

**SILVER LAKE WATER AND SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 785**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER AND SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AMENDING CHAPTER 3.10, ENTITLED "EMPLOYEE HOURS AND PAY", AND CREATING CHAPTER 3.13, ENTITLED "EMPLOYEE CLASSIFICATIONS AND SALARY RANGES", OF THE DISTRICT CODE

WHEREAS, the Board of Commissioners adopted Resolution No. 768 on December 13, 2018, which adopted new salary ranges with updated salary information of peer agencies; and

WHEREAS, the Board of Commissioners reviewed 2020 Salary, Wage, and Benefit costs as part of their 2020 Financial Planning process on November 14, 2019; and

WHEREAS, the Board of Commissioners continued existing or executed new contracts for medical, dental, vision, and other employee benefit insurances starting January 1, 2020, with no increase to the monthly benefit stipend of \$2,215; and

WHEREAS, the payments for medical, dental, vision, and HRA VEBA contribution for January 2020 will be processed with the December 2019 payroll; and

WHEREAS, the Board of Commissioners has previously determined to change the eligibility of regular part-time employees for medical, dental, vision, and other employee benefit insurances to match the eligibility requirements under the Affordable Health Care Act; and

WHEREAS, the District will continue the policy of determining the costs of employee salary, wages, and other employee benefits annually; and

WHEREAS, the October 2019 to October 2019 CPI-W for the Seattle Metropolitan Area was 1.720% and directed staff to provide most employees to a cost of living increase of 1.72%; and

WHEREAS, the Board of Commissioners reviewed October 2019 to October 2019 CPI-W for the Seattle Metropolitan Area and directed staff to increase the 2020 Salary Range Table by a factor of 2.72%; and

WHEREAS, the General Manager has reviewed the performance of employees with the Board of Commissioners and made recommendations for each employee's 2020 monthly salary; and

WHEREAS, the first payroll paid on January 31, 2020 will have a starting date of December 27 2019 and the ending date of January 27, 2020, for determination of hours worked, paid time off, and other compensated time.

BE IT RESOLVED by the Board of Commissioners of the Silver Lake Water and Sewer District, Snohomish County, Washington as follows:

Section 1:Chapter 3.10 of the District's Code, entitled "Employee Hours and Pay", is hereby amended to be titled as, "Employee On-call and Overtime Rules" as set forth in Exhibit 1 attached hereto and incorporated by reference.


Section 2: Chapter 3.13 of the District's Code, is hereby added to be titled as: "Employee Classifications and Salary Ranges", as set forth in Exhibit 2 attached hereto and incorporated by reference.

Section 3:This resolution shall be effective on December 27, 2019.

ADOPTED by the Board of Commissioners at a special open public meeting of the Silver Lake Water and Sewer District, Snohomish County, Washington this 12th day of December, 2019.



President and Commissioner



Vice President and Commissioner

Secretary and Commissioner

CERTIFICATION

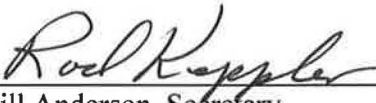
I, the undersigned, Secretary of the Board of Commissioners of Silver Lake Water and Sewer District, Snohomish County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 785 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Commissioners of the District, held at the regular meeting place thereof on December 12, 2019, as that Resolution appears on the minute book of the District; and the Resolution will be in full force and effect immediately following its adoption; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December, 2019.

SILVER LAKE WATER AND SEWER DISTRICT,
SNOHOMISH COUNTY, WASHINGTON



Bill Anderson, Secretary
for Bill Anderson

EXHIBIT 1 TO RESOLUTION NO. 785

Chapter 3.10 Employee On-call and Overtime Rules

Renamed Chapter and Amended Subsections:

3.10.010

Purpose of policy.

The District is responsible for operating and maintaining District-owned water and sewer utility systems and other facilities serving approximately 18,170 connections for a population of nearly 45,000 residents. Care for systems of this magnitude, particularly during nonbusiness hours, is critical and requires district staff to be available to respond to emergencies 24 hours a day, seven days a week. The district ensures that skilled employees are always readily available by placing designated employees on an on-call status pursuant to an on-call schedule determined by the general manager or designee. The purpose of this policy is to define and establish the standards for and expectations of employees performing on-call and call-back duties, and to provide fair and equitable compensation to those district employees that are not exempt from the Fair Labor Standards Act (FLSA)

3.10.020

On-Call Program.

(1) On-Call Status. "On-call" status means that period of time falling outside of an employee's on-duty hours that the employee must be available by phone or other electronic communication device for a possible "call-back" to duty in order to respond to district calls/emergencies. Although the employee is generally free to engage in his/her normal life activities while on-call, the employee must be fit and able to report to work within an acceptably short period of time with actual total drive time from point of departure to the district boundary line being not more than 30 minutes. An employee who is on-call is required to report to work when called. Employees are prohibited from consuming alcohol or otherwise being under the influence of any mind-altering substance or illicit drug while on-call. On-call employees who are taking prescription medications which potentially compromise or impact their ability to safely perform their job duties, including operating a vehicle, should immediately notify the district of such and follow the district's general protocol for finding a substitute to perform on-call duties.

