



Memorandum

Date: 12/2/2025
Meeting of: City Council

File No. AM No. 25-196
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
-----------------	---------------	--------------

DEPARTMENT STAFF:

Human Resources	Stacey Fullwiler	Human Resources Analyst
-----------------	------------------	-------------------------

TITLE:

Adoption of Resolutions for the Personnel Manual Benefit Changes

- a. Resolution No. 1617: A Resolution of the City Council of the City of Redmond, Washington Amending Sections 1.40, 7.20, 7.75, 9.30, 9.60, 9.70, 9.130, 9.140, and 10.20, and Establishing Sections 13.35 and 13.60 of the Redmond Personnel Manual
- b. Resolution No. 1618: A Resolution of the City Council of the City of Redmond, Washington, Adopting City of Redmond Personnel Manual Section 1.40 for Future Changes to the Summary Plan Description for the City of Redmond Self-Insured Medical Plan

OVERVIEW STATEMENT:

This memo outlines the proposed changes to the City of Redmond Personnel Manual related to employee benefits. The Personnel Manual benefit changes provide greater clarity of City policies, resulting in more effective policy administration and reducing overall risk. Changes are being requested to the following sections of the City of Redmond Personnel Manual: 1.40 Changing the Manual, 7.20 Rates of Pay, 7.75 Mandatory HRA VEBA and MERP Contributions for Non-Represented Employees, 9.30 Sick Leave, 9.60 Bereavement Leave for Non-Represented Employees, 9.70 Military Leave, 9.130 Leave Without Pay, 9.140 Shared Leave, 10.20 Employee Recognition, 13.35 Death of Employee, and 13.60 Last Day Worked.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A

- **Required:**
City Council is required to authorize benefit changes to the Personnel Manual, in accordance with the City of Redmond Personnel Manual Section 1.40.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Approval by City Council is being sought for the following Personnel Manual changes:

1.40 Changing the Manual, 7.20 Rates of Pay, 7.75 Mandatory HRA VEBA and MERP Contributions for Non-Represented Employees, 9.30 Sick Leave, 9.60 Bereavement Leave for Non-Represented Employees, 9.70 Military Leave, 9.130 Leave Without Pay, 9.140 Shared Leave, 10.20 Employee Recognition, 13.35 Death of Employee, and 13.60 Last Day Worked. Details of the changes are attached.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: ☐ Yes ☐ No ☒ N/A

Budget Offer Number:
N/A

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A
If yes, explain:
N/A

Funding source(s):
N/A

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
11/18/2025	Business Meeting	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

For changes to take effect at the beginning of a new year (January 1, 2026), the recommendations will need to be approved at the December 2, 2025, meeting to allow for appropriate lead time to make adjustments for an effective date of January 1, 2026.

ANTICIPATED RESULT IF NOT APPROVED:

Our Personnel Manual would be out of alignment with the latest law changes; please note that our health plans will automatically incorporate these changes as required by law.

ATTACHMENTS:

Attachment A: Redmond Personnel Manual Redline Changes Requiring Council Approval

Attachment B: Resolution to Amend the Redmond Personnel Manual

Attachment C: Resolution to Adopt Section 1.40 for Future Changes to Summary Plan Descriptions for Self-Insured Medical Plan