

RESOLUTION NO. 619

PERSONNEL POLICIES - NON UNION EMPLOYEES & GUILD MEMBERS

IT APPEARING to the Board of County Commissioners that a uniform policy regarding annual vacation and sick-leave for all County non-union employees would be desirable; and

WHEREAS, the present policy and conditions existing in regard to such annual vacation and sick-leave are not entirely in keeping with recent developments in employment for similar work; and

WHEREAS, said County Commissioners and other elected County Officials being desirous that the public's employees in addition to being adequately paid for services rendered, have such security against the hazard of illness as the County can reasonably provide and sufficient time free of the duties and responsibilities of their respective positions each work year to keep alert, fresh and attentive to the business of the County;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of County Commissioners join the other elected officials of Mason County and do establish, as uniform conditions of employment for all non-union County employees, regarding annual vacation and sick-leave, the following conditions and terms of employment:

I

The conditions and terms of employment relating to accrued leave and sick-leave as herein established shall take effect from and after the 1st day of January, 1976, and insofar as they may differ from prior and existing conditions and terms, shall supercede and prevail over any and all such prior terms, provided that no County employee shall be deprived of any benefit or right earned or acquired during the preceding calendar year.

II

After six (6) months regular full-time employment (being a minimum of twelve (12) working days in any given month) that any non-union employee, shall be governed by this Resolution, and shall be entitled to receive the following vacations with pay:

1. One (1) day for each full month of employment in the calendar year in which he (she) is first employed, and thereafter, one (1) working days vacation shall be accumulated for each full months employment in each successive calendar year, for the first three (3) years of full-time employment. Thereafter, vacation days will accrue as follows:

Four (4) years of employment	-----	13 days vacation
Eight (8) years of employment	-----	15 days vacation
Ten (10) years of employment	-----	16 days vacation
Thirteen (13) years of employment	-----	18 days vacation
Fifteen (15) years of employment	-----	20 days vacation
Twenty (20) years of employment	-----	22 days vacation

For employees hired on a regular full-time basis, but who work less than a full seven hour day, or less than a full five day week, vacation shall be prorated in accordance with the number of hours (or days) worked.

Vacation leave shall accrue and accumulate, except that such accumulation may not exceed forty-five (45) days, and must be agreed upon by the elected official and the employee. When a holiday occurs during an employee's vacation, he (she) shall receive an additional day vacation in lieu of the holiday, PROVIDED: That, upon severage of employment, no employee may receive, as vacation pay, more than one (1) months salary, based on their respective rates of pay. (see page 3*)

2. The following list will be the annual recognized holidays for all County employees:

New Year's Day
Lincoln's Birthday
Washington's Birthday
Memorial Day
July Fourth
Labor Day

Veteran's Day (Armistice Day)
Thanksgiving Day
Day after Thanksgiving
Floating Holiday
Christmas Day

When a recognized holiday falls on Saturday, the day preceding it will be allowed, and when falling on Sunday, the day following will be allowed as a regular paid holiday.

The floating holiday to be at the discretion of the employee with the approval of the supervisor, requiring one week's advance notice, which may be waived by the supervisor.

3. Any absence from duty allowed, for which equivalent leave has not been accrued, shall be considered as leave without pay and the value of the excess over the amount accrued deducted from the earnings of the employee, and clearly set forth in the payrolls affected. That all deductions shall be prorated according to the average working days in a month. ALSO: That each County Official or Department head be required to maintain a daily time book, on which will be kept the information transmitted to their monthly payrolls, using the same symbols as appear thereon.

III

After six (6) months regular full-time employment the employees of the Courthouse shall be designated as regular full-time employees and shall be governed by this Resolution and shall be entitled to and receive sick-leave with pay as follows:

1. One (1) day sick-leave for each full month of employment in the calendar year, in which he (she) is first employed, PROVIDED they are placed on the payroll on or before the 15th day of the month and actually work continuously through the remainder of the month, and thereafter, one days sick-leave for each full months employment in each successive calendar year. Sick-leave that is not used shall accumulate, except that such accumulation may not exceed one hundred twenty (120) days. The County shall require the employee to present a certificate from a regular practicing physician or other bona fide practitioner when sick-leave periods extend beyond three (3) days. Sick-leave is earned, and granted for sickness only, and no payment shall be made for any unused sick-leave, current, accumulated, future or otherwise, EXCEPT as set out in paragraphs A and B listed below.

Sick-leave may be taken in case of death in the immediate family requiring the attendance of the employee (funerals are included). Leave for such reason shall be limited to three days in any one instance. "Immediate Family" includes only persons related by blood or marriage or legal adoption in the degree of consanguinity of wife, husband, parent, grandparent, brother, sister, child or grandchild of the employee, not aunt, uncle, cousin, niece or nephew, unless living in the employee's household.

Payment shall be made for unused sick-leave ONLY in the following instances:

A. Upon retirement, the employee shall receive pay for 50% of accumulated unused sick-leave, PROVIDED: (a) An employee must have a minimum of five (5) years of continuous service; AND (b) An employee must meet all the requirements to be eligible for retirement under the State Employees' Retirement System.

B. Upon death of employee currently in the County's employ, his beneficiary shall receive pay for all accumulated unused sick leave.

C. When sickness occurs and no sick-leave is accumulated, the employee may choose to: (a) Use vacation credits accrued to his (her) credit in absence of sick-leave; or (b) Take leave without pay.

IV

Upon certification of the monthly payroll, each elective official shall indicate thereon with the letter "V" for such days as each employee has been on vacation during the particular month and likewise indicate with the letter "S" for sick-leave, and with the letter "O" for absence without pay, and with the letter "C" for extra service or compensating time.

V

* Where an employee of the County continues employment, but in a changed classification, no compensation for accrued annual leave earned during his employment in the first classification will be paid in addition to the salary he received under his new classification. The number of days earned may be carried over and added to the number of days the individual will accumulate in his new classification.

Nothing herein shall be construed to prevent the granting of time off as compensating for extra service or additional overtime work.

DATED this 24th day of May, 1976.

BOARD OF COUNTY COMMISSIONERS
OF MASON COUNTY WASHINGTON.

Martin Probst
Chairman

William O. Hunte

ATTEST:

Robert E. Thompson
Auditor & Clerk of the Board

cc: Cmmrs
Each Elected or Appointed Official
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