

**WEST SOUND UTILITY DISTRICT  
RESOLUTION 491-14**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING REVISIONS TO THE DISTRICT'S PERSONNEL POLICIES  
IMPACTING EMPLOYEE'S BENEFITS AND SERVICES**

**WHEREAS**, there is a need to modify the District's policy on employee's benefits and services; **NOW, THEREFORE**,

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

Section 1. Section 4.9 of West Sound Utility District's Personnel Policies (Resolution 237-10, revised by Resolution 465-13 on November 18, 2013) is hereby amended to read as follows:

**Payment of Sick Leave Benefits upon Termination.** Upon termination of employment, twenty five percent (25%) of employee's accrued sick leave, not to exceed 1,040 hours, shall be ~~credited to the employee's VEBA account or~~ paid directly to the employee, ~~as determined by the employee.~~

**Payment of Sick Leave Benefits upon Retirement.** Upon retirement or disability retirement, fifty percent (50%) of an employee's accrued sick leave, not to exceed 1,040 hours, shall be ~~credited to the employee's VEBA account or~~ paid directly to the employee, ~~as determined by the employee.~~ In order to be eligible to collect sick leave benefit upon retirement, employee must demonstrate that he/she is retiring by providing to the Finance Department a copy of the retirement application the employee has submitted to the Washington State Public Employee Retirement System.. . .

Section 2. Section 4.6 of West Sound Utility District's Personnel Policies (Resolution 237-10) is hereby amended to read as follows:

~~"All employees, including voluntary workers, participate in the District's state Labor and Industries Worker's Compensation Program. Any on-the-job injuries or occupational illnesses shall be reported as provided in the policy on injuries and occupational illnesses. Employees returning from absence due to occupational illnesses or injuries are to provide a release from a qualified physician certifying their ability to return to work and are to notify an appropriate supervisor and obtain his or her approval to return to work before the employee returns to active status.~~


An employee who has a work-related accidents must be reported the accident immediately to ~~you~~ his/her supervisor and the District ~~o~~Office.

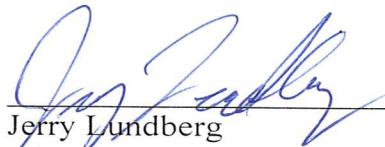
Absence for on-the job injury covered by Worker's Compensation may be charged to any of the injured employee's paid leave banks or to unpaid leave at the discretion of the injured employee. The injured employee's choice of the type of leave shall be noted his/her timesheet.

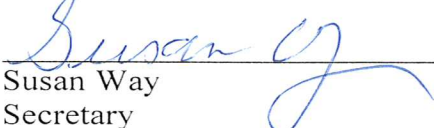
An employee using paid sick leave and simultaneously receiving compensation under the Work's Compensation Law will receive for the duration of such sick leave only that portion of the employee's regular salary which, together with such compensation, equals his regular salary. Employees in this situation will have sick leave "buy back" calculated by the Finance Department and a future paycheck(s) will be reduced by the corresponding value of the Work's Compensation payments in order to restore the corresponding value of sick leave that was used."

**APPROVED and ADOPTED** by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on April 7, 2014.

**WEST SOUND UTILITY DISTRICT**  
Kitsap County, Washington

  
\_\_\_\_\_  
James J. Hart  
Chairperson

  
\_\_\_\_\_  
Jerry Lundberg  
Vice Chairperson

  
\_\_\_\_\_  
Susan Way  
Secretary