

RESOLUTION NO. 914  
AMENDING RESOLUTION NO. 619

PERSONNEL POLICIES - NON UNION EMPLOYEES AND GUILD MEMBERS

WHEREAS, on May 24, 1976, the Board of Mason County Commissioners did adopt Resolution No. 619, setting out personnel policies for all non union and Guild employees; and

WHEREAS, in accordance with a request received from the Mason County Employees Association under date August 8, 1978, the Board wishes to amend Resolution No. 619 as follows:

Section II, Resolution No. 619, Item 1, be amended to read as follows:

- Four (4) years of employment -----15 days vacation.
- Eight (8) years of employment -----17 days vacation.
- Ten (10) years of employment ---18 days vacation.
- Thirteen (13) years of employment -----20 days vacation.
- Fifteen (15) years of employment and after ----22 days vacation.

and retroactive to January 1, 1978.

DATED this 14th day  
of August, 1978.

BOARD OF COUNTY COMMISSIONERS  
OF MASON COUNTY, WASHINGTON

John Barickman  
Glenn Cole  
Taylor (abstained)

ATTEST:

Mason Van Buren  
Auditor & Clerk of the Board *chf. clk.*

- cc: Cmmrs. ✓
- Auditor ✓
- All Offices
- Bk. Publ. Co.

*Old Resol's attached*

RESOLUTION NO. 847

AMENDING RESOLUTION NO. 619

PERSONNEL POLICIES - NON UNION EMPLOYEES & GUILD MEMBERS

WHEREAS, on May 24, 1976, the Board of Mason County Commissioners did adopt Resolution No. 619, setting out personnel policies for all non union and Guild employees; and

WHEREAS, in accordance with a request received from the Mason County Employees Association under date December 9, 1977, the Board wishes to amend Resolution No. 619 as follows:

Section III, Resolution No. 619, Item 1, Paragraph A, Provision (a) be amended to read as follows:

"A. Upon retirement, the employee shall receive pay for 50% of accumulated unused sick-leave, PROVIDED: (a) An employee must have a minimum of fifteen years of continuous service; OR (b) An employee must meet all the requirements to be eligible for retirement under the State Employees' Retirement System.

DATED this 29th day  
of December, 1977.

BOARD OF COUNTY COMMISSIONERS  
OF MASON COUNTY, WASHINGTON.

John Barabran  
Chairman

[Signature]

[Signature]

ATTEST:

Robert Cleveland  
Auditor & Clerk of the Board.

cc: Cmmrs.  
Auditor ✓  
All Offices  
Bk. Publ. Co.

RESOLUTION NO. 257

IT APPEARING to the Board of County Commissioners that a uniform policy regarding annual vacation and sick-leave for all County non-union employees would be desirable; and

WHEREAS, the present policy and conditions existing in regard to such annual vacation and sick-leave are not entirely in keeping with recent developments in employment for similar work; and

The said County Commissioners and other elected County officials being desirous that the public's employees in addition to being adequately paid for services rendered, have such security against the hazard of illness as the County can reasonably provide and sufficient time free of the duties and responsibilities of their respective positions each work year to keep alert, fresh and attentive to the business of the County;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of County Commissioners join the other elected officials of Mason County and do establish, as uniform conditions of employment for all non-union County employees, regarding annual vacation and sick-leave, the following conditions and terms of employment:

I

The conditions and terms of employment relating to accrued leave and sick-leave as herein established shall take effect from and after the 1st day of August, 1972, and insofar as they may differ from prior and existing conditions and terms, shall supercede and prevail over any and all such prior terms, provided that no County employee shall be deprived of any benefit or right earned or acquired during the preceding calendar year.

II

After six (6) months regular full-time employment (being a minimum of twelve (12) working days in any given month) that any non-union employee, shall be governed by this Resolution, and shall be entitled to receive the following vacations with pay:

1. One (1) day for each full month of employment in the calendar year in which he (she) is first employed, and thereafter, one (1) working days vacation shall be accumulated for each full months employment in each successive calendar year, for the first three (3) years of full-time employment. Thereafter, vacation days will accrue as follows:

Four (4) years of employment -----	<sup>2</sup> 15	13 days vacation.
Eight (8) years of employment -----	17	15 days vacation.
Ten (10) years of employment -----	18	16 days vacation.
Thirteen (years of employment) -----	20	18 days vacation.
Fifteen (15) years of employment & after ---	22	20 days vacation.

