

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

RESOLUTION 2018-02

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 Sick Leave and Compensatory Time.

The Board believes longevity and good health incentives at retirement is essential to and enhances the organizational effectiveness of Lake Chelan Reclamation's daily operations.

The Board further acknowledges that providing for 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:

Amendment of the Sick Leave section in the Employee Handbook as outlined in attached Exhibit A.

Amendment of the Compensatory Time section 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, January 9, 2018.

APPROVED

By: _____
President

ATTEST

By: _____
Secretary-Manager

EXHIBIT 'A'

Sick Leave

Sick leave will accrue for regular full-time employees at the rate of eight (8) hours per month. Regular full-time employees will not be credited or allowed to use sick leave during the first six months of employment. Six months retroactive accrual will be credited after this time period. Regular part-time employees will accrue paid sick leave on a pro-rata basis of hours worked. Temporary employees do not accrue paid sick leave. Sick leave may be used for the illness of the employee or for the employee to attend to medical, dental or vision appointments. In addition, regular full-time employees may elect to take accrued sick leave time to care for (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. The definition of child, spouse, parent, parent-in-law and grandparent shall be the same as used in 49.12.265 RCW.

Whenever possible, sick leave must be approved in advance by the employee's supervisor or the Secretary-Manager. If the employee is not able to get advanced approval due to an emergency, the employee must notify the supervisor or the Secretary-Manager as soon as practical. Medical documentation from a health care provider for absences due to illness or injury may be required for verification at the sole discretion of the District. Unused sick leave may be accumulated from year to year up to a maximum of 1,040 hours.

During the month of December or upon retirement, sick leave may be converted to vacation leave at the rate of four sick leave hours to one vacation leave hour. Likewise, sick leave may also be converted to an employer provided tax-free contribution into a MSA VEBA trust account under IRS code 501 c (9) at the rate of three sick leave hours to one paid hour contribution. Minimum accrual shall be 200 hours before conversions are accepted except in the case of retirements. Accrued unused sick leave will not be converted or paid out if your employment with the District ends for any reason other than retirement.

At retirement, as a longevity and good health incentive, for 20-29 years of service, 40% of unused sick leave shall be paid at his or her hourly rate through the date of retirement. For retirees with 30 or more years of service, 60% of unused sick leave shall be paid at his or her hourly rate through the date of retirement. Unused sick leave hours eligible to be paid out cannot exceed the accumulated maximum of 1,040 hours.

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 40 hours being the maximum accrued at any given time. Compensatory time shall be treated the same as vacation hours at employment separation.