

**WEST SOUND UTILITY DISTRICT
RESOLUTION 465-13**

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

WHEREAS, there is a need to modify the District's policy on employee sick leave usage; **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) 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 ~~and one-half (1½) days~~ (1) day (8 hours) of leave for each calendar month of service. Provided, however, if the employee is not in a pay-status for at least 120 hours ~~days~~ during the month, the sick leave will not be accrued for that month. 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.

Used sick leave benefits shall be paid at the employee's straight time regular rate of pay. Sick leave benefits earned during the previous year and not used during the current year may be carried over into subsequent years, up to a total of 1,040 hours. When the employee has accrued more than 1,040 hours of unused sick leave benefits, 50% of those excess hours shall be credited to that employee's VEBA account ~~monthly at the~~ end of the calendar year (not to exceed 1,040 hours). In case of deceased employees, payment shall be made to the employee's estate.

~~Regular full-time employees (excluding exempt employees) shall be given a bonus of eight (8) hours of annual leave at the end of the calendar year in which the employee used 24 hours or less of sick leave.~~ Wellness Program. Employees are eligible for an incentive for reduced use of sick leave each calendar year. Wellness leave will be awarded for each calendar year as follows: 1) less than 11 hours of sick leave used in the previous calendar year – 16 hours of vacation added to the employee's vacation leave bank, and 2) between 11 and 20 hours of sick leave used in the previous calendar year – 8 hours of vacation added to the employee's vacation leave bank. . . .

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

Payment of Sick Leave Benefit upon Retirement. Upon retirement or disability retirement, fifty percent (50%) of an employee's accrued sick leave, not to exceed 1,040

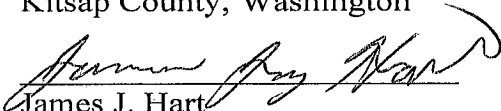
hours, shall be credited to the employee's VEBA account or paid directly to the employee, as determined by the employee.


Section 2. Effective Date.

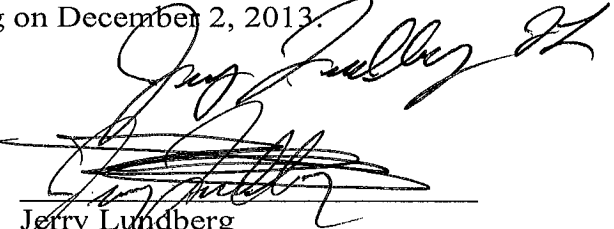
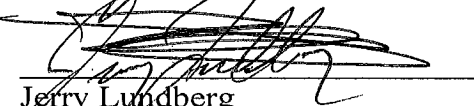
This resolution shall take effect and be in full force on January 1, 2014.

APPROVED and ADOPTED by the **Board of Commissioners of West Sound Utility District** at a regular scheduled meeting on December 2, 2013.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington


James J. Hart
Chairperson


Susan Way
Secretary



Jerry Lundberg
Vice Chairperson


Jeannie Screws
Commissioner