

**WEST SOUND UTILITY DISTRICT
RESOLUTION 705-18**

**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, the Board of Commissioners adopted Resolution 536-15 and Resolution 677-17 approving changes to the District's sick leave policy; and

WHEREAS, voters of Washington State approved in November 2016 Initiative 1433 which imposes new requirements for employee sick leave policies to include part-time and temporary/seasonal employees and how sick leave is to be calculated by the employer, used and paid upon an employee's termination of employment; NOW, THEREFORE,

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

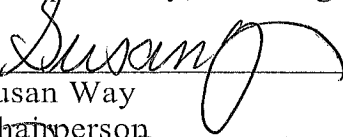
Section 1. Section 4.4.8 of the District's Personnel Policies contained within the District's Administrative Code Book is hereby amended to read as follows:

"Regular full-time employees who were hired by the District shall accrue sick leave benefits at the rate of one (1) day (8 hours) of leave for each calendar month of service. Regular, benefits-eligible part-time employees earn prorated sick leave based on the total of Full-Time Equivalent (FTE) of their position. Employees not eligible for benefits earn sick leave at a rate of one hour per 40-hours worked. Provided, however, if the employee is not in a pay-status for at least 120 hours during the month, the sick leave will not be accrued for that month. Employees earn sick leave hours for their first month of employment if they physically work at least forty (40) hours in the month. Separating employees will receive sick leave credit for the month in which they separate if they physically work at least forty (40) hours in the month. Leave hours shall not be used to extend an employee's separation date for the purposes of sick leave accrual. An employee may take sick leave after the ninetieth (90) calendar day following the date of employment. The employee may use the sick leave in the month that it was accrued. If for any reason, the employee is not in a pay-status for the required time and has used that month's sick leave, the District will recoup the value of the sick leave. . . ."

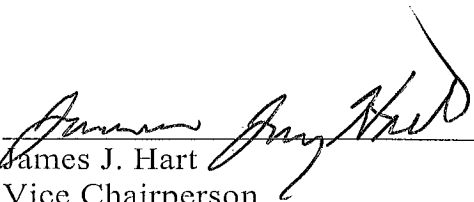
APPROVED and ADOPTED by the **Board of Commissioners of West Sound Utility District** at a regular scheduled meeting on May 21, 2018.

WEST SOUND UTILITY DISTRICT

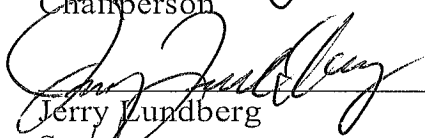
Kitsap County, Washington



Susan Way
Chairperson



James J. Hart
Vice Chairperson



Jerry Lundberg
Secretary