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CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 7256

A RESOLUTION approving a Katrina/Rita Volunteer Leave Policy for unrepresented employees and authorizing the City Manager to execute Memoranda of Understanding with Bargaining Representatives regarding the Katrina/Rita Volunteer Leave Policy.

WHEREAS, Hurricanes Katrina and Rita are natural disasters of unprecedented proportion that destroyed government-provided infrastructures and left large numbers of people without the basic necessities of life; and

WHEREAS, government and volunteer agencies are calling for immediate and future assistance in addressing the impacts of Hurricane Katrina; and

WHEREAS, Hurricane Rita followed on the heels of Hurricane Katrina, exacerbating damage already caused by Hurricane Katrina and expanding the areas of devastation and destruction needing assistance; and

WHEREAS, the City has a vital resource in its employees whose skills and efforts can aid in the disaster recovery effort; and

WHEREAS, such natural disasters could strike this region with the same devastating impact; and

WHEREAS, the City of Bellevue is committed to aiding in such natural disaster relief efforts consistent with the City's existing fiscal and service obligations to its own citizens; and

WHEREAS, the City Manager or his designee should be authorized to administer this policy consistent with the intent expressed herein; and

WHEREAS, the City Manager wishes to offer to extend the Katrina/Rita Volunteer Leave Policy to represented employees through their bargaining representatives and wishes to expedite implementation of said Policy for represented employees; now, therefore,

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

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Section 1. A Katrina/Rita Volunteer Leave Policy is approved for unrepresented employees substantially in the form of Attachment A to this Resolution and the City Manager or his designee is authorized to administer said Policy, consistent with the City's existing fiscal and service obligations to its own citizens, a copy of which Policy has been given Clerk's Receiving No. 38268.

Section 2. The City Manager or his designee is authorized to sign Memoranda of Understanding with bargaining representatives that extend, in substantial form, the Katrina/Rita Volunteer Leave Policy to represented employees, a copy of which Policy has been given Clerk's Receiving No. 38268.

Passed by the City Council this 26<sup>th</sup> day of September, 2005, and signed in authentication of its passage this 26<sup>th</sup> day of September, 2005.

(SEAL)

Connie B. Marshall  
Connie B. Marshall, Mayor

Attest:

Myrna L. Basich  
Myrna L. Basich, City Clerk

**Katrina Volunteer Leave Policy**

**A. Introduction:** The City is committed to aiding in the Hurricane Katrina response and recovery effort (Katrina). City employees are an invaluable resource for special skills that can aid in rebuilding destroyed infrastructure and aiding impacted people. Therefore, a City Katrina Volunteer Leave Policy is established to facilitate such volunteer efforts. An employee may be eligible for up to 15 work days of additional paid leave (or the equivalent/proportionate paid leave if on alternative/reduced work schedule) to volunteer with an agency in support of the Katrina response and recovery effort. Katrina Volunteer Leave (KVL) is subject to Departmental approval. Fiscal impacts may necessitate limiting the total number of employees who can utilize this program. Employee volunteer assistance provided through the State Emergency Management Assistance Compact (EMAC) is not governed by this policy.

