

**CITY OF REDMOND
RESOLUTION NO. _____**

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

WHEREAS, the City established personnel rules according to Ordinance 1394; and

WHEREAS, The Redmond Personnel Manual benefit changes are approved by Council according to Redmond Personnel Manual Section 1.40; and

WHEREAS, The Redmond Personnel Manual Sections 1.40, 7.20, 7.75, 9.30, 9.60, 9.70, 9.130, 9.140, and 10.20 should be amended, and 13.35 and 13.60 should be established.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Changing the Manual. Effective January 1, 2026, Section 1.40 of the Redmond Personnel Manual is amended as follows:

1.40 Changing the Manual

Provisions of the Manual may be repealed, modified, or amended by Executive Order of the Mayor; provided, that adding

or deleting optional employee benefits must be approved by the City Council. All changes to the Manual and/or employee benefits that are made to comply with mandatory changes in State and/or Federal law, may be done administratively by the Mayor, or the Human Resources Director at direction of the Mayor, and subject to the labor union notice requirements below. City Council will be updated on such changes.

Section 2. Rates of Pay. Effective January 1, 2026, Section 7.20 of the Redmond Personnel Manual is amended as follows:

7.20 Rates of Pay

Cost-of-Living Adjustments (COLA) for Non-Represented

Effective January 1 of each year, the salary ranges for each non-represented position and the individual rates of pay for employees in those positions shall be increased by 100% of the first half annual previous year Consumer Price Index-W (CPI-W) for Seattle/Tacoma/Bellevue, with a 2% minimum and 5% maximum.

The Mayor retains the authority to make any adjustments to determine and apply a different Market Adjustment (market analysis time period, market percentile, and/or under market percentage) and/or COLA as necessaryMarket Analysis for Non-Represented Classifications

The City will conduct an annual market analysis of non-represented classifications. The market analysis will consist of a review of the external job market, utilizing salary surveys conducted by independent organizations, and/or data from comparable public sector organizations.

The market analysis will be used to determine salary range midpoints for established salary ranges. Salary range midpoints will be set at the 60th percentile of the comparable market, as defined above.

The market analysis will also be used to compare the market data with the current salary range assignment of non-represented classifications. For those classifications that are under the market data by 1% or greater, an analysis will be conducted to determine if the current salary range assignment of each classification is appropriate, or whether movement to a different salary range is appropriate. Employee pay will not be adjusted because of salary range adjustments.

Section 3. Mandatory HRA VEBA and MERP Contributions for Non-Represented Employees. Effective retroactively to January 1, 2024, due to plan requirements and at no cost to the City, Section 7.75 of the Redmond Personnel Manual is amended as follows:

7.75 Mandatory HRA VEBA and MERP Contributions for Non-Represented Employees

MERP (Medical Expense Reimbursement Plan)

Effective January 1, 2024, mandatory contributions shall be deducted from each non-represented Promoted IAFF Employee's pay and deposited into the WSCFF Employee Benefit Trust Medical Expense Reimbursement Plan (MERP). The MERP contributions shall equal one hundred dollars (\$100.00) per month deducted on the first paycheck of the month. This amount shall be adjusted whenever, and in the same amount, the contribution amount in the CBA between the City and IAFF Local 2829 is adjusted.

"Promoted IAFF Employee" is defined as an employee, who previously participated in the MERP Plan as an IAFF Fire Uniformed member and promoted or transferred out of the IAFF Local 2829 bargaining unit and was promoted into a non-represented position in the Fire Department.

Section 4. Sick Leave. Effective January 1, 2026, Section 9.30 of the Redmond Personnel Manual is amended as follows:

9.30 Sick Leave

Sick Leave Bonus

Regular Sick Leave (RSL):

Calculation Period - Sick leave credits are determined ~~on or~~
~~about~~ on the last pay period of November ~~15~~ each year for employees continuously on the payroll for at least the preceding six months.

Shared Leave Donations -Any sick leave donated to Shared Leave will not be deducted from the donating employee's sick leave bonus. (See 9.140 Shared Leave.)

Section 5. Bereavement Leave for ~~Non-Union~~ Non-Represented Employees. Effective January 1, 2026, Section 9.60 of the Redmond Personnel Manual is amended as follows:

9.60 Bereavement Leave for ~~Non-Union~~ Non-Represented Employees

In the event of death or serious illness threatening death in the immediate family, full-time employees may receive up to ~~four days (32 hours)~~ forty (40) hours off with full pay and benefits.

Bereavement leave is granted by the department director. Any bereavement leave shall be used within six (6) months from the date of the death, or the onset of the impending death. 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.)~~ Additional time off or length of time to take bereavement leave may be granted if approved in advance by the Department Director. Such additional leave shall be deducted from the employee's applicable and available leave bank(s).

Section 6. Military Leave. Effective January 1, 2026,
Section 9.70 of the Redmond Personnel Manual is amended as
follows:

9.70 Military Leave

Short-Term Military Leave (First ~~21~~ 30 Days of Work)

The period of time shall not exceed ~~21~~ 30 workdays "during
each year beginning October 1 and ending the following September
30," and "the employee shall be charged military leave only for
days that he or she is scheduled to work for the City."