(2) On-Call Back-Up Status. For any period of time during the year in which the district's administrative office is not open for business for any portion of the day for three or more consecutive days, the district shall have a qualified district employee in an on-call back-up status. This means that the back-up employee must follow the same standards and restrictions set forth above for on-call employees, and be prepared to respond to call-backs on an as-needed basis, as determined by the district. Employees designated as "back-up" are eligible for compensation in accordance with the same criteria and formulas as the primary on-call person.

(3) Call-Back. A "call-back" is a period of time outside of an employee's on-duty hours when the district requires an employee to report back to work because of special needs or emergencies. If called back, any employee who reports to work must be fit and able to perform normal duties and other duties as may be reasonable under the circumstances, and in accordance with the district's applicable policies, standards and protocols.

3.10.040

On-call Compensation and Overtime Calculations.

(1) On-call Status Pay. Each employee shall be compensated for on-call status as follows: \$50.00 per day for any day in which the district's administrative office is open for business for any portion of the day (typically normal weekdays); and \$85.00 per day on any day in which the district's administrative office is not open for business for any portion of the day (typically weekends, holidays, and special office closures). This pay is referred to as "on-call status pay" and is included as part of a nonexempt employee's regular rate of pay for purposes of calculating any overtime worked by the employee.

(2) Minimum Call-Back Pay. Nonexempt employees who are called back to work following the end of their regular shift shall be paid a minimum of two hours of overtime for such call outs. If an additional call out occurs within a two hour period, no additional minimum is warranted. Should a call out event exceed two hours, then an employee's overtime status is determined as outlined in subsection (4) of this section, Regular Overtime.

(3) Weekly Call-Back Pay Included in Weekly Hourly Rate. For the purposes of calculating an FLSA nonexempt employee's standard overtime and nonbusiness overtime rate when an employee is on on-call status, the employee's call-back pay earned during the week shall be included in the calculation for their standard and nonbusiness day overtime rate.

If the employee is able to resolve the call-back by use of electronic communications, including telephone and/or SCADA communication via laptop or other computer telemetry without travel to the district's facility or emergency worksite, the employee shall be compensated only for time actually worked, at the employee's overtime rate, which shall be calculated based on 15-minute increments.

If an additional call-out occurs within that first two-hour period, no additional minimum is warranted.

(4) Regular Overtime. The district shall pay overtime for all work that is actually performed by an employee which exceeds eight hours in a day or 40 hours in a work week. All overtime must be assigned, requested, and/or approved in advance by the general manager or designee. The district's "work week" commences on Sunday at 12:00 a.m. and runs through 11:59 p.m. on the following Saturday, unless otherwise established by the general manager or designee with approval of the board of commissioners. The district shall include paid time off, as outlined in Chapter 3.15 SLWSDC or its successor, in its calculation of overtime.

(5) Overtime Rates. The standard overtime rate for a nonexempt employee shall be one and one-half times the regular rate of pay for that employee. The standard overtime rate shall be paid for overtime work (as defined above) performed on any day in which the district's administrative office is open for business for any portion of the day (a "business day"). The nonbusiness day overtime rate for a nonexempt employee shall be two times the regular rate of pay for that employee. The nonbusiness day overtime rate shall be paid for overtime work performed on any day in which the district's administrative office is not open for business for any portion of the day, regardless of whether the work performed by the employee qualifies as overtime work.

(6) Hourly Overtime Pay Rate. For the purposes of calculating a FLSA nonexempt employee's standard and nonbusiness day overtime rate, it shall be the employee's regular monthly salary divided by 168 hours.

(7) Normal Commute Area. The normal commute area for the district shall be a radius of 15 miles or abutting Puget Sound. The district shall follow the FLSA for determining if and for how long an employee is on paid status when traveling.

3.10.030

Administration of the policy.

(1) Recordkeeping. Employees will report the total hours for on-call status and call-back pay on the time sheet provided by the finance department for inclusion of compensation in paychecks. For purposes of call-back pay, only that time actually worked by the employee shall be reported. The district will apply the minimum call-back pay criteria where applicable. Falsification of time records, including improper reporting of on-call or call-back work, is strictly prohibited and shall constitute grounds for serious disciplinary action, up to and including termination.

(2) Substitutions. Employees may request in advance to have a substitute cover for him/her for a designated portion of the employee's scheduled on-call duties, for reasons acceptable to and approved by the general manager or designee. Each employee shall record the change in on-call status on the employee's respective time sheet. The hours which were covered by the substitute shall be deducted from the total on-call time of the primary employee, and shall be paid to the substitute.

(3) Emergencies. Employees while on-call shall inform their immediate supervisor as soon as possible if for some reason (example: sudden illness of self or a child) the employee knows they will not be available to answer a call.

(4) Nonresponse. An employee on on-call or back-up status is subject to discipline, up to and including termination, if the employee does not respond and/or is not ready to work when called back. Should this occur, compensation for on-call status will normally be forfeited for the employee's entire on-call rotation, as determined by the general manager or designee.