**B. KVL Approval Process:**

1. **Initial Manager Contact:** Employee contacts his/her manager if s/he wishes to volunteer under this policy to discuss possible times the employee can take leave, workload issues and any special skills of value to the relief effort.
2. **Volunteer Agency Contact:** After the initial manager contact, the employee should contact one or more volunteer agencies involved in the Katrina relief effort. The employee is responsible for finding volunteer agencies that will provide adequate written documentation that the employee will not be engaged in ineligible activities listed in B8 below prior to KVL approval. The employee should tell the agency that s/he must obtain final approval from the employer. In addition to the documentation regarding no ineligible activities, agency approved employees should bring back to their manager written confirmation of the volunteer placement, including the dates of the placement and the skill or service to be provided. This information will aid managers if they must choose among employees because of workload or other constraints. The volunteer agency should schedule the volunteer commitment at least five work days from the date the employee will notify his/her manager of the volunteer placement.
3. It is within a department director's discretion, with the concurrence of the city manager or his designee, whether to approve KVL taking into consideration workload, fiscal and other relevant issues. The City will not approve employees for leave where the department would plan to backfill in their absence. (Employees in such a position should consider volunteering through the Emergency Management Assistance Compact (EMAC)). If approved, the employee fills out the "Volunteer Leave" e-form under Employee Initiated Actions on the Employee Actions web page. Prior to taking KVL, an employee and the department director must sign an Employee Katrina Volunteer Leave Acknowledgment form.
4. Upon return to the City from the KVL, the employee must bring written confirmation from the volunteer agency of the dates the employee volunteered with the agency. Failure to provide adequate written confirmation may result in not receiving the pay for KVL.
5. **Ineligible Employees:** 1040 and temporary employees, employees who are serving an initial probationary period, are on a performance improvement plan or similar program, employees who have documented excessive absences (unrelated to protected FMLA or Family Care Leave), employees who are being counseled regarding excessive absences, and employees who are currently the subject of a disciplinary investigation are not eligible for KVL.

6. Ineligible Activities: The City will not approve KVL for: a) Katrina volunteer activities for agencies that do not provide services or aid on a nondenominational basis; b) Katrina volunteer activities that involve proselytizing for a religion; c) volunteer activities that are not in furtherance of the Katrina response and recovery effort; d) fund raising for volunteer organizations; and e) Katrina volunteer activities that do not conflict with an employee's work schedule.

**C. Benefit:**

1. An employee approved for KVL is eligible to receive up to 15 work days of paid leave (based on an 8 hour, 5 day work schedule) one time for a single volunteer commitment. Employees who work alternative or reduced schedules are eligible for an equivalent or proportionate benefit.

2. As with any other paid leave, employees will continue to receive health, retirement and accrued leave benefits if otherwise eligible for these benefits.

3. KVL does not accrue to an employee's leave bank, cannot be cashed out upon termination or retirement and is not eligible for credit for retirement purposes. KVL is only available when an employee meets the above approval conditions and takes KVL.

4. While on KVL, an employee is not acting as a city employee. Therefore, the employee is not covered by the City's workers compensation program for an injury, illness or death that occurs while on leave including while volunteering or training for an agency and while traveling to and from the volunteer placement. Additionally, any travel or miscellaneous expenses incurred during volunteer activities but not covered by the volunteer organization is the sole responsibility of the KVL participant.

5. In the sole discretion of the City Manager, an employee may be eligible for additional KVL beyond the 15 work days for a single Katrina volunteer commitment or multiple KVLs where an employee has a unique skill that is vital to the relief effort, cannot be reasonably obtained from other sources and the budgetary and operational impacts can be absorbed without negative impacts to the Department or City.

6. This policy will terminate effective December 31, 2006. In his sole discretion, the City Manager may extend the policy beyond that date if Katrina recovery and relief efforts warrant, consistent with the City's fiscal and service obligations to its citizenry. In the sole discretion of the City Manager, the KVL policy may be terminated or modified at any time, before December 31, 2006. Termination or modification of the program can result in an employee not receiving KVL even though he or she has already been approved by an agency, and employee's department. Termination or modification of the program shall not impact an employee who has already commenced his/her leave. Every effort will be made to give employees notice of the termination or modification of the KVL program prior to the employee taking the leave

**D. Volunteer Agencies:**

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The City does not warrant or make any endorsement of the safety or reliability of a volunteer agency or its volunteer placements when an employee is approved for KVL. The employee is solely responsible for making these determinations. The City does not bear any risk or liability to

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the employee for any accident, injury or death while on KVL, (including training, travel to and from the volunteer site and while engaged in the volunteer effort.)