

**WEST SOUND UTILITY DISTRICT
RESOLUTION 677-17**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING REVISIONS TO THE DISTRICT EMPLOYEE'S
SICK LEAVE POLICY**

WHEREAS, on December 20, 2010, West Sound Utility District's Board of Commissioners adopted Resolution 237-10 approving a fully revised District Personnel Manual; and

WHEREAS, on January 20, 2015, the Board of Commissioners adopted Resolution 536-15 approving changes to the District's sick leave policy; and

WHEREAS, the voters of Washington State approved Initiative 1433 in November 2016 which imposed new requirements for employee sick leave policies; and

WHEREAS, it is required that the District adopt sick leave policies that meet or exceed the requirements Initiative 1433 prior to January 1, 2018; NOW, THEREFORE,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

Section 1. Section 4.4.8 of the District's Personnel Policies contained within the District's Administrative Code Book is hereby amended to read as follows:

“ . . . Payment of sick leave benefits shall be contingent upon the employee notifying his or her immediate supervisor of the reason of the absence within one-half (1/2) hour before the start time of the regular work shift on each day absent. This notice requirement may be waived at the sole discretion of the General Manager during extended absences or in cases of emergency. Failure to give proper notice may result in loss of sick leave benefits for the work period for which notice was not given. Sick leave benefits may be used in units of not less than fifteen (15) minutes. Employee may use earned sick leave benefits for any absence due to personal illness or injury, including pregnancy or related conditions, or to care for a child (includes biological, adoptive, de facto or foster child, stepchild, a child for whom the employee stands in loco parentis or is a legal guardian, or is a de facto parent, regardless of age), spouse, registered domestic partner, parent (biological, adoptive, de facto or foster parents, stepparents, legal guardians of the employee, or a person who stood in loco parentis of the employee as a minor child), grandparent, grandchild, sibling, parent-in-law or grandparent of the employee or blood relative who permanently resides in the employee's primary residence with a health condition that requires treatment or supervision. Sick leave may be used for absences that qualify for leave under Washington State's domestic violence leave act. Sick leave may also used if the District's place of business has been closed by the General Manager or Board for a health-related reason or if an employee's child's school or place or care has been closed for such a reason . . .”

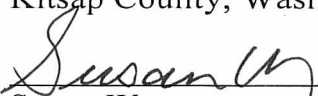
Section 2: Effective Date.

This resolution shall take effect and be in full force on October 1, 2017.

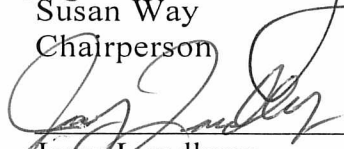
APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on September 5, 2017.

WEST SOUND UTILITY DISTRICT


Kitsap County, Washington



Susan Way
Chairperson



Jerry Lundberg
Secretary



James J. Hart
Vice Chairperson