

**NORTH BEACH WATER DISTRICT PACIFIC  
COUNTY, WASHINGTON**

**RESOLUTION NO: \_\_\_\_\_**

**A RESOLUTION OF THE NORTH BEACH WATER DISTRICT OF PACIFIC COUNTY, WASHINGTON, AMENDING RESOLUTION 27-2014 "EMPLOYEE MANUAL"**

**WHEREAS**, on November 4, 2017 the North Beach Water District (District) Board of Commissioners (Board) adopted Resolution 27-2014 a comprehensive revision of the District's Employee Manual; and

**WHEREAS**, the Board desires to amended Resolution 27-2014;

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing, the North Beach Water District Board of Commissioners does hereby approve the amendments attached hereto and incorporated herein as Exhibit A.

**ADOPTED** by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 17th day of July, 2017.

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Brian Sheldon, Commissioner  
Position #1

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Gwen Brake, Commissioner  
Position #2

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Glenn Ripley, Commissioner  
Position #3

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### WORK SCHEDULE

The District's work week commences at 12:00 a.m. Sunday and ends at 11:59 p.m. the following Saturday. The District's general office hours are from 8:00 a.m. to 4:~~30~~15 p.m., Monday through Friday and its normal field operations are from 8:00 a.m. to ~~5:00~~4:30 p.m.; however, as the provider of essential utility services, the District's hours of operations and correlating employee schedules may vary. The General Manager or his/her designee shall establish the work schedules for each respective employee. Employees are expected to work all hours and days scheduled.

~~Office~~ All employees working more than five (5) hours in a day receive a prescheduled unpaid 30-minute lunch break; ~~field employees working more than five (5) hours in a day receive a prescheduled unpaid 60~~30 minute lunch break. All employees working four (4) or more hours daily earn additional 10-minute paid work breaks for each four (4) hours worked each day, up to a total of twenty (20) minutes. These breaks shall be taken on a schedule approved by the employee's supervisor. Employees must be on time and work their assigned schedule.

### ON-CALL DUTY

Due to the essential public services the District provides, all full-time field personnel positions are expected to perform "on call" duty, as designated and assigned by the General Manager. ~~\_. The on call work schedule is Tuesday through Saturday 8:00 a.m to 4:30 p.m.~~

On call duty begins each ~~Wednesday~~Tuesday at the close of the field operations and ends the following ~~Wednesday~~Tuesday at the ~~close~~start of field operations. ~~\_. All employees on call shall remain within a fifteen (15) minute travel time to the District's office and shall carry the a District cell phone or other equipment allocated for purposes of maintaining contact with the District. Employees on call are not engaged in actual work and not engaged to wait for work; accordingly, on call time shall not be considered compensable time. Notwithstanding, employees shall receive an additional per diem amount, as determined by the Board of Commissioners from time to time in its sole discretion, for the time they are on call. [OR] Notwithstanding, employees who serve their full on call duty shall receive seven (7) hours of pay, for that on call duty, at their overtime rate, which on-call pay includes compensation for the normal field rounds performed on Saturdays, Sundays, and Holidays.~~

### TRIAL PERIOD

The first six (6) months of employment from the most recent date of hire is considered a trial period for all employees. The work of new employees is monitored closely during the trial period. A decision is made prior to the end of the trial period regarding continued employment. This period may be

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extended if it is determined that circumstances have not yet provided an adequate opportunity to evaluate performance. The District may conduct a written performance evaluation of trial period employees on or around the expiration date of their trial periods.

~~An employee~~ ~~Employees~~ ~~does not begin~~ ~~will to~~ accrue vacation and sick leave from their hire date. ~~However, employees~~ ~~and~~ may not use such leave, until he/she has satisfactorily completed his/her trial period.

Upon satisfactory completion of the trial period an employee becomes a regular employee.

### VACATION LEAVE

Vacation leave is provided to regular full-time employees to promote their health and well-being. ~~Vacation benefits do not begin to accrue, and may not be used, until the employee has successfully completed his/her trial period.~~ Vacation leave is accrued at the following rates based upon the employee's completed years of service:

- Completion of trail period to two years' service - 40 hours per year
- Three years to five years' service - 80 hours per year
- Six years to ten years' service - 120 hours per year
- 11 years and more - 160 hours per year

Vacation shall accrue on a monthly basis; for example, an employee who has completed one year of service shall earn 3.33 hours of vacation for each completed month of service thereafter, up to 40 hours for that anniversary year; an employee who has completed three years of service shall earn 6.67 hours of vacation for each completed month of service thereafter. "Completed years (and months) of service" shall be measured from each employee's anniversary date.

