



## Council Policy Proposal

Please save as a copy and return this form to Diedra Maher at [dmaher@redmond.gov](mailto:dmaher@redmond.gov) by Wednesday at 5 p.m. the week prior to the Study Session. Council Leadership will be alerted there is an item to schedule for consideration at a future Council Talk Time. This form and any attached documentation will be provided to the City Clerk for addition to the agenda for all Councilmembers and the public to review.

Tracking Number 0013 Date of Request 1/22/2025 Requester Jeralee Anderson

### Problem Statement

*A clear and concise description of the issue(s) that need(s) to be addressed.*

*This following proposal includes updates to the Redmond Personnel Manual.*

*The City of Redmond recognizes multiple types of discrimination against protected class populations in the Redmond Personnel Manual for purposes of hiring, firing and management of general staff. The current statement does not include emerging areas in identity: neurodiversity; survivors of assault, stalking, abuse or violence; immigration status; and, socioeconomic status. These populations of individuals, whether reported or not, are more vulnerable to harassment and discrimination as well as intersectional issues of other forms of discrimination and harassment.*

*The City is required to follow the Washington State Fair Chance Act, but the benefits of this Act for job applicants are not noted in the Manual explicitly.*

*The City of Redmond does not currently provide bereavement leave or parental leave for pregnant persons and their immediate family members who experience a pregnancy loss or abortion.*

*The City can adopt more expansive protections than what is minimally required by State and Federal law.*

### Proposal

*What is being proposed to assist in addressing the issue described in the problem statement?*

*See proposed amendments below to sections 2.10 and 2.20 in bold.*

#### **2.10 Non-Discrimination/Equal Employment Opportunity**

(rev. 7/2018)

The City is an equal opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats its employees on the basis of merit, qualifications, and competence, without regard to any individual's race, color, religion, sex, national origin, pregnancy, age (over 40), marital status, sexual orientation, disability, veteran's status, **neurodiversity, survivors (assault, abuse, stalking or violence), immigration status, socioeconomic status**, or any other status protected by federal, state, or local law.

The City strives to foster and maintain a harmonious nondiscriminatory working environment. Conduct that is discriminatory will not be tolerated and will be cause for disciplinary action, up to and including termination.

## 2.20 Harassment

(rev. 7/2018)

Sexual harassment as well as harassment based on race, color, religion, gender, national origin, pregnancy, age (over 40), marital status, sexual orientation, disability, veteran's status, **neurodiversity, (survivors of assault, abuse, stalking or violence), immigration status, socioeconomic status,** or any other protected status is absolutely forbidden.

Harassment, in general, can take many forms. The following are examples of harassment and are all prohibited:

- Verbal (e.g., racial, sexual or ethnic jokes, stereotypes, and insults);
- Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures);
- Visual (e.g., exposure to insulting cartoons, sexually suggestive pictures, or lewd pictures or photographs).

Sexual harassment can take many forms and may occur through words or behavior. Examples of sexual harassment may include physical behavior such as pats, squeezes, or repeatedly brushing against someone's body; obscene or rude sexual comments, jokes, or suggestions; use of slang words or labels that others find offensive; talking about or calling attention to another employee's body or sexual characteristics in a negative or embarrassing way; displaying nude or sexual pictures in or on City property; requests for dates that do not stop after a person has said no; and, continuing unwelcome behavior of a sexual nature after a person has objected to that behavior.

Sexual conduct of the type described above is improper, and may be illegal if:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

If you feel that you have experienced or witnessed harassment, you should take the following action:

1. Identify the offensive behavior to the harasser, if appropriate, and request that it stop;
2. If you are uncomfortable confronting the harasser, or the conduct does not stop, you must discuss your concern with a non-involved supervisor, department director, or the Human Resources Director.
3. Participate in the investigation about the offensive behavior. Although the City cannot assure confidentiality for employees who report incidents of harassment, every effort will be made to protect the rights and feelings of all parties involved.

Additionally, you are free at any time to contact the City's Employee Assistance Program at 800-553-7798 (Wellspring Family Services EAP).

All complaints of harassment will be promptly and thoroughly investigated. After the investigation is finished, the complainant will be notified of the investigation's conclusions. Any employee who is found to have engaged in harassment will be subject to disciplinary action up to and including termination.

No retaliation of any type will result as a consequence of reporting harassment or cooperating in an investigation.

### ***3.40 Hiring Procedure*** (rev. 7/2018)

#### **Notice of Vacancy**

The recruitment process begins when the hiring department notifies the Human Resources Department of an opening to be filled. The Human Resources Department confers with the hiring manager to identify the most viable means of soliciting qualified applicants and then initiates the recruiting process.

#### **Position Announcement Published**

Position announcements are published by the Human Resources Department to recruit an applicant pool for a position opening.

The position announcement may be posted internally and/or externally. Individuals considered eligible for internal postings include all current employees as well as former employees (whether regular, limited duration, or supplemental) who left employment in good standing (see [Section 13.10 Resignation](#)) less than two years previously.

