

Item #10 – Proposed Revisions to the Personnel Policy

The Personnel Committee met on September 10, 2015 to review and discuss:

- Revisions to the staff vacation policy
- Revisions to the staff sick leave policy
- Conduct a performance review on the General Manager

The recommendations contained in the attached redline version of the District Personnel Policy are as follows:

- Allows District staff to accrue up to two years of vacation time. Current policy only allows a one year accrual
- Allows District staff to convert unused vacation time in excess of the maximum allowed into sick leave
- Full time staff will not be limited as to the number of sick day accumulated
- Sick leave extending to 5 days or more requires medical documentation upon return

The General Manager recommends that the Board accept and approve the proposed revisions to the District Personnel Policy presented by the Personnel Committee.

10 or more

20

(1.667 days/mo.)

Vacations are taken at a time mutually convenient to the employee and the District. ~~Vacations should be taken during the calendar year in which they accrue. Only when the work schedule makes this impossible, five (5) days, or forty (40) hours, of the vacation may be carried forward into the next year. Any vacation that an employee wishes to carry into the following year in excess of 40 hours (due to workload requirements) must be approved, in writing, by the General Manager. However, the maximum accrued vacation allowed will be eighty (80) hours.~~ An employee may carry forward into the following year the number of hours corresponding to the accrual rate for the number of years of service. The maximum accrued vacation allowed will be equal to two years of vacation based on the accrual rate for the number of years of service. Vacation hours in excess of the accrued maximum will be converted to sick leave hours on January 1st of each year.

On January 1, each employee will receive the vacation time they have accrued during the prior calendar year, less any advances in vacation time they have received. The General Manager will provide to the Board annually, each January, a summary of each employees unused vacation time.

Advancing vacation time to an employee is at the discretion of the General Manager, and requires proper request.

Terminated employees will be paid for all vacation time accrued and not yet taken as of the effective date of termination ~~(up to a maximum of eighty (80) hours total accrued vacation)~~ provided they have completed twelve (12) calendar months of employment.

Deductions will be made from the final pay check for any vacation time taken after the first anniversary date that is in excess of the time actually accrued/earned through active service.

Vacations will not be granted as a part of the required two (2) weeks notice of resignation, or as a device to extend the employment date of a terminating employee.

HOLIDAY POLICY

The District observes ten (10) paid holidays each year as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day

Holidays will be paid as a full workday to all full time non-exempt employees provided such employee has reported for work on the workdays preceding and following the holiday. Should the Employee fail to report for work on the regular work day preceding or following a holiday, for any reason other than vacation requested and approved in advance, they shall not be paid for the holiday.

If any scheduled holiday falls on Saturday or Sunday, the General Manager will decide when the holiday will be observed.

Holidays which occur during an employee's vacation will be considered a holiday and will not count against vacation time. Holidays should be reported on the Time Sheet.

Holiday time will not be counted in computing overtime.

SICK LEAVE

Employees are not eligible for paid sick leave until they have successfully completed ninety (90) calendar days of regular full-time employment. Sick leave is to be utilized only in the event of actual illness or injury on the part of the employee. Doctor appointments may be scheduled during the normal workweek with approval of the General Manager. The District **may** require medical documentation for extended periods (5 days or more) of sick leave.

The District realizes that, on occasion, an employee may need to be absent from work because of personal illness. To provide for salary continuation in the event of personal illness, regular full-time employees at the District are allowed to accrue sick leave at the rate of one half (1/2) day per month of service. Full-time employees will not be limited as to amount of sick days that may be accumulated.

~~Full-time employees will be allowed to accumulate up to a maximum of twenty (20) days accrued sick leave for each full year of employment. Accrued sick leave may carry over with approval from the General Manager.~~

In order to be compensated for a sick day, an employee must notify the General Manager before 8:00 a.m. on each day of the illness. An employee who does not call in when sick will not be paid for the day, even if he would otherwise be eligible for sick leave.

A non-exempt employee who reports to work then falls ill and makes a request to leave work will be required to report the out-of-work time as sick time on his or her time sheet.

When the non-exempt employee has no available sick leave or vacation time, sick time will be deducted from the employee's paycheck.

In the event an exempt employee has exhausted his or her sick leave and other banked leave available, a pay deduction will be taken against the employee's salary on a pro-rata basis for any full day's absence. Special rules apply for the FMLA leave as described below.

Sick leave will not be granted as a part of the required two (2) weeks notice of resignation, or as a device to extend the employment date of a terminating employee.

Sick leave must be reported on the Time Sheet.

Any accrued unused sick leave is automatically canceled effective with the last day of active employment when an employee's services with the District are terminated, whether voluntarily or involuntarily.

RESERVATION

The District reserves the right to change or terminate any of the benefit programs or to require or increase employee premium contributions for any benefit program at its discretion and without cause or notice to employees.

FAMILY AND MEDICAL LEAVE

The District complies with requirements of the FAMILY AND MEDICAL LEAVE ACT of 1993 (FMLA). Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave in a rolling 12 month period for specified family and medical reasons and for any "qualifying exigency" arising out of a covered military member. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy.

Eligibility: The Employee must have worked for the District for a total of 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive, but the Employee must have worked 1,250 hours or more over the previous 12 month period to be eligible for "unpaid family and medical leave."

Type of Leave Covered:

ENTITLEMENT TO LEAVE

(A) IN GENERAL

- (1) Up to 12 workweeks of unpaid leave will be granted for the following reasons:
 - (a) for the birth and care of a newborn child of the employee;
 - (b) for the placement with the employee of a son or daughter for adoption or foster care ;
 - (c) to care for a spouse, son, daughter or parent with a serious health condition;
 - (d) to take medical leave when the employee is unable to work because of a serious health condition;
 - (e) for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or call to active duty status as a member of the National guard or Reserves in support of a contingency operation.

(2) EXPIRATION OF ENTITLEMENT.--The entitlement to leave under subparagraphs (a) and (b) of paragraph (1) for a birth or placement of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement.

(3) SERVICEMEMBER FAMILY LEAVE.—An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a