

BEFORE THE BOARD OF STEVENS COUNTY COMMISSIONERS

IN THE MATTER OF AMENDING THE
STEVENS COUNTY PERSONNEL
POLICY

Resolution No. 61-2017

AUTHORIZING AMENDMENT TO
THE STEVENS COUNTY
PERSONNEL POLICY

WHEREAS, Stevens County Personnel Policy was adopted on January 17, 1994 and later amended in 1994 to include Family Leave legislation; and

WHEREAS, due to recent Washington State legislative relating to paid sick leave, it is deemed necessary and appropriate to amend said policy to address new requirements of RCW 49.46 (Initiative Measure 1433).

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Stevens County Board of Commissioners that Stevens County Personnel Policy is hereby amended to include **the attached policy** relating to paid sick leave.

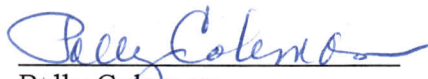
Passed by the Board of Stevens County Commissioners meeting in regular session at Colville, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage the 27th day of December, 2017.


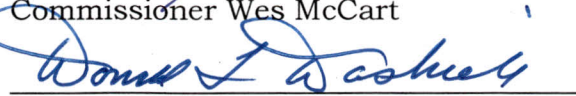
3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT

BOARD OF COUNTY COMMISSIONERS OF
STEVENS COUNTY, WASHINGTON


Chairman Steve Parker

Attest:


Polly Coleman
Clerk of the Board


Commissioner Wes McCart

Commissioner Don Dashiell

Washington State Paid Sick Leave

Addendum to Stevens County's Personnel Policy

12/27/2017

Employee Notice

Accrual

All employees not excluded from RCW 49.46.010 (3) or covered by the terms of a collective bargaining agreement and/or specified below** will accrue sick leave at the rate of one (1) hour per 40 hours worked.

Sick Leave balances of 40 hours or less will be carried over each calendar year. Balances will be reduced to 40 hours each January 1st.

Employees will be entitled to use accrued paid sick leave beginning the 90th calendar day after their start of employment and after they have accrued 1 full hour.

All Employees who are re-hired within 12 months of separation will have their sick leave reinstated unless such leave was cashed out at 100%.

Authorized Leave

All Employees; Authorized sick leave use as outlined in RCW 49.46.210. Examples but not limited to:

Medical care, Preventative care, and Absences that qualify for leave under WA's Domestic Violence Leave Act. Leave will be taken in 15 minute increments.

Notice of Use

All Employees will be required to give a reasonable notice of an absence from work for the use of paid sick leave for an authorized purpose.

- Employees with pre-scheduled appointments will give supervisors 10 days or as early as practical in advance of the use of paid leave.
- Emergencies will be reported as soon as possible before the required start of the employees shift, unless it is not practical to do so.

Verification of Absences

For absences exceeding three (3) days, the county has the right to require verification that the paid sick leave use was for an authorized purpose without causing an unreasonable burden or expense on the employee, per WAC 296-128-660.

Retaliation

Retaliation by the employer for the employee's lawful use of paid sick leave and other rights provided under chapter 49.46 RCW, and all applicable rules, is prohibited, please see WAC 296-128-770.

**Positions that receive leave accruing at a higher benefit rate are non- bargaining unit regular full time or part time positions.

Employee's Signature

Date Read/Signed