

## APPENDIX I: USAGE AND BACK-FILL COSTS OF THE PAID PARENTAL LEAVE EMPLOYEE BENEFIT IN 2016 AND 2017

### *Introduction*

In 2015, Seattle City Council passed Ordinance 124753 that created a four-week paid parental leave benefit for City of Seattle employees. That benefit became available to any eligible employee welcoming a new child via birth, adoption or fostering on or after May 17, 2015 and provided four weeks of fully paid leave (pro-rated for part-time employees) for bonding with the child.

Then, in February of 2017, Ordinance 125260 extended this benefit to a total of 12 possible weeks, with the final four weeks being subject to the availability of other leave balances of the employee (the employee must use any sick and/or vacation accumulations beyond two weeks and one week, respectively, to supplement some or all of the final four-week period). The extended benefit became available (retroactively) to eligible employees welcoming a child on or after January 1, 2017.

In July of 2016, the Seattle Department of Human Resources (SDHR) submitted its first Paid Parental Leave Annual Report to City Council. That report provided statistics on the usage and backfill costs of the PPL benefit for children born, adopted or fostered during the first year of the benefit (May 17, 2015 to May 17, 2016). However, because employees are eligible to use the benefit any time during the 12-month period following the welcoming of the child, that first report could not provide a complete picture of the benefit's use for this cohort of employees, many of whom remained within the 12-month window as of the publishing of the report.

This report represents the second update on the PPL benefit's usage and backfill costs.<sup>1</sup> The report is divided into the following sections:

- Use of Leave by Department, Tenure and Gender
- Backfill Costs for Leave Takers
- Use of Leave by Job Title

Within each section, results are divided by year of child arrival (2016 or 2017). However, data for these two years should not be compared because the benefit changed from one year to the next and because the data are incomplete in the second year, as described below:

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<sup>1</sup> This report fulfills the requirement stated in Section 4.27.100 of Ordinance 125260 (February 2016) that "City departments, via the City's payroll system, shall track data related to employees who utilize the paid parental leave provided in this Chapter 4.27. The data should include employee gender, tenure with the City, hours of paid parental leave used, job title, and employing City department at the time the leave was used. In addition, information on the approximate backfill cost to the City, by department, should be identified. An annual report containing the information in the immediately preceding paragraph shall be submitted by the Seattle Department of Human Resources to the Mayor and City Council in the annual Workforce Equity Accountability Report."

- 2016 - Employees who welcomed a child during this year were subject to the original four-week benefit. This group has now left the 12-month window for eligible use of the benefit as of production of this report, so statistics regarding use and cost of the benefit can be stated with certainty.
- 2017 - Employees who welcomed a child during this year were subject to the new 12-week benefit. However, similar to the first PPL report, because many remain within the 12-month window for eligible use of the benefit as of the production of this report, statistics for this group must be viewed as preliminary.<sup>2</sup>

### *Racial Equity Lens*

An official Racial Equity Toolkit has not yet been applied to this strategy; however, an equity lens was applied to all of the strategies originally proposed in the WFE Strategic Plan. Application of this lens included stakeholder engagement through an employee survey and listening sessions in 2016. Because of these engagement efforts we learned that Paid Family Care Leave was most important to our employees and an equity enhancing strategy, and thus Paid Family Care Leave was added as a sister strategy to Paid Parental Leave.

### *What's ahead in 2018*

Stakeholder engagement is currently under way to review and implement new state mandated family and medical leave for workers and employers, which will be effective in 2020. The program will be funded by insurance premiums, paid by both employees and employers, starting in January of 2019. The state-sponsored insurance program will allow workers to take up to 12 to 16 weeks when they welcome a new child into their family, are struck by extended illness or injury, or need to take care of an ill or ailing relative.

### *Learning and Successes*

After the initial implementation phase, project stakeholders gathered together to recognize successes and learning. The implementation of new Paid Parental Leave and Paid Family Medical Leave benefits for employees was a great accomplishment. Project management for the project allowed for visible time lines, contingency planning, and supported inter-departmental communication.

There is a need for better data on demand for family and medical leave among employees. SDHR is addressing this through the addition or revision of pay codes that would allow employees who are taking leave to report, via their biweekly timesheets, both the leave type they wish to use as well as the option to report the reason for taking leave (for example, an employee who has taken vacation time to care for an ailing parent).

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<sup>2</sup> Data used in this report were pulled on March 6, 2018.

<b>Successes</b>	<b>Learning</b>
Timely application of the benefit when the legislation became effective	Understanding vendor and technology constraints
Training for HR, payroll, and leave coordinators	Ensuring concepts and requirements were understood
Updated InWeb information, including forms, frequently asked questions, and calculation tools	Short timelines for engagement with stakeholders, including employees

**Figure 1: Paid Parental Leave Use by Gender and Tenure, 2016-2017**

	<b>City Workforce, Dec. 2017*</b>	<b>PPL 2016 Events**</b>	<b>PPL 2017 Events, to date**</b>
<b>Overall</b>			
Employees	11,878	323	384
Average PPL Hours Used <sup>#</sup>	N/A	158	304
Average City Tenure (Yrs.)	13.2	6.5	6.2
<b>By Gender (% Employees)</b>			
Female	37.6%	29.4%	27.3%
Male	62.4%	70.6%	72.7%
<b>By Tenure (% Employees)</b>			
Less than 1 Year	6.8%	14.6%	18.0%
1-2 Years	14.4%	23.5%	24.5%
3-4 Years	11.2%	12.7%	16.1%
5-9 Years	12.9%	28.8%	22.1%
10-14 Years	14.6%	10.8%	12.0%
15+ Years	40.0%	9.6%	7.3%
<p>*City workforce figures are a snapshot of all benefited City employees as of Dec. 28, 2017.</p> <p>**2016 Events and 2017 Events refer to the year in which leave was first taken by the beneficiary and may not necessarily be the year that the child was born/welcome, nor the year in which all leave under the benefit was taken. Caution is advised when comparing data in these two years: events in 2016 were subject to the 4-week PPL policy, whereas those in 2017 were subject to the 12-week policy. Furthermore, data for 2017 cannot be considered final as of the publication of this report, as the 12-month window for use the leave has not yet closed for many of beneficiaries.</p> <p><sup>#</sup>Average PPL Hours Used is calculated using full-time employees only.</p>			

**Figure 2: Parental Leave Use by Department, 2016 Events (4-week policy)**

<b>Department</b>	<b>PPL, Female</b>	<b>PPL, Male</b>	<b>PPL, Total</b>	<b>% of Employees*</b>
City Budget Office	1	1	2	5.7%
City Employees Retirement System	1		1	3.4%
City Light	10	36	46	2.6%
Dept. of Education & Early Learning		2	2	3.7%
Dept. of Finance & Administrative Services	3	8	11	1.8%
Fire Department	2	49	51	4.8%
Housing	3		3	7.7%
Human Services	7	5	12	3.9%
Law Department	3	2	5	2.7%
Legislative-City Council		2	2	2.1%
Neighborhoods Department	1		1	1.8%
Office for Civil Rights	2		2	5.0%
Office of Economic Development	1	1	2	6.1%
Parks Department	5	15	20	2.2%
Planning and Community Develop	2		2	4.9%
Police Department	14	52	66	3.4%
Seattle Center	2	1	3	1.2%
Seattle Dept. of Construction and Inspection	2	2	4	1.1%
Seattle Dept. of Human Resources	5	1	6	5.6%
Seattle Dept. of Transportation	9	20	29	3.5%
Seattle Information Technology	1	6	7	1.1%
Seattle Public Library	14	3	17	2.5%
Seattle Public Utilities	7	24	31	2.3%
<b>All Departments</b>	<b>95</b>	<b>228</b>	<b>323</b>	<b>2.8%</b>
*% of Employees refers to the share of all benefited employees who took PPL leave during the year, based on employee count at year-end.				

**Figure 3: Paid Parental Leave Use by Department, 2017 Events (12-week policy), to date\***

Department	PPL, Female	PPL, Male	PPL, Total	% of Employees**
Arts & Cultural Affairs		1	1	3.0%
City Budget Office	1	2	3	8.8%
City Employees Retirement System	1	1	2	7.4%
City Light	14	49	63	3.6%
Dept. of Education & Early Learning	2	2	4	6.3%
Dept. of Finance & Administrative Services	5	7	12	2.0%
Fire Department	3	47	50	4.7%
Housing	1		1	2.4%
Human Services	5	5	10	3.1%
Immigration & Refugee Affairs	1		1	11.1%
Intergovernmental Relations	1	1	2	18.2%
Law Department	6	1	7	3.7%
Mayor's Office		2	2	5.6%
Municipal Court	4	1	5	2.3%
Neighborhoods Department		1	1	1.7%
Office of Labor Standards		3	3	13.6%
Parks Department	9	16	25	2.8%
Police Department	10	72	82	4.2%
Seattle Center	2	1	3	1.2%
Seattle Dept. of Construction and Inspection	5	6	11	3.0%
Seattle Dept. of Human Resources	2	1	3	2.9%
Seattle Dept. of Transportation	7	21	28	3.2%
Seattle Information Technology	7	9	16	2.4%
Seattle Public Library	10	10	20	3.0%
Seattle Public Utilities	9	21	30	2.3%
<b>All Departments</b>	<b>105</b>	<b>279</b>	<b>384</b>	<b>3.3%</b>
<p>*Data for 2017 events cannot be considered final as of the publication of this report as, the 12-month window for use the leave has not yet closed for the majority of beneficiaries.</p> <p>**% of Employees refers to the share of all benefited employees who took PPL leave during the year, based on employee count at year-end.</p>				

## Backfill Costs for Leave Takers

Backfill costs are the costs associated with temporarily replacing an employee while they are on leave in order to ensure their responsibilities are covered while absent. The backfill dollars in Figures 23 and 24 represent costs associated with hours coded as paid parental leave backfill on employee timesheets, as kept by departments. However, the costs shown are likely understated. Departments that receive funding via the General Fund were directed to track backfill costs related to the paid parental leave benefit in order to request backfill dollars earmarked for paid parental leave (set aside in Finance General). These departments can request backfill dollars at year end if they do not have the funds necessary to cover these additional costs. Non-General Fund departments must absorb what they can using their existing budgets because they are not reimbursed in this manner. Consequently, these departments face less incentive to track backfill totals carefully, and thus the backfill costs below may underestimate actual backfill costs to the City, particularly with regard to the share from Other Funds.

