

SILVER LAKE WATER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 331

A RESOLUTION providing for a Personnel Code for the District.

BE IT RESOLVED BY THE BOARD OF WATER COMMISSIONERS OF SILVER LAKE WATER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, as follows:

Section 1. Hours of Work and Overtime.

(a) Eight hours shall constitute a normal day's work for all full-time employees. Five days shall constitute a normal work week, which work week will normally be considered Monday through Sunday unless otherwise specified by the Superintendent. When appropriate, work schedules may be established by the Superintendent which provide for other than eight hours per day and other than five days per week.

(b) A thirty-minute meal period will be provided on the employee's time during each daily shift. An employee required to work through the normal meal period will be given an equivalent meal period at the earliest practical time during that daily work shift. Fifteen-minute rest periods will be provided on the District's time approximately midway between the first half of the daily shift and the second half of the daily shift except where emergencies interfere with such practice.

(c) Employees who are required to work more than eight hours in any one daily shift or more than forty hours in any one work week shall be paid overtime for such additional hours at one and one-half times the employee's regular hourly rate of pay.

(d) Employees assigned to standby duty on weekends for emergencies and pump-run duties shall be paid four hours at straight time for each twenty-four hour period of standby, but if actual work is performed by the employee on standby duty, other than pump-run duties, he shall be paid at the rate of one and one-half times his regular hourly rate of pay. If the employee's pump run duties are at a time which is in excess of forty hours of work performed by that employee during that work week, the employee shall be paid for the actual time of such pump-run duty at the rate of one and one-half times his regular hourly rate of pay.

(e) Employees not on standby who are called out to work on an unscheduled basis because of an emergency to perform work during their time off shall be paid at the rate of one and one-half times their regular hourly rate of pay with a minimum of two hours at that overtime rate.

Section 2. Determination of Hourly Wage. In determining the hourly rate of pay for employees paid by other than an hourly rate, it will be presumed that the employee regularly works 168 hours per month and eight hours per day.

Section 3. Sick Leave Sick leave shall be earned, used and compensated for as follows:

(a) Basic compensible sick leave credit shall be one day of sick leave for each month of continuous employment. Employees shall be eligible to use sick leave after ninety calendar days of continuous employment. Sick leave may accumulate from year to year but shall not exceed 180 accumulated sick leave days.

(b) One-half of accumulated sick leave accrued in excess of the 180 days provided in subsection (a) may be used as vacation in the year following such excess accrual, but this benefit must be used by the employee as additional vacation and cannot be accumulated beyond the year for which such additional vacation is eligible to be taken.

(c) To be compensated for sick leave over three consecutive days, the employee upon request of the Superintendent shall furnish a doctor's certificate showing that the employee was sick or otherwise incapacitated at that time.

(d) Upon death or retirement with a pension from the Retirement Plan contributed to by the District, an employee, or in the case of death, his or her beneficiary shall receive twenty-five percent of the employee's then accumulated sick leave benefits (one hundred percent for the employee's accumulated sick leave prior to the date of this resolution).

Section 4. Vacation. The amount of annual paid vacation time and

the eligibility therefor shall be as follows:

(a) The following amounts of annual paid vacation time shall be granted to eligible employees as follows:

<u>Years of Employment</u>	<u>Annual Vacation Days Earned</u>
1 through 4	12 days
5 through 9	15 days
10 through 14	16 days
15 through 19	18 days
20 full years	20 days

For each full years over twenty years, one additional day will be added to the vacation days earned during the twentieth year.

(b) Vacation time off shall be taken during the twelve-month period following the year in which it was earned, unless otherwise authorized by the Superintendent.. Vacations shall be scheduled by the Superintendent at times that cause minimum interference with operations and maintenance, but with due regard for the desires of the employees. Where more than one employee are competing for the same vacation period, the employee with the greatest seniority with the District shall have preference.

(c) Employees shall be eligible for accumulated vacation time after six months of continuous employment, but such vacation accumulation shall date from the beginning of such employment..

(d) Vacation days taken shall be compensated at the employee's regular shift rate of pay in effect at the time of the taking of the vacation.

(e) The District shall not compensate an employee in lieu of the taking of earned vacation time except in the cases of death or separation from employment. In such cases the following procedures shall apply for vacation time earned but not previously taken:

(1) Employees with less than six months of employment shall not be paid for any vacation time earned.

(2) Employees with six months of employment or more who resign without giving two weeks' notice before leaving the employment of the District shall forfeit all compensation for unused vacation earned during the year in which the separation occurs but may be compensated for vacation

earned the previous years but not taken.

