

City of Redmond

15670 NE 85th Street Redmond, WA

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	T(S):	
Human Resources	Cathryn Laird	425-556-2125
DEPARTMENT STAFF:		
Human Resources	Stacey Fullwiler	Human Resources Analyst
<u>TITLE</u> : Adoption of Resolutions for the Pe	rsonnel Manual Benefit Chang	res
	0, 9.70, 9.130, 9.140, and 10	the City of Redmond, Washington Amending Section 0.20, and Establishing Sections 13.35 and 13.60 of th
	ual Section 1.40 for Future Ch	of the City of Redmond, Washington, Adopting City of anges to the Summary Plan Description for the City of
Personnel Manual benefit chan administration and reducing overa Personnel Manual: 1.40 Changing Non-Represented Employees, 9.30	ges provide greater clarity Il risk. Changes are being requ the Manual, 7.20 Rates of Pay, O Sick Leave, 9.60 Bereavemen	nd Personnel Manual related to employee benefits. The of City policies, resulting in more effective policies to the following sections of the City of Redmontory Transport Transport Mean Mean Mean Contributions for Leave for Non-Represented Employees, 9.70 Militar lloyee Recognition, 13.35 Death of Employee, and 13.6
☑ Additional Background Inf	ormation/Description of Prop	osal Attached
REQUESTED ACTION:		
☐ Receive Information	☐ Provide Direction	☑ Approve
REQUEST RATIONALE:		
 Relevant Plans/Policies: N/A 		

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 Required: City Council is required to authorize Redmond Personnel Manual Section Council Request: N/A Other Key Facts: N/A 	-	ges to the Perso	nnel Manual, in accordance with the City o
OUTCOMES:			
Approval by City Council is being sought for the 1.40 Changing the Manual, 7.20 Rates of Pay Employees, 9.30 Sick Leave, 9.60 Bereavement Without Pay, 9.140 Shared Leave, 10.20 Employees of the changes are attached.	, 7.75 Mandat nt Leave for N	ory HRA VEBA a on-Represented	nd MERP Contributions for Non-Represente Employees, 9.70 Military Leave, 9.130 Leav
COMMUNITY/STAKEHOLDER OUTREACH AN	D INVOLVEME	ENT:	
 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: <i>If yes, explain</i> : N/A	☐ Yes	⊠ No	□ N/A
Funding source(s): N/A			
Budget/Funding Constraints:			

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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