**Figure 4: Estimated Backfill Costs for PPL by Department, 2016 Events (4-week policy)**

Department*	Hours	Backfill Costs, Total	Backfill Costs, General Fund	Backfill Costs, Other Funds
Dept. of Finance & Administrative Services	160	\$7,009	\$700	\$6,309
Fire Department	6,528	\$618,676	\$618,676	\$0
Housing	160	\$9,516	\$261	\$9,256
Law Department	231	\$8,999	\$8,999	\$0
Parks Department	315	\$9,966	\$6,764	\$3,203
Seattle Dept. of Human Resources	144	\$5,016	\$5,016	\$0
Seattle Dept. of Transportation	176	\$9,487	\$1,017	\$8,470
Seattle Public Library	1,090	\$38,463	\$30,022	\$8,441
<b>Total</b>	<b>9,082</b>	<b>\$720,457</b>	<b>\$684,630</b>	<b>\$35,827</b>
*Department refers to the department to which the backfilling employee charged their work hours. This may not be the same as the department of the leave-taking employee for whom the person is backfilling. In certain cases, departments may make arrangements to reimburse other departments for employees backfilling via out-of-class assignments.				

**Figure 5: Estimated Backfill Costs for PPL by Department, 2017 Events (12-week policy)\*\***

Department*	Hours	Backfill Costs, Total	Backfill Costs, General Fund	Backfill Costs, Other Funds
Dept. of Finance & Administrative Services	480	\$31,675	\$3,163	\$28,512
Fire Department	12,006	\$1,148,003	\$1,148,003	\$0
Human Services	3,220	\$121,274	\$44,222	\$77,052
Law Department	323	\$9,879	\$9,879	\$0
Municipal Court	8	\$254	\$254	\$0
Parks Department	3,345	\$106,389	\$72,201	\$34,187
Seattle Dept. of Human Resources	72	\$4,209	\$4,209	\$0
Seattle Dept. of Transportation	347	\$25,055	\$2,687	\$22,368
Seattle Public Library	2,940	\$88,268	\$68,896	\$19,372
<b>Grand Total</b>	<b>22,740</b>	<b>\$1,535,005</b>	<b>\$1,353,514</b>	<b>\$181,491</b>
<p>*Department refers to the department to which the backfilling employee charged their work hours. This may not be the same as the department of the leave-taking employee for whom the person is backfilling. In certain cases, departments may make arrangements to reimburse other departments for employees backfilling via out-of-class assignments.</p> <p>**Data for 2017 events cannot be considered final as of the publication of this report, as the 12-month window for use the leave has not yet closed for the majority of beneficiaries.</p>				

### Use of Leave by Job Title

The table below reflects data requested in City of Seattle Ordinance 125260 on employee use of the paid parental leave benefit by job title.

**Figure 6: Paid Parental Leave Use by Job Title, 2016 Events (4-week policy)**

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Accountant	2	2.3
Accountant,Prin	1	0.1
Actg Tech II-BU	2	3.7
Admin Spec I-BU	2	2.1
Admin Spec II-BU	4	11.5
Admin Spec III-BU	1	1.9
Admin Staff Asst	1	7.3
AMH Syst Op	1	2.7
Animal Contrl Ofcr I	1	9.1
Arboriculturist	1	8.2
Asst Mgr-Library	1	10.5
Asst Mnging Librn	1	7.9
Capital Prjts Coord,Sr	3	8.6
Cblspl-Net Area	2	10.0
City Attorney,Asst	3	2.6
Civil Engr Supv	1	2.0
Civil Engr,Assoc	3	6.8
Civil Engr,Asst II	1	2.3
Civil Engr,Sr	8	3.8
Civil Engrng Spec,Assoc	6	5.9
Civil Engrng Spec,Sr	4	11.6
Contract Anlyst,Sr	1	7.8
Coordinating Library Tech	1	15.1
Counslr	3	5.2
Crime Prev Coord	1	1.1
Cust Svc Rep	1	6.9
Cust Svc Rep,Sr	1	15.1
Dining Room Attendant	1	0.2
Drainage&Wstwtr Coll Lead Wkr	1	18.6
Drainage&Wstwtr Coll Wkr	1	3.3
Drainage&Wstwtr Lead Wkr CII	1	8.4
Elctn	1	10.0



<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Elctn-Con Aprn	1	7.4
Elecl Engr,Assoc	1	9.1
Elecl Engr,Asst I	1	1.1
Elecl Engr,Asst I *	2	1.2
Elecl Engr,Asst II	2	6.5
Elecl Engr,Asst III	1	8.1
Elecl Inspector,(J)	1	0.2
Elecl Pwr Sysys Engr	2	2.4
Elecl PwrSysysEngr-Mrt	1	14.0
Elecl Svc Rep,Sr	1	0.0
Engrng Emerg Laborer	1	7.8
Envrnmntl Anlyst,Sr	1	0.7
Envrnmntl Fld Spec	1	14.0
Events Booking Rep	1	4.5
Exec Asst,Sr	1	2.7
Executive2	1	2.2
Executive3	1	2.3
Fin Anlyst Supv	1	1.5
Fin Anlyst,Sr	2	1.6
Fire Capt-90.46 Hrs	1	19.9
Fire Capt-MU-90.46 Hrs	1	19.6
Fire Lieut-90.46 Hrs	5	15.6
Fire Lieut-Dispatcher-84 Hrs	1	19.0
Fire Lieut-MU-90.46 Hrs	1	10.5
Fireftr-80 Hrs	1	0.4
Fireftr-90.46 Hrs	31	5.4
Fireftr-Ap Drvr-90.46	2	8.3
Fireftr-FIU Prev Insp I-84 Hrs	1	14.4
Fireftr-HM-80 Hrs	1	14.0
Fireftr-HM-90.46 Hrs	2	1.5
Fireftr-Paramed Tech-90.46 Hrs	3	14.8
Fireftr-TRT-90.46 Hrs	2	13.3
Gardener,Sr	1	6.0

