

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 20-3-4C

**RESOLUTION AUTHORIZING AMENDMENTS TO THE PERSONNEL MANUAL
SECTION 3.02.120 LAY OFF AND RECALL; SECTION 3.03.050 STANDBY DUTY;
SECTION 3.03.060 UNUSED SICK LEAVE; SECTION 3.05.010 DISCLOSURE OF BENEFITS;
SECTION 3.03.070 - PAYMENT OF EARNINGS;
SECTION 3.05.055-HEALTH REIMBURSEMENT ARRANGEMENT (HRA-VEBA)**

WHEREAS, to provide non-bargaining employees the same benefits included in the 2020-2023 Collective Bargaining Agreement (UA Local 32), the District's Personnel Manual needed to be updated to reflect the changes; and

WHEREAS, the following proposed amendments are noted as strikeouts or underlines:

Section 3.02.120 - Lay Off and Recall

10. No days of paid absence will be accrued during layoff. If an employee returns to work following recall, the employee may use any vacation or days of paid absence accumulated but not used at the time of layoff. Vacation, sick, comp time, and birthday holiday pay equal to the number of days accrued, minus the number of days taken, will be paid at the time of Layoff, if the Layoff is expected to exceed 30 days. The maximum vacation hours paid shall not exceed 320 and maximum sick hours paid shall not exceed ~~160~~ 180.

Section 3.03.050 - Standby Duty

9. All overtime worked when called out from home Monday through Sunday shall be paid at one and one half (1-1/2) the employee's regular straight time rate. Overtime worked in excess of four (4) consecutive hours for unplanned, emergency work outside of normal respective shifts requiring the use of heavy equipment shall be paid at two (2) times the employee's regular straight time pay. Scheduled overtime work, extensions of the normal work day and work not requiring heavy equipment shall be paid at one and one-half (1.5) times the employees regular straight time rate of pay.

Section 3.03.060 - Unused Sick Leave

6. Upon lay-off, voluntary termination with proper notice, or retirement, employees will receive sick leave pay for any unused sick leave accrued at the time of termination, up to a maximum of ~~160~~ 180 hours. Upon retirement, employees will also be paid ~~20%~~ 40% of their then straight-time hourly rate of their unused sick time in excess of ~~160~~ 180 hours into a HRA-VEBA account, and if necessary, an excess portion into a deferred comp plan account to avoid the "Cadillac Tax". When the term "retirement" is used in this policy, it shall mean when the employee retires from the District and is immediately eligible for retirement benefits under the Washington State Public Employees Retirement System (PERS).

Section 3.03.070 - Payment of Earnings

4. Non-exempt employees (i.e. those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times their regular hourly rate for work over 40 hours per week, including sick leave or vacation, or for work on a scheduled holiday. An employee(s) may elect to take comp time and one-half (CT) in lieu of overtime, for all time worked in excess of (40) hours, in an individual workweek. Employees can bank up to Sixty (60) hours of comp time. See Hours of Work-Section 3.02.090

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Section 3.05.010 - Disclosure of Benefits

5.1 The District will pay 100% of the highest-priced health insurance plan offered by WA State H.C.A. for employee only medical & dental and will pay 90% of health insurance premium from any plan offered by WA State HCA, and employee and for dependent(s) who elect the UMP-Classic. ~~Employees with spouse and/or lower cost plan.~~ An employee with full family who elects a more expensive plan, such as Kaiser Permanente child(ren) will pay 10% of their health insurance premiums for their dependent(s) insurance premium and authorizes the District to deduct it from their paychecks.

Section 3.05.055 - Health Reimbursement Arrangement (HRA-VEBA)

4. Employee Retirement Excess Sick Leave Payment. Upon retirement, employees will be paid ~~20%~~ 40% of their then straight-time hourly rate of their unused sick time in excess of ~~160~~ 180 hours into the employee's HRA account under the Plan.

NOW, THEREFORE, BE IT RESOLVED:

The Board of Commissioners authorizes the General Manager to amend the Personnel Manual as referenced hereto and incorporated herein, effective January 1, 2020.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **4th** day of **March 2020**.

BOARD OF COMMISSIONERS



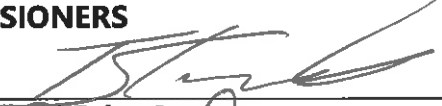
Vince Koester, President



Polly Daigle, Commissioner



Kathleen Quong-Vermeire, Commissioner



Todd Fultz, Secretary



Daniel Johnson, Commissioner

Agenda Item No.: 5.3
Agenda Date: 03/04/20
Reviewed By: DA M.E.

Subject: Authorize amending Highline Water District Personnel Manual
 Section 3.02.120 Lay Off and Recall
 Section 3.03.050 Standby Duty
 Section 3.03.060 Unused Sick Leave
 Section 3.03.070 Payment of Earnings
 Section 3.05.010 Disclosure of Benefits
 Section 3.05.055-Health Reimbursement Arrangement (HRA-VEBA)

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 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> \$ _____			Excludes sales tax

ATTACHMENTS:

1. Resolution 20-3-4C

COMMENTS:

To provide non-bargaining employees the same benefits included in the 2020-2023 Collective Bargaining Agreement with UA Local 32, the District's Personnel Manual needed to be updated to reflect the changes.