

RESOLUTION NO. 33-83

AMENDING RESOLUTION No. 914, No. 847 and No. 619

PERSONNEL POLICIES - NON-UNION EMPLOYEES

WHEREAS, on August 14, 1978, the Board of Mason County Commissioners did adopt Resolution No. 914, setting out personnel policies for all non-union employees; and

WHEREAS, on December 29, 1977, the Board of Mason County Commissioners did adopt Resolution No. 847, setting out personnel policies for all non-union employees; and

WHEREAS, on May 24, 1976, the Board of Mason County Commissioners did adopt Resolution No. 619, setting out personnel policies for all non-union employees; and

WHEREAS, it appears to the Board of Mason County Commissioners that a uniform policy regarding annual vacation, sick leave and health insurance for all County non-union employees would be desirable; and

WHEREAS, it appears that the review and revision of policy and conditions existing in regard to such annual vacation, sick leave and health insurance is desirable;

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

I

Application, Effective Date of Provisions: The conditions and terms of employment relating to accrued leave and sick leave as established in this chapter shall take effect from and after the first day of January, 1983, and insofar as they may differ from prior existing conditions and terms, shall supersede 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

Vacation--Accrual: After six months of regular full-time employment (being a minimum of twelve working days in any given month) any non-union employee shall receive the following vacations with pay;

(1) One day for each full month of employment in the calendar year in which he (she) is first employed and thereafter, one working day's vacation shall be accumulated for each full month's employment in each successive calendar year for the first three

years of full time employment. Thereafter vacation days will accrue as follows:

<u>Employment</u>	<u>Vacation</u>
Four years of employment	15 days vacation
Eight years of employment	18 days vacation
Ten years of employment	20 days vacation
Twelve years of employment	22 days vacation
Seventeen years of employment.....	24 days vacation

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

(3) Vacation leave shall accrue and accumulate, except that such accumulation may not exceed fifty (50) days. 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 severance of employment, no employee may receive as vacation pay more than fifty (50) days unused vacation leave.

III

Vacation--Holidays Designated: The following list will be the annual recognized holidays for all County employees.

New Year's Day	Veterans' Day (Armistice Day)
Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	Floating Holiday
July Fourth	Christmas Day
Labor 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 is 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.

IV

Vacation--Change In Job Classification: When 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 in this section shall be construed to prevent the granting of time off as compensating for extra service or additional overtime work.

V

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

VI

Sick Leave--Accumulation: (a) The employees of Mason County shall be entitled to and receive sick leave with pay as follows: One day sick leave for each full month of employment in the calendar year, in which he (she) is first employed; provided, that the employee is placed on the payroll on or before the fifteenth day of the month and actually works continuously through the remainder of the month, and thereafter, one day's sick leave for each full month's employment in such successive calendar year. Sick leave that is not used shall accumulate, except that such accumulation may not exceed one hundred fifty (150) 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 days. Accrued sick leave may be used for bona fide illness, injury, pregnancy and/or childbirth, medical and dental appointments and prescribed treatments associated therefrom. Payment shall not be made for any unused sick leave, current accumulated, future or otherwise, except as set out in VII (a) and (b).

(b) 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 up to three (3) days in any one instance. Immediate family includes only persons related by blood or marriage or legal adoption. These individuals are wife, husband, parent, grandparent, brother, sister, child or grandchild, grandmother-in-law, grandfather-in-law, mother-in-law, father-in-law, sister-in-law and brother-in-law of the employee.

VII

Sick Leave--Payment For Unused Days: Payment shall be made for unused sick leave only in the following instances:

(a) Upon retirement, the employee shall receive pay for all accumulated unused sick leave; provided:

(1) An employee must have a minimum of fifteen years of continuous service; or

(2) An employee must meet all the requirements to be eligible for retirement under that State Employees' Retirement System.

(b) Upon the death of an 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:

(1) Use vacation credits accrued to his (her) credit in absence of sick leave; or

(2) Take leave without pay.

VIII

Recordkeeping Duties: Upon certification of the monthly payroll, each Elected Official shall indicate thereon with the letter of "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 the letter "C" for extra service or compensating time.

IX

Employee Health Insurance Amount: The County shall pay a total of \$82.69 towards the cost of medical (\$61.73), vision (\$3.40), dental (\$15.40), and life insurance (\$2.16) for all non-union employees working 90 hours per month or more and Elected Officials, effective January 1, 1983. This is to be applied as premiums on hospitalization and medical aid insurance through contracts with regularly constituted insurance carriers or with health care service contractors as defined in RCW Chapter 48.44, for group hospitalization and medical aid policies or plans.

X

Employee Health Insurance Plans: The plans the Employer will provide shall be:

Medical -- Washington Physicians Group Plan No. 55900, or
Group Health Cooperative, or
United Pacific Medical Plan

Dental -- Washington Counties Insurance Fund Plan currently covering Mason County Employees.

Vision -- Washington Counties Insurance Fund Wester Vision Service Plan currently covering Mason County Employees.

Life Insurance -- Washington Counties Insurance Fund (United Pacific) Plan currently covering Mason County Employees.

XI

Family Health Insurance Amount: The non-union employee working 90 hours per month or more and Elected Officials, effective January 1, 1983 may utilize one of the following family insurance cost options:

Option 1: The \$31.00 is to be paid toward the employee's Cost of family insurance coverage.

OR

Option 2: Those employees not utilizing the \$31.00 for

family insurance coverage may take the money into their gross monthly salary. Those who wish to utilize this option agree that the employer cost of Social Security and retirement (\$4.09 per month) shall be deducted, and the balance, \$26.91, shall be paid to the employee.

XII

Provision For In Budget: The County Budget Director is hereby authorized and directed to make provisions for the above sums in the 1983 budget for Mason County within the various departments.

XIII

Authority: The resolution codified in this chapter is passed pursuant to RCW 41.04.180 and 41.04.190.

DATED this 18th day of April, 1983.

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Ed Johnston
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xc: Auditor
Cmmrs
Non-Union Employees