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Grants&Contracts Spec,Sr	1	0.3
Human Svcs Prgm Supv,Sr	1	2.6
Hydro Maint Wkr II-Gen	1	4.5
Info Technol Prof A,Exempt	2	7.6
Info Technol Prof B-BU	7	8.7
Info Technol Prof B-BU *	1	1.5
Info Technol Spec	1	0.4
Info Technol Sysys Anlyst	2	9.7
Installation Maint Wkr	1	8.3
Jrnywkr In Chg	1	15.5
Laborer	1	2.6
Land Use Plnr IV	1	15.6
Landscape Supv	1	17.3
Latent Print Examiner	1	6.4
Library Assoc I	1	1.8
Library Assoc II	1	5.8
Library Assoc IV	3	7.9
Library Tech I	1	6.4
Library Tech II	2	15.0
Librn	5	5.8
Licenses&Standards Inspector	3	12.7
Lifeguard,Sr	2	5.5
Lnwkr	2	9.0
Lnwkr Aprn	3	1.6
Maint Laborer	9	8.2
Manager2,Engrng&Plans Rev	2	6.4
Manager2,Human Svcs	1	4.0
Manager2,Utills	1	3.6
Manager3,Engrng&Plans Rev	1	2.0
Manager3,General Govt	1	6.4
Mat Suplr,Elec-Asg Phd/Cw/D	2	9.8
Meter Elctn	1	3.0
Meter Reader	2	9.5

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Mgmt Sysys Anlyst	2	3.5
Ofc/Maint Aide	1	7.0
Paralegal	1	3.4
Parking Enf Ofcr	2	6.6
Permit Process Leader	1	2.6
Personnel Anlyst	1	7.8
Personnel Anlyst,Sr	1	1.3
Personnel Spec,Asst	1	2.1
Plng&Dev Spec I	1	7.8
Plng&Dev Spec II	2	2.8
Plng&Dev Spec,Sr	4	3.7
Pmp Stat Maint Wkr *	1	0.7
Pntr Aprn-Intern	1	1.6
Pol Capt	1	23.4
Pol Comms Dispatcher I	3	2.8
Pol Comms Dispatcher II	2	3.1
Pol Data Tech	2	2.1
Pol Ofcr	15	2.3
Pol Ofcr- Student	10	0.8
Pol Ofcr-Detective	4	11.1
Pol Ofcr-Hostage Neg-Patrl	2	5.2
Pol Ofcr-Patrl	21	9.5
Pol Sgt-Detective	1	9.9
Pol Sgt-Patrl	1	15.9
Pol Sgt-SWAT	1	22.5
Prgm Intake Rep	1	13.7
Prot&Cntrl Elctn II	1	0.0
Public Relations Spec	1	0.2
Public Relations Spec,Sr	1	2.4
Pwr Dispatcher	1	8.3
Pwr Marketer-BU	1	2.2
Radio Dispatcher	1	6.6
Real Property Agent,Sr	1	0.1

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Rec Cntr Coord	1	12.3
Rec Cntr Coord,Asst	1	11.6
Rec Leader	3	6.1
Res&Eval Asst II	1	2.3
Res&Eval Asst-BU	1	13.6
Signal Elctn,Journey-Level	2	1.9
StratAdvsr1,CSPI&P	1	8.4
StratAdvsr1,Exempt	4	3.5
StratAdvsr1,General Govt	2	2.2
StratAdvsr2,Exempt	3	2.4
StratAdvsr2,General Govt	2	4.9
StratAdvsr2,General Govt-BU	1	3.1
StratAdvsr2,PC&RM	2	4.6
StratAdvsr2,Utills	2	2.4
StratAdvsr2,Utills-BU	1	2.6
StratAdvsr3,Exempt	1	0.7
StratAdvsr-Legislative	2	2.2
Strucl Iron Wkr	2	3.0
Transp Plnr,Sr	1	2.3
Tree Trimmer,Lead	1	7.4
Truck Drvr	1	9.5
Util Act Rep I	2	2.0
Util Act Rep Trne *	1	0.4
Util Constr Lead Wkr	1	1.5
Util Constr Wkr	2	7.7
Util Laborer	2	3.0
Util Sysys Maint Tech,Sr	1	22.8
Victim Advocate	1	6.1
Wtr Pipe Wkr-WDM I	2	2.3
<b>Total</b>	<b>323</b>	<b>6.5</b>

