

Agenda Item No.: 5.1
 Agenda Date: 07/23/24
 Reviewed By: [Signature]

SUBJECT: Resolution to authorize out of class pay practices for non-represented employees.

CATEGORY		FINANCIAL			
<i>Executive</i>	<input type="checkbox"/>	<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>	<i>Budgeted?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>	<i>Amount: \$ _____</i>			

ATTACHMENTS:

1. Resolution 24-7-23A

COMMENTS:

On occasion, District management directs non-represented employees to work in a higher classification to fill in the duties to cover vacations or absences in a higher position. The Collective Bargaining Agreement with UA Local 32 represented employees addresses these situations by having provisions to provide additional compensation when a unit employee serves in a higher classification.

It is beneficial for the operations of the District to have a policy to compensate non-represented employees who are directed to fill in a higher classification to cover the additional responsibilities for the out-of-class position.

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 24-7-23A

RESOLUTION AUTHORIZING OUT OF CLASS PAY PRACTICES FOR NON-REPRESENTED EMPLOYEES

WHEREAS, on occasion, District management directs non-represented employees to work in a higher classification to fill in the duties to cover vacations or absences in a higher position; and,

WHEREAS, the Collective Bargaining Agreement with UA Local 32 represented employees addresses these situations by having provisions to provide additional compensation when a unit employee serves in a higher classification; and,

WHEREAS, it is beneficial for the operations of the District to have a policy to compensate non-represented employees who are directed to fill in a higher classification to cover the additional responsibilities for the out-of-class position.

NOW, THEREFORE, BE IT RESOLVED:

1. Non-Bargaining unit employees directed by the General Manager to fill in a position of greater classification for a period of five (5) consecutive business days or longer shall receive a five (5) percent increase in their current base wage.
2. The General Manager is authorized to modify District policies and develop procedures, if required, to reflect this change for non-represented employees.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **23rd** day of **July 2024**.

BOARD OF COMMISSIONERS

Signed by:

 Kathleen Quong-Vermeire, President

DocuSigned by:

 Vince Koester, Secretary

DocuSigned by:

 Polly Daigle, Commissioner

Signed by:

 Todd Fultz, Commissioner

Signed by:

 Daniel Johnson, Commissioner