

RESOLUTION NO. 23-10
AMENDING RESOLUTION NO. 95-04
AUTHORIZING A CHANGE TO MASON COUNTY PERSONNEL POLICIES

WHEREAS, the Board of County Commissioners has determined that certain changes in the Mason County Personnel Policies should be made:

NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby amend the Mason County Personnel Policies by changing Chapter 5.7 (Attachment A) and Chapter 7.2 (Attachment B).

Approved this 13th day of April 2010

BOARD OF COUNTY COMMISSIONERS

ATTEST:

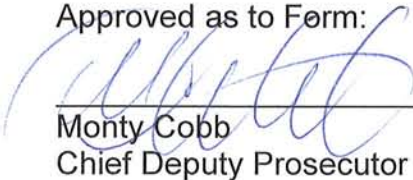

Shannon Goudy
Clerk of the Board


Ross Gallagher, Chairperson


Lynda Ring Erickson, Commissioner


Tim Sheldon, Commissioner

Approved as to Form:


Monty Cobb
Chief Deputy Prosecutor

c: Financial Services, Payroll
Human Resources
All Elected Officials and Department Heads

ATTACHMENT A

5.7 COMPENSATION UPON TERMINATION

When an employee's employment with the County is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- (1) Regular wages for all hours worked up to the time of termination which have not already been paid.
- (2) Any overtime, compensatory time, or holiday pay due.
- (3) A lump sum payment for accrued but unused vacation leave, provided the employee has completed six (6) months of employment.
- (4) A lump sum payment for accrued but unused sick leave for eligible employees hired prior to April 13, 2010 (see Chapter 7.2 for eligibility requirements)

Terminating employees entitled to payment of accrued leave time, or in the case of Sheriff's Department employees "banked holiday time", may request payment for such time in scheduled payments rather than a lump sum. Scheduled payments require a minimum leave accrual of \$10,000 and monthly payments of \$500 or more per month. The employee must agree to the conditions of the County as outlined in the scheduled payments request form.

ATTACHMENT B

7.2 SICK LEAVE

All regular full-time employees accrue sick leave benefits at the rate of one (1) day for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. The maximum accumulation of unused sick leave is one hundred fifty (150) days, except for LEOFF I employees whose maximum accumulation shall not exceed twelve (12) days. LEOFF I employees whose sick leave accrual exceeds twelve (12) days, as of the adoption of this policy, shall keep the excess days but shall not earn additional sick leave until such time as their accrual is less than twelve (12) days. Extra help employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

Regular full-time employees must work, or be in a paid status, at least eighty (80) hours in a month to accrue sick leave for the month. Regular part-time employees must work, or be in a paid status, at least in the same proportion to eighty (80) hours as their regular hours are to full-time employment to accrue sick leave for that the month.

Allowable Uses of Sick Leave: Sick leave covers those situations in which an employee is unable to work due to:

- (1) Employee's own health condition (illness, injury, physical or mental disability, including disability due to pregnancy or childbirth).
- (2) The need to care for the employee's child under the age of 18 with a health condition that requires treatment or supervision, or to care for the employee's spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition.
- (3) Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- (4) The need to care for a spouse, parent, or child of the employee who is ill or injured and requires the presence of the employee, except that no more than five (5) days of sick leave may be taken for any occurrence unless the condition of the spouse, parent or child would qualify the employee for FMLA leave.
- (5) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others.
- (6) Use of a prescription drug which impairs job performance or safety.
- (7) Additional leave, up to two (2) days, beyond bereavement leave for a death in the immediate family may be authorized by the Board.

A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days or when a pattern of sick leave use indicates possible sick leave abuse. To the extent allowed by law, the County may also request the opinion of a second doctor at the County's

ATTACHMENT B (continued)

expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job.

Employees who exhaust all their accumulated sick leave and require more time off work due to illness or injury may request approval for leave without pay from their Elected Official or Department Head. (See Leave Without Pay Policy.)

Payment for unused sick leave shall be made only in the following circumstances:

- (1) Upon termination of employment with fifteen (15) years of continuous service with Mason County, and the employee's hire date was prior to April 13, 2010.
- (2) Upon termination of employment with Mason County when the termination is contemporaneous with retirement from the applicable Washington State Public Employees Retirement System, and the employee was hired prior to April 13, 2010 with continuous service.
- (3) Upon the death of an employee, in which case payment shall be made to his/her estate, provided the employee was hired prior to April 13, 2010.

Terminating employees who are not eligible for payment of unused sick leave shall forfeit all sick leave accrual, with exception of employees who terminate employment to become an Elected Official of Mason County prior to the adoption of this policy.