**Figure 7: Paid Parental Leave Use By Job Title, 2017 Events (12-Week Policy), To Date\***

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Accountant,Prin	1	4.0
Accountant,Sr *	1	0.0
Actg Tech II-BU	2	8.9
Actg Tech III	1	5.7
Actg Tech III-BU	1	3.1
Actg Tech Supv-BU	1	12.5
Admin Spec I-BU	2	0.3
Admin Spec II-BU	3	1.9
Admin Spec II-BU *	1	1.7
Admin Spec III-BU	1	3.3
Admin Spec I-MC	1	0.6
Admin Staff Asst	1	3.4
Animal Contrl Ofcr I	1	0.7
Aquatic Cntr Coord	2	11.5
Asphalt Raker,Sr	1	3.7
Asst Mgr-Library	2	20.0
Asst Mnging Librn	1	8.9
Auto Mechanic	1	7.5
Auto Mechanic Aprn	1	2.2
Bldg Maint Wkr	1	1.2
Capital Prjts Coord	2	2.1
Capital Prjts Coord *	1	0.5
Capital Prjts Coord,Sr	4	2.6
Cblspl-Net Area	2	11.8
Cement Finisher,Sr	1	0.5
City Attorney,Asst	2	1.9
City Prosecutor Sr,Asst-BU	1	8.0
City Prosecutor,Asst-BU	1	5.8
Civil Engr Supv	1	0.1
Civil Engr,Assoc	3	3.3
Civil Engr,Assoc *	1	0.0
Civil Engr,Sr	2	2.5

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Civil Engrng Spec Supv	2	17.7
Civil Engrng Spec,Assoc	6	8.0
Civil Engrng Spec,Asst I	2	1.2
Civil Engrng Spec,Sr	2	16.4
Code Compliance Anlyst	1	2.6
Com Dev Spec,Sr	1	5.7
Com Garden Coord	1	15.0
Contract Anlyst,Sr	1	8.8
Counslr	5	1.4
Court Clerk Supv	1	10.0
Credit Rep	1	4.6
Cust Svc Rep	2	14.7
Cust Svc Rep *	1	0.4
Cust Svc Rep,Sr	1	3.3
Custodian	1	9.4
Drainage&Wstwtr Coll Lead Wkr	2	9.8
Drainage&Wstwtr Coll Wkr	3	7.3
Drainage&Wstwtr Coll Wkr *	1	0.8
Drainage&Wstwtr Coll Wkr CI	2	8.7
Early Ed Spec,Sr	1	0.0
Ed Prgm Supv	1	14.1
Elctn-Con	3	9.3
Elctn-Con Aprn	2	1.6
Elecl Engr,Assoc	1	9.0
Elecl Engr,Asst I	3	2.0
Elecl Engrng Spec,Assoc	1	3.4
Elecl Engrng Spec,Sr	1	3.2
Elecl Insp,Sr/EleclPlnExmExp	1	12.3
Elecl Inspector,Sr(Expert)	1	12.3
Elecl Pwr Sysys Engr	1	5.3
Elecl Pwr Sysys Engr *	1	2.7
Elecl Svc Rep	1	4.6
Elecl Svc Rep,Sr	1	9.3

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Enrgy Mgmt Anlyst	2	4.5
Enrgy Mgmt Anlyst Supv	1	9.5
Enrgy Plng Supv-BU	1	4.4
Equip Svcr	1	8.8
Executive2	2	1.9
Executive3	1	3.9
Executive4	3	2.5
Fin Anlyst Supv	1	3.0
Fire Lieut-90.46 Hrs	5	12.5
Fire Lieut-Decon-90.46 Hrs	1	24.0
Fire Lieut-Trng Div-80 Hrs	2	12.1
Fireftr-90.46 Hrs	30	4.8
Fireftr-Ap Drvr-90.46	1	5.6
Fireftr-HM Ap Drvr-90.46 Hrs	1	30.6
Fireftr-HM-90.46 Hrs	3	4.1
Fireftr-MU Ap Drvr-90.46 Hrs	1	19.3
Fireftr-Paramed Tech-90.46 Hrs	1	17.9
Fireftr-TRT Dive-90.46 Hrs	1	7.2
Fireftr-TRTDiveDriver-90.46 Hr	1	26.1
Gardener	2	3.2
Golf Course Groundskeeper II	1	0.5
Golf Course Tech	1	11.4
Human Svcs Coord,Asst	1	1.1
Human Svcs Prgm Supv,Sr	1	7.0
Hydroelec Op II	1	3.0
Info Technol Prof A *	1	2.4
Info Technol Prof A,Exempt	5	3.4
Info Technol Prof B-BU	5	6.5
Info Technol Prof C-BU	4	10.5
Info Technol Sysys Anlyst	1	3.5
Installation Maint Wkr	1	33.1
Janitor-Library	1	1.7
Laborer	3	10.9

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Laborer *	1	0.4
Land Use Plnr II	1	10.7
Land Use Plnr III	2	10.9
Library Assoc I	2	4.4
Library Assoc II	4	5.5
Library Tech III	1	7.7
Librn	3	9.6
Librn,Supvsng	1	9.0
Line C CC	1	7.8
Lnwkr	8	3.5
Lnwkr Aprn	1	1.7
Maint Laborer	9	8.8
Manager1,Exempt	1	0.1
Manager1,General Govt	2	6.2
Manager2,Exempt	1	2.9
Manager3,Engrng&Plans Rev	1	3.0
Manager3,Exempt	2	2.6
Manager3,Exempt-BU	1	9.3
Manager3,Fin,Bud,&Actg	1	7.5
Manager3,Utills-BU	1	4.4
Meter Elctn	1	2.8
Meter Reader *	1	1.4
Mgmt Systs Anlyst,Asst	1	17.2
Mgmt Systs Anlyst,Sr	1	2.4
Muni Court Marshal	1	3.4
Page	1	5.4
Paralegal	2	0.9
Paralegal *	1	0.7
Paralegal Asst II	1	3.0
Parking Enf Ofcr	4	4.8
Parking Enf Ofcr Supv	1	21.0
Permit Spec I	1	9.9
Permit Tech,Sr	2	8.0