(3) All other employees who either die or leave the employment of the District will receive compensation for any unused vacation time earned up to the date of their death or separation at the employee's regular shift rate of pay in effect at the time of death or separation.

Section 5. Holidays.

(a) The following holidays shall be recognized: Sunday; the first day of January, commonly called New Year's Day; the 12th day of February, being the anniversary of the birth of Abraham Lincoln; the third Monday of February, being celebrated as the anniversary of the birth of George Washington; the 30th day of May (or such other day fixed by the state legislature), commonly known as Memorial Day; the 4th day of July, being the anniversary of the Declaration of Independence; the first Monday in September, to be known as Labor Day; the second Monday of October, to be known as Columbus Day; the 11th day of November (or such other day fixed by the state legislature) to be known as Veterans' Day; the fourth Thursday in November to be known as Thanksgiving Day; the day after Thanksgiving Day; the 25th day of December, commonly called Christmas Day; the day on which any general election is held throughout the state; and any day designated by public proclamation of the Chief Executive of the state as a legal holiday. Whenever any legal holiday other than Sunday falls upon a Sunday, the following Monday shall be a legal holiday. Whenever any legal holiday falls upon Saturday, the Friday before shall be a legal holiday.

(b) All work performed on the holidays listed in subsection (a), except Sunday, shall be paid at the rate of one and one-half times the employee's regular rate of pay. Compensation for work on Sunday shall be based on regular and overtime rules set forth in Section 1 of this resolution except if an employee works on Easter Sunday, he or she shall be compensated at double the regular rate of pay.

(c) Whenever a holiday occurs during an employee's vacation period, a compensating day off with pay shall be added to the employee's earned vacation.

Section 6. Leaves of Absence. The following types of leaves of absence may be given by the Superintendent under the respective conditions stated:

(a) Leaves of absence without pay for personal reasons may be granted with the approval of the Superintendent.

(b) Employees who are called for federal or state jury duty, if not excused by the court, shall be paid the difference between their regular rate of pay and any lesser amount paid by the court for such jury duty. If on any day such employee is excused by the court with more than one-half of the work day remaining, such employee shall not be compensated as provided in this sub-section.

(c) In the event of the death of a close relative (spouse, child, parent, parent-in-law, brother or sister), an employee shall be granted one day's paid leave to attend the funeral of such relative and one additional day of paid leave will be granted when the funeral is held at a distance of 200 miles or more from the City of Everett. In the event of the death of a close relative, with the approval of the Superintendent, up to three additional days of leave may be granted, which days shall be charged against the employee's accumulated sick leave.

Section 7. Medical and Retirement Benefits. The District shall pay to King County Medical Service Corporation and/or Group Health Cooperative of Seattle and/or as designated by the employee, the full cost of medical insurance for the employee. The employee may authorize a payroll deduction for coverage for their dependents at their own cost..

The District shall enroll all employees in the State Public Employees Retirement System and pay the employer's required contribution therefor..

Section 8. Miscellaneous.

(a) If schooling is available for voluntary certification of waterworks operators, the Board may provide for the reimbursement of the tuition and/or registration fee of any employee recommended by the Superintendent provided that such employee satisfactorily completes such course. Participation in such programs will be determined by the District on a case by case basis, and must be approved in advance by the Board..

(b) The District shall provide appropriate safety equipment

and protective clothing and other working conditions when and as required by the applicable state or federal safety laws and regulations.

(c) The District shall comply with and enforce all applicable state rules and regulations regarding employee and public safety relating to the District's operations.

Section 9. Grievances. Any eligible employees shall have the right to a hearing before the Board at a regular Board meeting if such employee is terminated for cause or with respect to the application of this Personnel Code. The hearing may be an open hearing or, at the option of the employee, a closed hearing (as long as it complies with the Washington State Open Meetings Law). If the hearing is a closed hearing, the employee and the Superintendent shall have the right to attend the same. The hearing when requested shall be held at the next regular Board meeting following the employee's request, but if the employee is terminated, he or she must submit such request no later than three days following such termination. Such request shall be submitted in writing to the Superintendent of the District.

Section 10. Probationary Period. Except for the payment of compensation and overtime and holiday provisions, an employee shall not become eligible for any benefits provided in this resolution until that employee completes three months of satisfactory employment with the District, unless eligibility for certain of such benefits are conditioned on a longer or shorter period of time as provided in this resolution or by state law.

ADOPTED at a regular open public meeting of the Board of Water Commissioners of Silver Lake Water District, Snohomish County, Washington, this 9th day of March, 1977.



President and Commissioner



Secretary and Commissioner

Commissioner