Vacation leave will accrue only when an employee is in paid status (which includes paid leave but does not include unpaid leave or worker's compensation). Vacation leave may not be used until after it is earned. Vacation may be taken in one (1) hour increments and up to a total of ten (10) consecutive days, unless otherwise approved by the General Manager or designated Division Head. Employees may carry over accrued and unused vacation leave from one calendar year to the next, up to a maximum total accrual of one (1) year's vacation entitlement based on the applicable accrual rates for the employee as of January 1st of each calendar year. Any hours which exceed this maximum as of November 30th of each calendar year will be cashed out to the employee at the employee's regular ate of pay on the first payday in December of the same calendar year.

Vacation benefits shall be paid at the employee's regular hourly rate based upon the number of hours the employee would have worked had the employee worked the employee's regular schedule during the leave period.

Employees must request to use their leave benefits as far in advance as possible, and in no event less than 48 hours before the requested leave, except in emergency situations. The General Manager or designated Division Head will schedule vacation after considering the employee's request and the District's operational and staffing

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requirements, and the District retains the discretion to grant or disapprove vacation leave based on its operational needs. Upon approval of vacation periods, no changes will be allowed unless approved by the General Manager.

An employee, at the employee's election, may use accrued vacation leave instead of or in addition to accrued sick leave for reasons that sick leave would be approved. Employees using vacation leave for these purposes must inform their supervisor of their absence in the same manner as is expected of those who are using sick leave.

Upon the next regularly-scheduled pay day following the effective date of a regular full-time employee's termination, the employee shall be paid for any earned but unused vacation leave benefits; provided, that the employee has successfully completed his or her trial period and, in the case of a voluntary resignation, has given the District the required notice.

Part-time and temporary employees shall not be eligible for or entitled to vacation leave benefits.

### SICK LEAVE

Sick leave is provided to regular full-time employees for use when their own illness or disability, or the illness or disability of certain family members, requires time away from work.

~~Upon satisfactory completion of the trial period, a~~ regular full-time employee shall ~~begin~~ accruing sick leave at the rate of 6.67 hours for each ~~following~~ calendar month of completed employment. Sick leave will accrue only when an employee is in paid status (which includes paid leave but does not include unpaid leave or worker's compensation). Sick leave may not be used until after it is earned. Sick leave may be taken in hourly increments; provided, exempt employees shall take sick leave in one-day increments—absences of less than one day shall not be charged against an exempt employee's accrued sick leave.

Employees may use accrued sick leave for the following reasons:

- The employee's own bona fide illness or incapacitating injury, or disability, including temporary disability caused by pregnancy or childbirth.
- Medical or dental appointments; provided that the employee must notify his or her supervisor of such appointment at least three (3) days in advance and obtain prior approval for the use of such leave; provided further, that this notice requirement may be waived by the District in the event of an unforeseen medical emergency or other circumstances which reasonably prevents the employee from providing the notice required herein.
- To care for a child of the employee with a health condition requiring treatment or supervision. For purposes of this Manual, "child" is defined as a biological, adopted or foster child, a stepchild, a legal ward, or a child residing with a person who is standing in for a parent.
- To care for the employee's spouse/domestic partner, parent, parent-in-law, domestic partner's parent, sibling or grandparent who has a serious health condition or an emergency health condition. For purposes of this policy, "domestic partner" shall have the same meaning and qualification requirements as "state registered domestic partner," as set forth in Chapter 26.60 RCW.

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- Other circumstances which may be authorized by the General Manager, in the Manager's discretion

Sick leave benefits shall be paid at the employee's regular rate of pay.

An employee who on December 1 of any calendar year has an accrued sick leave balance of at least 240 hours (30 days) may elect prior to the end of the calendar year to cash out all or any portion of those accrued hours which exceed 240, at the rate of one-half (1/2) of the employee's regular rate of pay.

Employees unable to report for work due to illness or injury must notify their supervisor before the start of their shift. If an employee is unable to speak with the supervisor, he/she should leave a message. Employees arriving after the start of a shift must check-in with their supervisor. If the need to use accrued sick leave is foreseeable based upon planned medical treatment, the District requires that employees provide at least thirty (30) days advance notice, or if the date of treatment is scheduled in less than 30 days, as much advance notice as is practicable.

The District may require any employee to provide proof of illness, injury or health condition from a qualified health care provider. Additionally, the District may require any employee to provide a medical certification of the employee's fitness to return to duty following sick leave where the nature of the employee's medical condition and his/her job duties are such that unfitness for duty may present a risk of injury to the employee or to others. Failure to provide the required verification may result in loss of leave benefits for that work period and/or a delay in reinstatement, and may result in further disciplinary action, up to and including termination.

Employees who misuse sick leave will be subject to disciplinary action, up to and including termination.

Part-time and temporary employees shall not be eligible for or entitled to sick leave benefits.