<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Personnel Anlyst,Sr-Comp	1	0.9
Personnel Spec	1	1.7
Personnel Spec,Asst	1	2.5
Plng&Dev Spec II	2	1.0
Plng&Dev Spec II *	1	1.8
Plng&Dev Spec,Sr	2	1.5
Plng&Dev Spec,Sr *	1	0.1
Plnt Ecologist	1	2.6
Plumber CC	1	3.0
Pmp Stat Elecl Tech	1	4.2
Pol Comms Dispatcher I	3	0.9
Pol Comms Dispatcher II	3	2.9
Pol Ofcr	31	2.2
Pol Ofcr- Student	8	0.6
Pol Ofcr-Canine	2	12.4
Pol Ofcr-Detective	2	9.8
Pol Ofcr-Detective-Bomb Squad	1	17.4
Pol Ofcr-Diver	1	18.6
Pol Ofcr-Patrl	21	10.1
Pol Ofcr-SWAT	1	9.2
Pol Recruit	1	0.0
Pol Sgt-Detective	1	19.8
Pol Sgt-Patrl	5	16.3
Pool Maint Wkr	1	9.6
Prob Counslr-Asg Pers Recog	1	0.1
Prot&Cntrl Elctn I	1	8.2
Prot&Cntrl Elctn II	1	8.2
Publc/Cultural Prgms Spec,Sr	1	2.5
Pwr Anlyst,Asst *	1	0.8
Pwr Anlyst,Sr	1	1.6
Pwr Dispatcher	1	7.8
Pwr Dispatcher,Asst	1	0.4
Rec Cntr Coord	1	0.6

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Rec Cntr Coord,Asst	1	0.5
Rec Leader	2	2.7
Rec Prgm Coord	1	12.9
Rights-Of-Way Maint Wkr	1	8.7
Security Ofcr-Library	2	1.6
Signal Elctn,Journey-Level	1	3.3
Site Dev Insp	1	0.0
Social Svcs Aide	1	0.1
StratAdvsr1 *	1	1.3
StratAdvsr1,CSPI&P	1	17.6
StratAdvsr1,Engrng&Plans Rev	1	3.1
StratAdvsr1,Exempt	4	1.7
StratAdvsr1,General Govt	2	1.0
StratAdvsr1,Info Technol	1	7.8
StratAdvsr1,Utills-BU	1	3.1
StratAdvsr2,Engrng&Plans Rev	1	8.4
StratAdvsr2,Exempt	8	1.6
StratAdvsr2,General Govt	1	0.6
StratAdvsr2,Utills-BU	3	3.1
StratAdvsr3,Engrng&Plans Rev	1	9.6
StratAdvsr3,Exempt	3	4.2
Strucl Plans Engr,Sr	1	2.6
Strucl Pntr	1	0.4
Traffic Sign&Marking Lead Wkr	1	9.5
Transp Plnr,Assoc	1	2.2
Tree Trimmer	2	0.3
Truck Drvr	1	8.4
Util Act Rep I	4	4.4
Util Constr Lead Wkr	2	1.2
Util Constr Wkr	2	2.3
Warehouser-BU	1	1.3
Wtr Pipe CC-WDM II	1	13.0
Wtr Pipe Wkr	2	0.8

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Wtr Quality Anlyst	1	8.7
Wtrshed Inspector	1	2.1
<b>Total</b>	<b>384</b>	<b>6.2</b>
*Data for 2017 events cannot be considered final as of the publication of this report as the 12-month window for use the leave has not yet closed for the majority of beneficiaries.		

### *Introduction*

In February of 2017, Council passed Ordinance 125260 that created a four-week (160-hour) paid parental leave benefit, pro-rated for part-time employees. The benefit then became available (retroactively) starting January 1, 2017. The Ordinance made the availability of the benefit subject to the availability of other leave balances of the employee. Specifically, the employee must have sick leave accumulations at or below two weeks and vacation leave accumulations at or below one week before the benefit can be accessed.

This report represents the first update on usage and backfill costs for this benefit and uses data for all leave taken in 2017.<sup>3</sup> However, because employees are eligible to use the benefit any time during a 12-month period following the granting of the leave, this report cannot provide a complete picture of the benefit's use for this cohort of employees, most of whom remain within the 12-month period as of the publishing of the report. Thus, statistics in this report must be viewed as preliminary.<sup>4</sup>

This report is divided into the following sections:

- Use of Leave by Department, Tenure and Gender
- Backfill Costs for Leave Takers
- Use of Leave by Job Title

### *Racial Equity Lens*

An official Racial Equity Toolkit has not yet been applied to this strategy; however, an equity lens was applied to all of the strategies originally proposed in the WFE Strategic Plan. Application of this lens included stakeholder engagement through an employee survey and listening sessions in 2016. Because of these engagement efforts we learned that Paid Family Care Leave was most important to our employees and an equity enhancing strategy, and thus Paid Family Care Leave was added as a sister strategy to Paid Parental Leave.

### *What's ahead in 2018*

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<sup>3</sup> This report fulfills the requirement stated in Section 4.29.100 of Ordinance 125260 (February 2016) that "City departments, via the City's payroll system, shall track data related to employees who utilize the paid family care leave provided in this Chapter 4.29. The data should include employee gender, tenure with the City, hours of paid family care leave used, job title, and employing City department at the time the leave was used. In addition, information on the approximate backfill cost to the City, by department, should be identified. An annual report containing the information in the immediately preceding paragraph shall be submitted by the Seattle Department of Human Resources to the Mayor and City Council."

