

## **RESOLUTION NO. 2013-005**

A Resolution of the Board of Commissioners of Public Utility District No. 1 of Jefferson County, Washington ("the PUD"), establishing Titles and Biweekly Salary Ranges for Staff Employees plus Incorporating Benefits for Non-represented Employees

WHEREAS, RCW 54.16.100 requires that the General Manager recommend to the Commission compensation for employees; and

WHEREAS, RCW 54.12.090 authorizes the Commission to create positions and fix salaries; and

WHEREAS, the General Manager has reviewed the organization of the District, the positions and salary ranges required to efficiently manage and achieve the goals of the District; and

WHEREAS, the District desires to attract and retain qualified employees to fill authorized positions of the District; and

WHEREAS, the Commission approves the annual budget, which includes staff allocation and funding to meet the operational requirements of the District; and

WHEREAS, the Commission authorizes the General Manager to administer merit pay increases, employee promotions, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within the Titles and Biweekly Salary Ranges for Staff Employees limitations; now, therefore, be it

RESOLVED, That this resolution becomes entirely effective on 5 March 2013.

1. That the General Manager is hereby authorized, on behalf of the District to administer merit pay increases, based on performance for employees of the District, not represented under the Collective Bargaining Agreements and excluding the General Manager and District Auditor.

2. That the Commission authorizes the General Manager to administer merit pay increases, employee promotions, hiring, demotions, transfers, equity and market adjustments, and other administrative actions that conform to the limitations set within and in accordance with the Titles and Biweekly Salary Ranges for Staff Employees (attached) as hereby approved by the Commission.

3. That the General Manager shall include within the annual budget sufficient funds to support merit pay requirements for the year.

4. That the General Manager shall receive Commission approval for all modifications to the Titles and Bi-weekly Salary Ranges for Staff Employees.

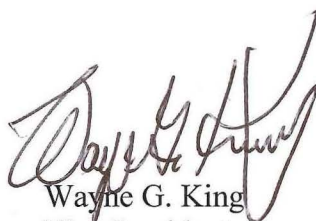
5. That the General Manager shall be authorized to amend the current exempt employee benefits as outlined in the Titles and Bi-weekly Salary Ranges for Staff Employees, Exhibit "A" this Resolution.

6. That the following titles be included in the Titles and Biweekly Salary Ranges for Staff Employees: Human Resources/Records Administrative Assistant, Accounting Supervisor, Customer Service/Resource Manager, Engineer, Engineer in Training, Finance Director, Financing & Accounting Manager, Electric Operations Superintendent.

ADOPTED by the Commission of Public Utility District No. 1 of Jefferson County, Washington, at a regular open meeting held this 5<sup>th</sup> day of March 2013.



Barney Burke  
President

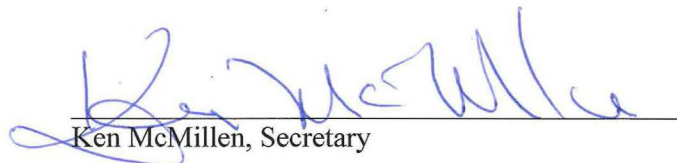


Wayne G. King  
Vice President



Ken McMillen  
Secretary

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Corporation  
this 5<sup>th</sup> day of February 2013.

  
Ken McMillen, Secretary

(Corporate Seal)

## EXHIBIT "A"

### Titles and Biweekly Salary Ranges for Staff Employees

As of 5 March 2013 in Dollars

	<u>Low</u>	<u>Mid</u>	<u>High</u>
Human Resources/Record/Admin Asst	1,480	1,630.4	1792.31
Accounting Supervisor	2,525.8	2,777.28	3,055.01
Customer Service/Resource Manager	2,525.8	2,777.28	3,055.01
Engineer	3,652	4,017.20	4,418.92
Engineer in Training	1,845.6	2,029.6	2,232.00
Finance Director	3,692	4,076.8	4,461.6
Finance and Accounting Manager	2,884	3,172.4	2,966.8
Electrical Operations Superintendent	4,038.4	4,327.20	4,615.20

### Amendments to Exempt Employee Benefits

The following amendments, effective 5 March, are made to non-represented employees as listed in the Titles and Biweekly Salary Ranges for Staff Employees. The vacation and sick leave programs will be superseded by the Personal Leave Program.

#### I. PERSONAL LEAVE PROGRAM

1. A personal Leave Program will be instituted in recognition of the need for paid time off for rest and recreation, illness, injury, child care, bereavement, personal business or any other approved absence from work on a paid leave status, except to the extent Worker's Compensation, Occupational Disability Allowance, Short Term Disability Plan, or Long Term Disability Plan provisions, provide otherwise. Regular, part-time employees shall accrue personal leave at the rate of one-half of the full time employee.
2. Except while receiving occupational disability allowance, while on Short Term Disability, or in a leave without pay status, each eligible employee shall accrue Personal Leave as follows:

<u>Years of Service</u>	<u>Accr. Rate*</u>	<u>Years of Service</u>	<u>Accr. Rate*</u>	<u>Years of Service</u>	<u>Accr. Rate*</u>
During the 1 <sup>st</sup> Year	20	During the 8 <sup>th</sup> year	25	During the 15 <sup>th</sup> year	30
During the 2 <sup>nd</sup> Year	20	During the 9 <sup>th</sup> year	25	During the 16 <sup>th</sup> year	31
During the 3 <sup>rd</sup> Year	20	During the 10 <sup>th</sup> year	25	During the 17 <sup>th</sup> year	32
During the 4 <sup>th</sup> Year	20	During the 11 <sup>th</sup> year	26	During the 18 <sup>th</sup> year	33
During the 5 <sup>th</sup> Year	20	During the 12 <sup>th</sup> year	27	During the 19 <sup>th</sup> year	34
During the 6 <sup>th</sup> Year	25	During the 13 <sup>th</sup> year	28	During the 20 <sup>th</sup> year	35
During the 7 <sup>th</sup> Year	25	During the 14 <sup>th</sup> year	29	Thereafter	35

\* "day" for the purposes of this section means eight (8) hours

3. Use of Personal Leave shall be conditioned upon completion of six (6) months of continuous employment, operational needs of the District and approval of the General Manager or designee. Approval of the unplanned use of Personal Leave shall be sought as early as practicable. All other use of Personal Leave shall be scheduled such that advance approval is sought at least twice as early as the length or the requested leave (e.g., one week's leave would require at least two weeks' notice). The District shall respond to the request within five (5) working days. It is the intention that leave be granted upon shorter notice for emergencies, death, illness or serious accident in the immediate family. Unplanned use of Personal Leave so frequent as to interfere with job performance or District operations shall subject the employee to possible disciplinary action, regardless of the cause for such unplanned use.
4. Personal leave accrual for each regular employee shall commence from the first date of his last employment. After the first year of employment, each employee must use a minimum of ten (10) days personal leave per year. Failure to use such ten (10) days personal leave shall result in forfeiture of any unused portion each year unless such failure is the result of occupational disability or extended illness.
5. The maximum accumulation (carry over) of personal leave for any regular employee by the end of each posting on or near January 1<sup>st</sup> of each year shall be sixty-three (63) days (504 hours) and any personal leave in excess of the sixty-three (63) days (504 hours) shall be forfeited.
6. In case of the death of any employee, all accumulated earned personal leave will be paid to the employee's designated beneficiary.
7. In recognition of the fact of extended illness or injury, there is established a Short Term Disability (STD) benefit as set forth below:

- a. Employees who are unable to work for forty (40) consecutive regularly scheduled hours because of their illness or injury, as certified by licensed, competent medical authority, shall receive seventy percent (70%) of their regular straight time base pay from the forty-first (41<sup>st</sup>) regularly scheduled hour of their inability to work until they either recover and return to work or complete the waiting period required of the District's long term disability insurance eligibility, whichever is earlier. Accrued personal leave may be used to make up the difference between the STD benefit payment and 100% of gross straight-time pay.
  - b. Return to work from coverage by the Short Term Disability benefit is conditioned upon certification by licensed, competent medical authority that he employee is able to fully perform the duties of the job and is otherwise fit to return to work.
  - c. An employee, who returns to work from coverage by the Short Term Disability benefit and works less than thirty (30) calendar days because of a relapse as certified by a licensed, competent medical authority, may return to coverage by the Short Term Disability benefit immediately upon such relapse.
  - d. Any employee who returns to work, full time with no restrictions, from coverage under the Short Term Disability benefit and is required to attend recovery or follow-up doctor appointments related to the same illness or injury within ninety (90) calendar days of the first day of return may include these appointments under coverage by the Short term Disability benefit as described without having to revisit the forty (40) hour waiting period.
  - e. Personal leave will be accrued at a rate of 70% of the normal rate as shown under paragraph 2 this exhibit while covered by the Short Term Disability benefit, provided that when an employee uses the personal leave option to make up all, or a portion of, the difference between the Short Term Disability benefit payment and 100% of gross straight-time pay, personal leave will then be accrued at the total rate between 70% and 100%. All other benefits will continue to accrue at the normal rates.
8. Any request for personal leave of over thirty (30) days may be rejected by the District maybe rejected by the District if at least six months' notice is not given, and then only dependent upon the District's work schedule.
  9. The District shall not be required to permit more than one employee from any work classification to be on personal leave at the same time.
  10. Any employee who has accumulated personal leave time as herein provided and who terminates his employment with the District after giving the District two weeks advance notice of his intention to quit, shall receive his accrued personal leave pay; provided it is in conformance with the provisions contained herein.
  11. Any employee who enlists or is inducted into the armed services of our country shall be paid for the personal leave time he has accrued to-date to the date he leaves the employment of the District.
  12. Regular, full-time employees of the District shall be allowed to convert a portion of their personal leave to cash at the end of December of each calendar year, provided the following guidelines. An employee must use a minimum of fifteen (15) days scheduled personal leave annually prior to any conversion.

13. After use or conversion, a minimum of sixty-three (63) days (504 hours) of accrued personal leave must remain in the employee's accrual account at the end of December of each calendar year.
14. Any personal leave accrual remaining at the time an employee begins to receive the LTD benefit shall be paid in full less statutory deductions.
15. Once all STD and personal leave coverage has been exhausted and, according to the prognosis received from a certified medical doctor, an employee will be able to return to their previous position with the District at full capability, the employee may request leave of absence status.
16. Recognizing that there are existing employees who have been under the vacation / sick pay program, the PUD offers the following conversion formula which must be initiated prior to December 31, 2013: Accrued unused vacation time converts to Personal Leave on a one to one ratio. Accrued unused sick leave converts at a 33% ratio that is each 3 hours of accrued sick leave converts to one hour of Personal Leave.

II. The holiday schedule is amended as follows:

1. New Years Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day
11. Floating Holiday