A position announcement may include:

- Classification and/or working title;
- Pay range;
- Duties;
- General qualifications;
- Special requirements (e.g. license requirements);
- Application deadline (when applicable).
- Whether the role requires a background check, what type(s), and the City's procedures for adverse action in hiring decisions based in whole or in part on a consumer report

A position announcement may not include:

- A question that asks whether the job applicant has been convicted of a crime

### ***9.60 Bereavement Leave for Non-Union Employees*** (rev. 7/2018)

In the event of death or serious illness threatening death in the immediate family, employees may receive up to four days (32 hours) off with full pay and benefits.

Bereavement leave is pro-rated for part-time employees.

Bereavement leave is granted by the department director. If extenuating circumstances (such as travel time) necessitate a longer period of leave, an extension may be granted by the department director. However, any extension of leave shall be charged against the employee's accrued leave accounts (sick leave, vacation time or compensatory time.)

For bereavement leave, "immediate family" is limited to the following relations:

Spouse/Domestic Partner  
Child  
Stepchild  
Child of Domestic Partner  
Foster-child, or legal ward  
**Pregnancy loss or abortion**  
Parent  
Stepparent  
Mother of Spouse or Domestic Partner  
Father of Spouse or Domestic Partner  
Grandparent  
Sibling

### Relationship to City Business or Proposed City Business/Services

*Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Why is this the City's issue to address? How will this create a more adaptive and resilient organization?*

The City Council is responsible for changes to legal worker protections and benefits represented in the Personnel Manual, specifically for expanding the definition of who is eligible for those protections and benefits and removing barriers to applying for jobs.

This more expansive definition will bring the Personnel Manual into alignment with the recently updated Community Strategic Plan, budget commitments for diversity and inclusion and other related policy issues.

This proposed expansion of what we consider eligible "bereavement leave" promotes the City's commitment to mental health, trauma-informed care, and supporting families of pregnant persons experiencing the significant grief of a pregnancy loss or abortion postpartum, instead of suffering in silence or using limited/conditional sick leave (given that pregnancy is not an illness or a vacation). Additionally, there should be no restriction on use of bereavement leave for individuals experiencing multiple pregnancy losses in a year.

### Connection to Strategic Plan and/or Budget Priorities

*Choose all that apply or enter plan name*

- ☒ Diversity, Equity, and Inclusion
- ☐ Environmental Sustainability
- ☐ Housing Choices
- ☐ Infrastructure
- ☒ Public Safety
- ☐ Other [Click or tap here to enter text.](#)
- ☒ Healthy and Sustainable
- ☒ Safe and Resilient
- ☐ Vibrant and Connected
- ☐ Strategic and Responsive
- ☐ Capital Investment Program
- ☐ Other [Click or tap here to enter text.](#)

### Timing

*Is this issue time-sensitive? / Are there other timing factors to consider?*

Note that changes to the Redmond Personnel Manual need to be noticed to unions 30 days ahead.

### Supporting Documentation

Are there documents that support your request or that should be considered?

[Chapter 2 - General Policies | Redmond, WA](#) – Personnel Manual (contains what is there now)

[www.atq.wa.gov](http://www.atq.wa.gov) – Wing Luke Civil Rights Division (contains an expansive definition of vulnerable populations that is beyond federal protected classes)

WAC 357-31-250 - [app.leg.wa.gov](http://app.leg.wa.gov)

Fair Chance Act <https://www.atq.wa.gov/fair-chance-act>

RCW 49.94 <https://app.leg.wa.gov/RCW/default.aspx?cite=49.94>

[www.lni.wa.gov](http://www.lni.wa.gov) – Holiday, Vacation, and Bereavement Leave

[mrsc.org](http://mrsc.org) – Explore Topics, Personnel – Vacation Leave

[www.plannedparenthood.org](http://www.plannedparenthood.org) – Miscarriage (Spontaneous Abortion)

[www.plannedparenthood.org](http://www.plannedparenthood.org) – Pregnancy Loss (Miscarriage, Fetal Anomaly and Demise)

[www.plannedparenthood.org](http://www.plannedparenthood.org) – Pregnancy Loss (Ectopic Pregnancy)

[www.plannedparenthood.org](http://www.plannedparenthood.org) – Abortion

### Councilmember Sponsors (not required)

*Cannot be a quorum unless discussed at an open public meeting.*

*When you submit/email this form to Staff also CC listed co-sponsors for affirmation of their support.*

Jeralee Anderson

\_\_\_\_\_  
Sponsoring Councilmember

1. \_\_\_\_\_  
Councilmember

2. \_\_\_\_\_  
Councilmember

### Post Action (to be completed by Council Leadership)

Referral to: ☐ Study Session

☐ Committee of the Whole

☐ Staff Review

☐ Add to Priorities List / Ranking \_\_\_\_\_

☐ No Action

☐ Legal Review