of pay in effect on the workday immediately preceding the commencement of the leave. Leave taken under this section must be used within one (1) year from the date of death of the family member.

2. For purposes of this section, "family member" means any of the following:

a. A child, grandchild, grandparent, parent, sibling, or spouse of the employee;

b. An individual who regularly resides in the employee's household and either (a) the relationship creates an expectation that the employee would provide care for the individual, and



(b) the individual depends on the employee for care. The term shall not include an individual who resides in the employee's household without an expectation of care;

c. "Child" means a biological, adopted, or foster child, stepchild, a child's spouse, or a child for whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;

d. "Grandchild" means a child of the employee's child;

e. "Grandparent" means a parent of the employee's parent;

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

g. "Spouse" means a husband, wife, or state-registered domestic partner as defined under applicable Washington State law or City policy.

3. Where the need for leave can be reasonably anticipated, the employee shall provide the supervisor with as much advance notice as possible.

4. The provisions of this section shall supersede the language in Section 1.12.230.B.5 for nonrepresented employees, or, for represented employees covered by a collective bargaining agreement granting application of this section.

a. An employee in a classification represented by the Tacoma Firefighters Union, Local 31, will be allowed to take up to two full shifts (or 4 eight-hour days) of City paid leave in order to attend a funeral of a family member, as defined in subsection 2 above.

5. Misrepresentation of any material facts in connection with paid leave used under this section by any employee shall constitute grounds for suspension or discharge.

Section 4. That Sections 1, 2, and 3 are effective January 1, 2026.

* * *

* * *

Passed _____

Mayor

Attest:

City Clerk

Approved as to form:

Deputy City Attorney