

**HIGHLINE WATER DISTRICT
King County, Washington**

RESOLUTION 15-12-16D

**RESOLUTION AUTHORIZING AMENDMENTS TO THE PERSONNEL MANUAL
SECTION 3.03.060 – UNUSED SICK LEAVE; SECTION 3.05.020 – VACATIONS;
SECTION 3.05.055 – HEALTH REIMBURSEMENT ARRANGEMENT (HRA-VEBA)**

WHEREAS, to provide non-bargaining employees the same benefits included in the 2016-2019 Collective Bargaining Agreement (UA Local 32), the District’s Personnel Manual needed to be updated to reflect the changes; and

WHEREAS, the following proposed amendments are noted as strikeouts or underlines:

Section 3.03.060 – Unused Sick Leave

- 6. Upon lay-off, voluntary termination with proper notice, or retirement, employees will receive sick leave pay for any unused sick leave accrued at the time of termination, up to a maximum of 160 hours. Upon retirement, employees will also be paid 20% of their then straight-time hourly rate of their unused sick time in excess of 160 hours into a HRA VEBA account, and if necessary, an excess portion into a deferred comp plan account to avoid the “Cadillac Tax”. When the term “retirement” is used in this policy, it shall mean when the employee retires from the District and is immediately eligible for retirement benefits under the Washington State Public Employees Retirement System (PERS)

Section 3.05.020 - Vacations

- 2. Full-time employees will accrue paid vacation according to the following schedule;

YEARS OF CONTINUOUS SERVICE	HOURS	VACATION EARNED
Hire date to 2	80 hours	10 days
After 2	96 hours	12 days
After 3	104 hours	13 days
After 4	112 hours	14 days
After 5	120 hours	15 days
After 10	144 hours	18 days
After 14	152 hours	19 days
After 15	160 hours	20 days
After 17	168 hours	21 days
After 20	176 hours	22 days
<u>After 22</u>	<u>184 hours</u>	<u>23 days</u>
<u>After 25</u>	<u>192 hours</u>	<u>24 days</u>

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Section 3.05.055 – Health Reimbursement Arrangement (HRA-VEBA)

The Voluntary Employees' Beneficiary Association for Public Employees (VEBA) has a Health Reimbursement Arrangement (HRA) account which is a benefit for the employees and commissioners of the District. This Plan provides reimbursement for qualifying medical expenses.

Highline Water District has adopted the HRA-VEBA Medical Reimbursement Plan for Public Employees in the Northwest (the "plan") and agrees to contribute to the Plan on behalf of all employees ~~in the Non-Bargaining Group~~ who are eligible. Contributions on behalf of each eligible employee shall be based on the selected funding formulas:

1. Employer Contribution in Lieu of Medical Insurance Premium.

Employee(s)/Commissioner(s) waiving medical insurance coverage and providing proof of coverage under another employer-sponsored medical insurance plan are eligible. The employer shall contribute into an eligible Employee's/Commissioner's HRA account under the Plan an amount equal to the ~~Group Health Value~~ Uniform Medical Plan (or other available PEBB plan as approved by the Board) insurance premiums for the employee (subscriber) and dependents, if applicable, less the PEBB deduction for "Medical Waived." Amounts of District contribution will be determined annually. See the Payroll Specialist for current contribution amounts.

2. Mandatory Group Salary Reduction – \$50.00 per month from each full-time, non-bargaining unit employee's salary shall be contributed to each eligible non-bargaining unit employee's HRA account under the Plan. Commissioners and bargaining unit employees are excluded from the mandatory salary reduction.

3. Mandatory Group Salary Reduction – \$50.00 per month from each full-time, bargaining unit employee's salary shall be contributed to each eligible bargaining unit employee's HRA account under the Plan. Commissioners and non-bargaining unit employees are excluded from the mandatory salary reduction.

4. Employee Retirement Excess Sick Leave Payment.

Upon retirement, employees will be paid 20% of their then straight-time hourly rate of their unused sick time in excess of 160 hours into the employee's HRA account under the Plan. (If necessary an excess portion will be paid into a deferred compensation retirement account to avoid the "Cadillac Tax").

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NOW THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners authorizes the General Manager to amend the Personnel Manual as referenced hereto and incorporated herein.
2. The changes will become effective January 1, 2016.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held this **16th** day of **December 2015**.


BOARD OF COMMISSIONERS




George Landon, President



Todd Fultz, Commissioner



Kathleen Quong-Vermeire, Commissioner



Vince Koester, Secretary



Daniel Johnson, Commissioner

Agenda Item No.: 5.4
Agenda Date: 12/16/2015
Reviewed By: M.E.

Subject: Authorize amending Highline Water District Personnel Manual
 Section 3.03.060 – Unused Sick Leave
 Section 3.05.020 – Vacations
 Section 3.05.055 – Health Reimbursement Arrangement (HRA-VEBA)

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL			
<i>Expenditures?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Budgeted?</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>Estimated Amount:</i> \$ _____			Excludes sales tax

ATTACHMENTS:

1. Resolution 15-12-16D

COMMENTS:

To provide non-bargaining employees the same benefits included in the 2016-2019 Collective Bargaining Agreement with UA Local 32, the District's Personnel Manual needed to be updated to reflect the changes.