

# HIGHLINE WATER DISTRICT King County, Washington

## RESOLUTION 21-3-23A

### RESOLUTION AMENDING PERSONNEL MANUAL TO INCORPORATE COVID-19 VACCINATION POLICY (APPENDIX A2)

**WHEREAS**, at the March 17, 2021 Board meeting, the General Manager discussed with the Board a draft policy regarding the COVID-19 vaccination. The consensus of the Board was to recommend employees receive the vaccination but not make it mandatory in the policy.

**WHEREAS**, the proposed policy is as follows:

#### COVID-19 VACCINATION POLICY – APPENDIX A2

In accordance with Highline Water District's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families, our customers and visitors, and the community at large from infectious diseases, such as COVID-19 or influenza, that may be reduced by vaccinations. The District strongly encourages employees to receive the COVID-19 vaccination as soon as possible based upon the availability of the vaccine and vaccination prioritization guidelines. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities, as applicable.

1. All employees including full-time, part-time, and seasonal employees are strongly encouraged to receive vaccinations, as recommended by Centers for Disease Control Prevention. Employees will be notified by the human resources department as to the type of vaccination(s) covered by this policy and the recommended timeframe(s) for having it/them administered. Highline Water District may provide on-site access to the vaccines, if available. To the extent not available, employees may (and are encouraged to) voluntarily seek and obtain the vaccine from local healthcare providers, pharmacies, or other state authorized facilities when eligible.
2. Highline Water District will pay for the cost of vaccinations covered by this policy when administered on-site. When not received on-site, vaccinations should be run through employees' health insurance where applicable. If an employee incurs out of pocket expenses for the cost of vaccinations covered by this policy that is not covered by insurance, the employee should submit that expense for reimbursement to Human Resources.
3. Before the recommended deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or a written acknowledgment that they have elected not to be vaccinated. Regardless of vaccination, employees must continue to abide by Highline Water District safety requirements, which may include face coverings, physical distancing, and other safety protocols. The Vaccination Acknowledgement form is considered private health information and it will be maintained separately as a confidential medical record for each individual employee. Access to the information will be limited to District management with a business need-to-know. The District will not disclose any information of those employees who are and are not vaccinated unless otherwise required by law and or consented to in writing by an affected employee.
4. Non-exempt employees shall be compensated, at their regular rate of pay, for time actually incurred by them in receiving the required vaccination(s). For this reason, employees are expected to schedule vaccination during their normal work schedule, whenever possible, and to coordinate with their direct supervisor regarding the same. Time spent traveling to/from the vaccination site shall be compensated in a manner consistent with the federal and state laws governing travel time. Non-exempt employees are generally expected to utilize a vaccination site that is in close proximity to

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the employee's residence or the District's office (depending upon whether the employee will be traveling to/from home or the job site to receive the vaccination). Non-exempt employees must accurately record their time spent being vaccinated, consistent with the District's general timekeeping requirements. To the extent that an employee is unable to schedule a vaccination during normal work hours, the employee must coordinate with their supervisor in terms of scheduling an off-duty vaccination. To the extent that the time incurred being vaccinated causes a non-exempt employee to work more than 40 hours in a work week, the employee will be paid overtime; provided, that the District may flex the employee's work schedule during that same work week to reduce or eliminate such overtime. Employees will be paid if they cannot return to work on the day of vaccination.

5. Any employee, vaccinated or unvaccinated, who displays symptoms of COVID-19, or any unvaccinated employee who has been in direct contact (as defined per CDC guidelines) with a suspected or confirmed case of COVID-19, will immediately be isolated, removed from the workplace, and subject to quarantine/isolation. The employee will not be permitted to return to the workplace until they have met applicable local, state, and federal guidelines.
6. Any employee, vaccinated or unvaccinated, who is unable to work or telework due to COVID-19 or related issues, including self-quarantine/isolation, will be required to use District paid leave, emergency paid sick leave per FFCRA, if available, compensatory time-off or leave without pay for all work absences. See the Personnel manual or request information from Human Resources.
7. The COVID-19 pandemic is changing and evolving. The District reserves the right to revisit and revise the policy as needed, including the possibility of adopting a mandatory vaccination policy.

### **STAFF**

- Sign and submit to Human Resources a completed COVID-19 Vaccination Acknowledgement form.
- Provide documentation to Human Resources for those employees that receive the vaccine.
- Abide and comply with this policy and all related health and safety guidelines regarding COVID-19.

### **SUPERVISORS/MANAGEMENT**

- Continue to enforce compliance with the District COVID-19 guidelines.
- Work with Management & HR and unvaccinated staff to identify any work restrictions.

### **HUMAN RESOURCES**

- Track and maintain COVID-19 Vaccination Acknowledgement forms and confidential records.
- File proof of vaccination separate from the employee's general file.
- Provide information to staff about COVID-19 vaccination, health insurance, and paid leave.

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King County, Washington**

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**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Commissioners authorizes the General Manager to amend the Personnel Manual referenced hereto and incorporated herein, effective March 23, 2021.

**ADOPTED BY THE BOARD OF COMMISSIONERS** of Highline Water District, King County, Washington, at an open public meeting held on the **23rd** day of **March 2021**.

**BOARD OF COMMISSIONERS**

  
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**Todd Fultz**, President

  
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**Polly Daigle**, Secretary

  
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**Daniel Johnson**, Commissioner

  
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**Vince Koester**, Commissioner

  
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**Kathleen Quong Vermeire**, Commissioner

Agenda Item No.: 5.1  
Agenda Date: 03/23/21  
Reviewed By: M. E.

**Subject:** Resolution amending Personnel Manual to incorporate COVID-19 Vaccination Policy (Appendix A2)

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Budgeted?</i>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
<i>Estimated Amount:</i> \$ _____			

**ATTACHMENTS:**

- 1. Resolution 21-3-23A

**COMMENTS:**

At the March 17, 2021 Board meeting, the General Manager discussed with the Board a draft policy regarding the COVID-19 vaccination. The consensus of the Board was to recommend employees receive the vaccination but not make it mandatory in the policy.

Staff recommends approval of this resolution.