(5) Implementation and Administration. The general manager or designee is authorized to develop, write, and use all written documents, forms, applications, receipts, and accounting records to implement and administer any and all of the policies and procedures set forth in this chapter. The general manager or designee is directed to review the policies and practices of this chapter every three years and present a report on these to the board of commissioners.

3.10.050

Treatment of time on time sheets.

(1) Not Considered Work Time. Time spent on-call shall not be considered work time, and does not count toward hours of work for the purpose of calculating overtime. Although the on-call pay is combined with the employee's check or automatic deposit, the on-call compensation is separate from, and is paid over and above, the work hours in a work period.

(2) Subject to Deductions. On-call pay is subject to state and federal taxes and retirement deductions.

EXHIBIT 2 TO RESOLUTION NO. 785

Chapter 3.13

Employee Classifications and Salary Ranges

Added Chapter and Subsections:

3.13.010

Employee Classifications

- (1) District employees shall be classified in one of the three employment classifications:

Regular Full-time - Employees that are regularly scheduled to work forty hours per week or eighty hours over a two week schedule. Regular Full-time employees may be exempt or not exempt from the Fair Labor Standards Act (FLSA). Regular Full-time employees shall be provided with employee benefits as adopted in District resolutions and required by law.

Regular Part-time – Employees that are regularly scheduled to work less than forty hours per week or less than one hundred and sixty hours over a four week schedule for more than six months. Regular Part-time employees may be provided with employee benefits as adopted in District resolutions and required by law.

Seasonal or Temporary – Employees that are typically scheduled to work not more than five months per year of not more than seventy hours per month. Seasonal or Temporary employees might work five months at more than seventy hours per month and then other months of less than seventy hours during a calendar. Seasonal or Temporary employees will be provided employee benefits as required by law.

3.13.020

General Manager Authority

- (1) On recommendation from the General Manager and approval by the Board of Commissioners, an employee can be compensated in an amount above or below their job classification range.
- (2) The General Manager shall have the authority to adjust the compensation of an employee that is promoted to a higher job classification, as long as such adjusted compensation is within the higher job classification's salary range.
- (3) On recommendation from the General Manager and approval by the Board of Commissioners, an employee who is assigned work that requires a higher level of responsibility, accountability, or supervision of others, may receive a compensation adjustment during the course of the year.
- (4) For the purposes of monthly salary calculation, the General Manager, or designee, may round to the nearest whole dollar.

3.13.030**Salary Ranges and Other Allowances**

- (1) The following ranges of monthly salaries and wages of all current employees and for any new hires, for the position held by such current or new employee during the calendar year of 2020, with the payroll cycle starting December 27, 2019, shall be within the following ranges as directed by the Board of Commissioners:

Job Classification	Regular Full Time - Annual Ranges		
	Low	Mid	High
General Manager	144,892	179,256	213,617
District Engineer	108,958	134,798	160,639
Finance Manager	108,958	134,798	160,639
Operations and Maintenance Manager	106,204	131,195	156,184
Technical Services Manager	99,203	122,544	145,886
IT Program Manager	82,254	100,440	120,913
Senior Maintenance Electrician	79,388	98,217	117,043
Maintenance Electrician	75,609	93,540	111,471
IT Technician	69,449	85,790	102,130
Utility Lead	68,660	84,942	101,224
Executive Assistant	67,708	83,767	99,824
GIS Analyst	67,686	83,740	99,792
Water Quality Coordinator	67,510	83,395	99,280
Utility Maintenance II	63,897	79,050	94,205
Payroll/Accounts Payable Coordinator	62,877	77,672	92,466
Utility Billing Coordinator	61,765	76,413	91,061
GIS Technician	58,866	72,718	86,568
Purchasing Inventory Control	58,588	72,483	86,377
Utility Clerk II	55,308	68,423	81,540
Administrative Clerk II	55,308	68,423	81,540
Utility Maintenance I	53,809	66,570	79,330
Utility Clerk I	49,743	61,537	73,335
Administrative Clerk I	49,743	61,537	73,335
Utility Clerk	44,176	54,653	65,128
Utility Maintenance	43,720	54,088	64,457

Classification	Regular Part-Time- Hourly Ranges		
	Low	Mid	High
Regular Part Time – IT Program Manager	39.55	48.29	58.13
Regular Part Time - Electrician	38.17	47.22	56.27
Regular Part Time - Utility Clerk I	23.91	29.59	35.26

Classification	Seasonal - Hourly Ranges		
	Low	Mid	High
Seasonal - College Intern - Profession	17.00	19.50	22.00
Seasonal - Field Worker	15.00	17.50	20.00

- (2) The General Manager and District Engineer will each be provided a monthly job-related vehicle expense allowance of Three Hundred Dollars (\$300.00), in addition to other salary and benefits. This allowance is to be used to purchase, lease, own, operate, and maintain a personal vehicle of the General Manager or District Engineer. The allowance is intended to apply in lieu of the District providing the General Manager and District Engineer with a vehicle or reimbursing the General Manager and District Engineer based upon actual expenses incurred in use of their personal vehicles for District purposes. The General Manager and District Engineer shall be responsible for paying for liability, property damage, and comprehensive auto insurance coverage for the vehicle.