

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

RESOLUTION 2019-04

AMENDING THE DISTRICT EMPLOYEE HANDBOOK

Background: The Board of Directors believes it is necessary to amend the District's Employee Handbook with updated policy addressing Compensatory Time, Education Reimbursements, Expenses at Conferences, Paid Sick Leave, Personal Leave, and Vacation Leave.

The Board believes these changes better reflect District interests and employee benefit usage as part of Lake Chelan Reclamation's daily operations.

The Board further acknowledges that providing for expanded compensatory hours to exempt employee(s) is a fair and equitable way to resolve hours worked above and beyond what is considered regular and normal.


Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Chelan Reclamation District approves the following actions:

Amendments of the Compensatory Time, Education Reimbursements, Expenses at Conferences, Paid Sick Leave, Personal Leave, and Vacation Leave sections in the Employee Handbook as outlined in attached Exhibit A.

The Employee Handbook change shall become effective immediately.

Adoption: Adopted at the regular meeting of the Board of Directors of Lake Chelan Reclamation District on Tuesday, February 12, 2019.

APPROVED

By: 
President

ATTEST


By: 
Secretary-Manager

EXHIBIT 'A'

IV. SALARY AND COMPENSATION

Compensatory Time

The District does not normally grant compensatory time to non-exempt employees. Hours worked shall be paid as earned except as arranged with management in special circumstances. Exempt employees shall be able to accrue compensatory time in lieu of overtime with 120 hours being the maximum accrued at any given time. Compensatory time shall be treated the same as vacation hours at employment separation.

V. EMPLOYEE BENEFITS

Education Reimbursements

The Secretary-Manager will approve scheduling of education and training for employees. All District required education and training will be reimbursed by the District including travel costs, supplies, meals and lodging. Lodging shall be pre-approved by the Secretary-Manager. Meal per diem limits shall be determined by the Washington Federal Per Diem Rates as updated for the travel date and location. Travel time outside of regular work hours for non-exempt employees will be reimbursed on an hour per hour basis as regular pay or credited as additional vacation leave. It shall be the employee's responsibility to notify the office manager of travel hours outside of regular work hours.

Expenses at Conferences

The Secretary-Manager will approve scheduling of travel for staff and Board of Directors to attend conferences and other out-of-town business meetings. Travel expenses including transportation, lodging, registration and meals will be reimbursed by the District. Lodging shall be pre-approved by the Secretary-Manager. Meals that are not included in the conference shall not exceed the rates as determined by the Washington Federal Per Diem Rates schedule for the travel date and location.

Paid Sick Leave – in part

For regular full-time employees unused paid sick leave may be accumulated from year to year but may not exceed a total of 1,040 hours, as of December 31 of each year. Sick leave balances will be reduced to 1,040 hours as of December 31 of each year, and at employees choice 25% of excess hours may be converted to vacation leave or paid at employee's straight time hourly rate into an employer provided tax-free contribution HRA VEBA trust account under IRS code 501c (9) at a rate of 33%. Employees with 20-24 years of service may convert to vacation leave at 40% or contribute to an HRA VEBA account at 50%. Employees with 25-29 years of service may convert to vacation leave at 50% or contribute to an HRA VEBA account at 60%. Employees with 30 or more years of service may convert to vacation leave at 60% or contribute to an HRA VEBA account at 70%. Contributions may be made to an HRA VEBA account at any other time of the year at the discretions of the Secretary-Manager. Minimum accrual of paid sick leave shall be maintained at 200 hours after deposits are made, except in the case of retirement. Accrued unused

sick leave will not be paid out if employment with the District ends for any reason other than retirement.

Personal Leave

One-day personal leave per year will be credited to vacation leave for each regular employee. Employees with less than 5 years of service will be prorated and employees with more than 5 years of service will be granted the full 8 hour personal leave on January 1 of each year.

Vacation Leave – in part

All unused vacation leave is lost on the last day of December except that a maximum of 280 hours of vacation leave may be accumulated and be available to the employee beyond that date; provided, however that where the failure to take leave is at the direction of the District then such leave that would otherwise be lost will be extended. An employee leaving the employ of the District for any reason shall be paid his or her earned vacation allowance as of his or her date of termination or retirement provided however, that the vacation allowance “cashed out” shall not exceed 280 hours.

During the month of December, employees will be given opportunity to convert vacation allowances into an employer provided tax-free contribution to a MSA VEBA trust account under IRS code 501 c (9) at their hourly rate provided, however, that the employee shall maintain a minimum of 160 hours of accrued vacation leave hours. An employee may contribute to HRA VEBA at other times of the year at the discretion of the Secretary-Manager.