

**MIDWAY SEWER DISTRICT
RESOLUTION NO. 2020-02**

RESOLUTION AMENDING EMPLOYEE HANDBOOK

Background: The Midway Sewer District Employee Handbook establishes the basic terms and conditions of employment for Employees employed at the District.

District staff has identified a need to condition certification based pay raises on time and service requirements to insure the employee has both the necessary skills and experience along with the certifications in order to receive a wage increase.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following Revisions to the Midway Sewer District Employee Handbook:

Section 301 is hereby amended as follows:

Wages and benefits will be reviewed annually. All changes will be made effective as of the first day of the following calendar year.

Certification and Time in Service Modifications: Employee wages are tied in part to the Certifications an employee obtains under Section 204. Because Certifications alone do not provide employees with necessary experience, in order to receive a wage increase based on Certifications, the wage increase is also based on Time in Service as a Midway Sewer District Employee. Employees with the designated Time in Service and Certification level will receive a change in wages the first day of the month following the date the employee meets both the Time in Service and the Certification level requirements set forth below. The General Manager may, in appropriate situations, exercise discretion to modify or waive the Time in Service requirements or may recognize an Employee's Time in Service with other employers if the job duties were similar in scope to the District's job duties.

One year of employment with the District (minimum as an Operator in Training or Utility person) to be eligible for a wage increase based on a Level 1 certification.

Three years of employment with the District to be eligible for a wage increase based on a Level 2 certification.

Six years of employment with the District to be eligible for a wage increase based on a Level 3 certification.

Nine years of employment with the District to be eligible for a wage increase based on a Level 4 certification.

Eligible employees of the District are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor will identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this handbook.

The following benefit programs are available to eligible employees:

Auto- Employer Owned (District Manager & Superintendent).
Auto- Mileage (maximum IRS allowed for private auto used for District business). (See sec. 310)
Benefit Conversion at Termination (COBRA)
Bereavement Leave (See sec. 606)
Coffee (See sec. 309) Credit
Union
Deferred Compensation (457k)
Dental Insurance (as provided by selected PEBB insurance program – see policy for information on coverage)
Drug Rehabilitation Program (as provided by selected PEBB insurance program – see policy for information on coverage)
Educational Financial Assistance (See sec. 313) Family
Leave (See sec. 602)
Health Reimbursement Arrangement (HRA VEBA) (See sec. 312) Holidays (See sec. 303)
Jury Duty Leave (See sec. 607)
Life Insurance (as provided by selected PEBB insurance program – see policy for information on coverage)
Major Medical Insurance (as provided by selected PEBB insurance program – see policy for information on coverage)
Meal Reimbursement (when traveling on District business, seminars, meetings, and overtime emergency shift extensions exceeding 2 hours) (See sec. 310)
Military Leave (See sec. 603) Medical Savings
Plan (See sec. 312) Parking
Protective Clothing (coveralls, raingear, hard hat, gloves, & boots- leather & rubber steel toe) (See sec. 311)
Retirement (member of Washington State Public Employees Retirement System) (See sec. 308)
Sick Leave Benefits (Short-Term Disability) (See sec. 604) Social
Security (See sec. 305)
Travel Expenses (while on District business) (See sec. 310) Vacation
Benefits (See sec. 302)
Witness Duty Leave (See sec. 608) Workers
Compensation (See sec. 304)

Some benefit programs may require contributions from employees, but most are fully paid by the District. The benefit package for regular full – time employees is estimated to be an additional cost to the District of approximately 40 percent of wages.

When any employee benefit includes pay, it does not include extra pay for shift differentials or any other special form of compensation. (Res. 2006-10: Res. 1993- 7&1: Res. 1988-30 & 1: Res. 2020-02)

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Midway Sewer District on _____, 2020 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner