

WEST SLOPE WATER DISTRICT

RESOLUTION NO. 01-2019

A RESOLUTION ADOPTING AMENDMENTS TO THE DISTRICT'S EMPLOYEE HANDBOOK ADDRESSING APPROVED ACCRUED TIME OFF POLICY

WHEREAS, the West Slope Water District ("District") adopted an Employee Handbook on December 20, 2006 for District employees; and

WHEREAS, the Board of Commissioners has approved these amendments at the January 16, 2019 Board of Commissioners meeting and is now asked to formalize the amendments by Resolution; and

WHEREAS, this Resolution supersedes Resolution #06-2015; and


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WEST SLOPE WATER DISTRICT AS FOLLOWS:

Section 1: The Board of Commissioners of the West Slope Water District amends the Vacation Leave Schedule and the definition of a "family member" portions of the District's Accrued Time Off Policy as presented in Exhibit A.

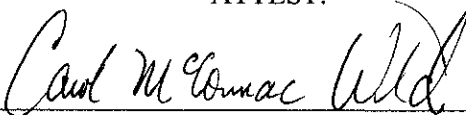
Section 2: This Resolution is effective immediately for accruals earned after January 1, 2019.

INTRODUCED AND ADOPTED THIS 4TH DAY OF FEBRUARY, 2019.

WEST SLOPE WATER DISTRICT

By  _____
Michael Hoffman, Chair

ATTEST:

By  _____
Carol Wild, Secretary

ACCRUED TIME OFF

District Philosophy: To provide time for an employee to pursue outside interests and for physical and mental regeneration.

Policy: The employee’s direct supervisor must approve all Vacation and Medical Leave requests. Part time employees receive a pro-rated benefit based on hours worked each month.

Vacation leave is earned following the schedule outlined below:

<u>Months of Service</u>	<u>Monthly Accrual Hours</u>	<u>Annual Benefit Days</u>
0 to 36	8.00	12
37 to 72	10.00	15
73 to 120	12.00	18
121 to 180	13.33	20
181 to 240	15.00	22.5
241 to 300	16.67	25
301 to 360	18.33	27.5
361 & Over	20.00	30

Medical leave is earned at 10 hours per month with a maximum accrual of 480 hours. Part time employees received a pro-rated benefit based on hours worked each month. Medical leave is intended to provide each employee accommodations for illness, doctor appointments, and other medical needs. Medical leave extends beyond each employee’s own medical needs to include the medical care needs of a family member. A family member is defined as:

- Spouse, and parents thereof
- Sons and daughters, and spouses thereof
- Parents, and spouses thereof
- Brothers and sisters, and spouses thereof
- Grandparents and grandchildren, and spouses thereof
- Domestic partner and parents thereof including domestic partners of any individuals listed above
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

Prior approval by the employee’s supervisor is required for anticipated or scheduled absences, such as a medical appointment for planned medical procedures. In the case of unforeseen illness, the employee must contact their immediate supervisor before the start of the work day, if possible. Unused medical leave is not compensated to the employee in their final paycheck.

Leave Advance

The General Manager has the authority to advance a maximum of 30 days of leave. Granting a leave advance is at the discretion of the General Manager.