<sup>4</sup> Data used in this report were pulled on March 6, 2018.

Stakeholder engagement is currently under way to review and implement new state mandated family and medical leave for workers and employers, which will be effective in 2020. The program will be funded by insurance premiums, paid by both employees and employers, starting in January of 2019. The state-sponsored insurance program will allow workers to take up to 12 to 16 weeks when they welcome a new child into their family, are struck by extended illness or injury, or need to take care of an ill or ailing relative.

Additionally, SDHR is working to develop better data on demand for family and medical leave among employees. This could be achieved through the addition or revision of pay codes that would allow employees who are taking leave to report, via their biweekly timesheets, both the leave type they wish to use as well as the option to report the reason for taking leave (for example, an employee who has taken vacation time to care for an ailing parent).

### *Learning and Successes*

After the initial implementation phase, project stakeholders gathered together to recognize successes and learning. The implementation of new Paid Parental Leave and Paid Family Medical Leave benefits for employees was a great accomplishment. Project management for the project allowed for visible time lines, contingency planning, and supported inter-departmental communication.

<b>Successes</b>	<b>Learning</b>
Timely application of the benefit when the legislation became effective	Understanding vendor and technology constraints
Training for HR, payroll, and leave coordinators	Ensuring concepts and requirements were understood
Updated InWeb information, including forms, frequently asked questions, and calculation tools	Short timelines for engagement with stakeholders, including employees

### Use of Paid Family Care Leave by Gender, Tenure and Department

**Figure 8: Paid Family Care Leave Use by Gender and Tenure, 2017**

	City Workforce, Dec. 2017*	PFCL in 2017, to date**
Overall		
Employees	11,878	156
Average PFCL Hours Used <sup>#</sup>	N/A	117
Average City Tenure (Yrs.)	13.2	10.1
By Gender (% Employees)		
Female	37.6%	63.5%
Male	62.4%	36.5%
By Tenure (% Employees)		
Less than 1 Year	6.8%	7.1%
1-2 Years	14.4%	16.0%
3-4 Years	11.2%	12.2%
5-9 Years	12.9%	19.9%
10-14 Years	14.6%	20.5%
15+ Years	40.0%	24.4%
<p>*City workforce figures are a snapshot of all benefited City employees as of Dec. 28, 2017.</p> <p>**2017 refers to the year in which leave was first taken by an employee using the benefit and not necessarily the year that such leave was granted by the City nor the year in which all leave granted under the benefit was taken. In addition, this data cannot be considered final as of the publication of this report as the 12-month window for use the leave has not yet closed for the majority of beneficiaries.</p> <p><sup>#</sup>Average PFCL Hours Used is calculated using full-time employees only.</p>		

Figure 9: Paid Family Care Leave Use by Department, 2017

Department	PFCL, Female	PFCL, Male	PFCL, Total	% of Employees*
City Light	9	10	19	1.1%
Dept. of Education & Early Learning	1		1	1.6%
Dept. of Finance & Administrative Services	9	3	12	2.0%
Fire Department	3	2	5	0.5%
Housing	2		2	4.9%
Human Services	15	4	19	5.9%
Law Department	1		1	0.5%
Municipal Court	6	1	7	3.2%
Office of Labor Standards		1	1	4.5%
Parks Department	7	4	11	1.2%
Police Department	6	6	12	0.6%
Seattle Center		2	2	0.8%
Seattle Dept. of Construction and Inspection	5	1	6	1.6%
Seattle Dept. of Human Resources	3		3	2.9%
Seattle Dept. of Transportation	8	9	17	1.9%
Seattle Information Technology	11	6	17	2.6%
Seattle Public Library	5	1	6	0.9%
Seattle Public Utilities	9	7	16	1.2%
<b>All Departments</b>	<b>99</b>	<b>574</b>	<b>156</b>	<b>1.4%</b>
*% of Employees refers to the share of all benefited employees who took PPL leave during the year, based on employee count at year-end.				

### Backfill Costs for Leave Takers

Backfill costs are the costs associated with temporarily replacing an employee while they are on leave in order to ensure their responsibilities are covered while absent. The backfill dollars in Figure 29 represent costs associated with hours coded as paid family care leave backfill on employee timesheets, as kept by departments. However, the costs shown are likely understated. Departments that receive funding via the General Fund were directed to track backfill costs related to the paid parental leave benefit in order to request backfill dollars earmarked for paid family care leave (set aside in Finance General). These departments can request backfill dollars at year end if they do not have the funds necessary to cover these additional costs. Non-General Fund departments must absorb what they can using their existing budgets because they are not reimbursed in this manner. Consequently, these departments face less incentive to track backfill totals carefully, and thus the backfill costs below may underestimate actual backfill costs to the City, particularly with regard to the share from Other Funds.