Long-Term Military Leave (After ~~21~~ 30 Work Days)

Employees who are called to, or volunteer for, active-duty
military service in excess of ~~21~~ 30 work days as described under
Short-Term Military Leave will be placed on an unpaid leave of
absence during the time the employee is in an active duty
status. The employee may choose to use accrued vacation leave,
professional leave, compensatory time, and/or floating holiday
prior to moving to an unpaid status. Any unused leave accruals
remaining when the unpaid leave begins will be held until the
employee returns to active employment with the City. During the
unpaid leave, the employee will neither earn additional vacation
or sick leave nor be entitled to health insurance benefits
except as may be provided for under COBRA or other applicable
law. Reinstatement following active duty will be in compliance

with state and federal laws at the time employee returns to work.

Upon returning to work following unpaid long-term military leave, employees will not have their service dates adjusted for vacation accruals and longevity only. All other service date adjustments for seniority and other requirements in individual Collective Bargaining Agreements and/or Personnel Manual 9.130 Leave without Pay (Seniority) still apply.

Section 7. Leave Without Pay. Effective January 1, 2026, Section 9.130 of the Redmond Personnel Manual is amended as follows:

9.130 Leave Without Pay

Seniority

An employee's seniority and pay anniversary date shall be adjusted by the length of leave granted if the period of leave without pay exceeds 90 calendar days. There shall be no loss of seniority or adjustment to the pay anniversary date for leave without pay totaling 90 calendar days or less. This provision does not apply to PM 9.70 Long-Term Military Leave.

Section 8. Shared Leave. Effective January 1, 2026, Section 9.140 of the Redmond Personnel Manual is amended as follows:

9.140 Shared Leave

Donation Restrictions for ~~Non-Union~~ Non-Represented
Employees

Non-represented employees, i.e., those who are not members of a bargaining unit, may donate vacation, sick, and/or floating holiday leave, and compensatory time. However, the donation must not cause the donating employee's vacation leave balance to fall below 40 hours.

Sick Leave Bonus

Any sick leave donated to Shared Leave will not be deducted from the donating employee's sick leave bonus. (See 9.30 Sick Leave Bonus.)

Section 9. Employee Recognition. Effective January 1, 2026, Section 10.20 of the Redmond Personnel Manual is amended as follows:

10.20 Employee Recognition

All Star Awards

The City administers an "All Star" program through which it recognizes employees who have exemplified the City's values of:

- Commitment to service: ~~We are a~~Dedicated to seeking solutions for our community;
- Integrity: ~~We a~~Demonstrates sound, honest, truthful and consistent actions; and

- Accountability: ~~We~~It Takes ownership of our their actions and responsibilities.

- Belonging: Treats employees and the community with respect, kindness, and patience to help everyone access City services and feel a sense of belonging.

- Stewardship: Treats City assets and shared workspaces with care and responsibility.

The City recognizes ~~three~~ two types of All Stars:

1. Individual All Stars: These awards are provided annually to employees who have consistently provided an exceptionally high level of service over a number of years or who have made outstanding contributions to the success of the City during a given year. An Individual All Star is one who exerts a positive influence on others, whether fellow employees or members of the public, consistent with the City's values listed above. Individual All Stars are selected by a vote of the regular and limited duration employees within their department.'s division or workgroup.

2. Team All Stars: These awards are provided annually to cross-departmental workgroups of two or more employees that have distinguished themselves by exceptional performance, either on a single project having a significant effect on departmental or divisional operations or consistently high group performance over an extended period of time. Team All Stars are selected by

a vote of regular and limited duration employees throughout the City.

~~3. Supplemental All Stars: These awards are provided annually to supplemental employees who have distinguished themselves either on a single project having a significant effect on departmental or divisional operations or consistently high performance over an extended period of time. Supplemental All Stars are selected by a vote of the regular and limited duration employees throughout the City.~~

~~Every recipient of an Individual and team All Star awards shall ~~receive~~ be one day off with pay. At ~~management's~~ the Director's or designee's discretion, award recipients may also be provided other forms of recognition.~~

Section 10. Death of Employee. Effective January 1, 2026, Section 13.35 of the Redmond Personnel Manual is established as follows:

13.35 Death of Employee

Upon death of an employee, regardless of retirement status, 100% of the accrued but unused sick leave, up to a maximum accumulation of nine hundred sixty (960) hours, will be deposited into that employee's HRA VEBA. This is a mandatory deposit, and the beneficiary(ies) shall not have the ability to take the leave as pay. The maximum will be prorated for Part-Time employees.

In the event the employee has failed to designate a beneficiary, the retirement bonus shall be paid to the employee's estate.

(See 13.70 for Retirement Bonus Pay.)

Section 11. Last Day Worked. Effective January 1, 2026, Section 13.60 of the Redmond Personnel Manual is established as follows:

13.60 Last Day Worked

Last Day Worked

When an employee voluntarily resigns their employment, the last day worked is considered the last day on the City's payroll, which may be extended by up to two weeks through the use of:

- Vacation and/or compensatory time upon the employee's request and the employee's Department Director or designee approval, and/or

- Sick leave upon the employee's request, supported by approved medical documentation, and the Human Resources Director's approval.

Section 12. Effective Date. This resolution shall become effective January 1, 2026.

ADOPTED by the Redmond City Council this _____ day of
_____, 2025.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____