**Figure 10: Estimated Backfill Costs for PFCL by Department, 2017**

<b>Department</b>	<b>Hours</b>	<b>Backfill Costs, Total</b>	<b>Backfill Costs, General Fund</b>	<b>Backfill Costs, Other Funds</b>
Fire Department	543	<b>\$47,456</b>	\$47,456	\$0
Parks Department	71	<b>\$1,727</b>	\$1,172	\$555
Seattle Public Library	100	<b>\$3,139</b>	\$2,450	\$689
City Light	2	<b>\$68</b>	\$0	\$68
<b>Total</b>	<b>716</b>	<b>\$52,390</b>	<b>\$51,079</b>	<b>\$1,311</b>

#### Use of Leave by Job Title

The table below reflects data requested in City of Seattle Ordinance 125260 on employee use of the paid family care leave benefit by job title.



**Figure 11: Paid Family Care Leave Use by Job Title, 2017**

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Accountant,Prin	2	10.2
Accountant,Sr	2	3.1
Actg Tech II-BU	2	12.8
Actg Tech III-BU	1	11.4
Admin Spec I-BU	3	9.1
Admin Spec II-BU	1	30.9
Admin Spec III-BU	1	6.6
Admin Spec II-MC	3	6.8
Admin Spec I-MC	1	18.5
Admin Staff Anlyst	2	10.2
Admin Staff Asst	2	13.4
Admin Support Supv-BU	1	27.8
Arboriculturist	1	14.6
Asst Mgr-Library	1	30.0
Auto Mechanic	1	4.2
Capital Prjts Coord	1	27.9
Capital Prjts Coord,Sr	1	3.5
Carpenter *	1	1.6
Civil Engr,Assoc	2	14.7
Civil Engr,Sr	2	2.4
Civil Engrng Spec Supv	1	1.6
Civil Engrng Spec,Assoc	1	2.0
Civil Engrng Spec,Asst I	1	0.8
Civil Engrng Spec,Sr	3	8.2
Com Dev Spec	1	0.5
Complaint Investigator	1	1.9
Contracts&Concss Asst	1	24.0
Counslr	10	4.7
Counslr,Asst	2	3.1
Court Clerk	1	9.5
Cust Svc Rep	1	2.4
Cust Svc Rep,Sr	1	3.3

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Drainage&Wstwr Coll CC	1	15.6
Elctn	2	10.9
Elctn-Con	2	14.2
Elecl Engrng Spec,Sr	2	11.9
Elecl Svc Engr	1	14.6
Elecl Svc Rep,Supvsng	1	13.0
Engrng Aide	1	3.8
Enrgy Mgmt Anlyst,Sr	1	27.8
Enrgy Plng Anlyst	1	6.4
Envrnmntl Anlyst,Sr	1	25.0
Evidence Warehouser	1	2.8
Evidence Warehouser,Sr	1	2.8
Exec Asst	2	6.5
Fin Anlyst,Sr	1	3.7
Fireftr-90.46 Hrs	1	10.2
Fireftr-Ap Drvr-90.46	1	14.4
Gardener,Sr	1	7.0
Grants&Contracts Spec,Sr	1	9.1
Grounds Maint Lead Wkr	1	18.9
Housing/Zoning Inspector,Sr	1	2.9
Human Resources Spec	1	12.1
Human Svcs Coord	1	1.7
Identification Tech	1	15.8
Info Technol Prof A *	1	0.5
Info Technol Prof A,Exempt	5	11.0
Info Technol Prof B-BU	9	6.8
Info Technol Prof C-BU	1	15.7
Info Technol Systs Anlyst	2	13.2
Janitor,Lead-FAS/CL	2	8.1
Janitor-FAS/CL	1	10.1
Janitor-Library	1	1.7
Laborer	1	9.7
Library Assoc II	2	7.5

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Librn	1	14.1
Lifeguard,Sr	1	11.3
Lnwkr	1	7.9
Maint Laborer	2	15.8
Manager2,General Govt	1	24.0
Meter Elctn Working CC	1	34.9
Meter Reader	2	8.7
Mgmt Sysys Anlyst	1	10.0
Ofc/Maint Aide	1	17.8
Parking Enf Ofcr	2	11.4
Parking Enf Ofcr Supv	1	21.0
Payroll Supv	1	10.9
Permit Spec I	3	14.7
Permit Tech Supv	2	10.3
Personnel Anlyst,Sr	1	5.5
Personnel Anlyst,Sr-Comp	1	18.1
Personnel Spec	5	8.1
Personnel Spec,Asst	2	7.8
Personnel Spec,Sr	1	27.2
Plng&Dev Spec II	1	0.4
Pntr	2	13.4
Pol Comms Dispatcher I	1	21.9
Pol Comms Dispatcher II	1	10.1
Pol Data Tech Supv	1	16.8
Pol Ofcr-Patrl	2	9.6
Prgm Intake Rep	2	3.9
Prob Counslr I	1	2.5
Prot&Cntrl Elctn II	1	10.0
Prot&Cntrl Elctn-In chg	1	10.0
Radio Dispatcher	2	9.8
Rec Attendant	1	6.6
Registered Nurse Consultant	1	8.5
Signal Elctn V	1	9.5

<b>Job Title</b>	<b>Beneficiary Count</b>	<b>Average Tenure (Years)</b>
Special Asst-Law	1	2.5
StratAdvsr1,General Govt	1	5.5
StratAdvsr2,Exempt	1	1.9
StratAdvsr2,Utills-BU	1	0.4
Traffic Sign&Marking CC I	1	9.3
Treasury Cashier	1	19.3
Tree Trimmer	2	1.1
Trng&Ed Coord,Sr	1	15.4
Util Act Rep II	1	24.4
Util Svc Rep	1	11.7
<b>Total</b>	<b>156</b>	<b>10.1</b>