For employees hired on a regular full-time basis, but who work less than a full seven hour day, or less than a full five day week, vacation shall be prorated in accordance with the number of hours (or days) worked.

Vacation leave shall accrue and accumulate, except that such accumulation may not exceed thirty (30) days, and must be agreed upon by the elected official and the employee. When a holiday occurs during an employee's vacation, he (she) shall receive an additional day vacation in lieu of the holiday, PROVIDED: That, upon severage of employment, no employee

may receive, as vacation pay, more than one (1) months salary, based on their respective rates of pay.

2. The following list will be the annual recognized holidays for all County employees:

New Years Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day (Armistice Day)
Memorial Day	General Election Day
July Fourth	Thanksgiving Day

Christmas Day

When a recognized holiday falls on Saturday, the day preceeding it will be allowed, and when falling on Sunday, the day following will be allowed as a regular paid holiday.

3. Any absence from duty allowed, for which equivalent leave has not been accrued, shall be considered as leave without pay and the value of the excess over the amount accrued deducted from the earnings of the employee, and clearly set forth in the payrolls affected. That all deductions shall be prorated according to the average working days in a month. ALSO: That each County Official or Department head be required to maintain a daily time book, on which will be kept the information transmitted to their monthly payrolls, using the same symbols as appears thereon.

### III

After six (6) months regular full-time employment the employees of the Courthouse shall be designated as regular full-time employees and shall be governed by this Resolution and shall be entitled to and receive sick-leave with pay as follows:

1. One (1) day sick-leave for each full month of employment in the calendar year, in which he (she) is first employed, and thereafter, one days sick-leave for each full months employment in each successive calendar year. Sick-leave that is not used shall accumulate, except that such accumulation may not exceed ninty (90) days, the County shall require the employee to present a certificate from a regular practicing physician or other bona fide practitioner when sick-leave periods extend beyond three (3) days. Sick-leave is earned, and granted for sickness only, and no payment shall be made for any unused sick-leave, current, accumulated, future or otherwise, EXCEPT as follows:

A. Upon retirement, the employee shall receive pay for 50% of accumulated unused sick-leave, PROVIDED: (a) An employee must have a minimum of five (5) years of continuous service; AND (b) An employee must meet all the requirements to be eligible for retirement under the State Employees' Retirement System.

B. Upon death of employee currently in the County's employ, his beneficiary shall receive pay for all accumulated unused sick leave.

C. When sickness occurs and no sick leave is accumulated, the employee may choose to: (a) Use vacation credits accrued to his (her) credit in absence of sick-leave; or (b) Take leave without pay.

### IV

Upon certification of the monthly payroll, each elective official shall indicate thereon with the letter "V" such days as each employee

has been on vacation during the particular month and likewise indicate with the letter "S" for sick-leave, and with the letter "O" for absence without pay, and with the letter "C" for extra service or compensating time.

V

Nothing herein shall be construed to prevent the granting of time off as compensating for extra service or additional overtime work.

DATED this 31st day of July, 1972.

BOARD OF COUNTY COMMISSIONERS  
OF MASON COUNTY, WASHINGTON.

William Hunter  
Chairman

Martin A. Smith

John Barckman

ATTEST:

Ruth E. Boyesen  
Clerk of the Board.

cc: Cmmrs.  
Each Elected or appointed official. 8/  
Book Publ. Co. - 8/1

RESOLUTION NO. 576

AMENDMENT

NON-UNION EMPLOYEES' VACATION & SICK LEAVE RESOLUTION

WHEREAS, on July 31, 1972, the Board of County Commissioners did adopt Resolution No. 257, setting out a uniform policy regarding annual vacation and sick-leave for all County non-union employees; and

WHEREAS, they are now desirous of amending said uniform policy as follows:

Section II, Paragraph 1. will be amended to add the following:

"Twenty (20) years of employment & after - 22 days vacation."

ALSO: Accrued vacation shall accrue and accumulate, except that such accumulation may not exceed 30 days, SHALL BE AMENDED to read:

"Accrued vacation shall accrue and accumulate, except that such accumulation may not exceed 45 days." The remainder of the paragraph to remain unchanged.

ALSO: Section III, Paragraph 1. will will be amended as follows:

Sick-leave that is not used shall accumulate, except that such accumulation may not exceed ninty (90) days, SHALL BE AMENDED to read:

"Sick-leave that is not used shall accumulate, except that such accumulation may not exceed one hundred twenty (120) days."

The remainder of the resolution No. 257 will remain unchanged and in full force and effect as stated therein.

DATED this 19th day of January, 1976.

BOARD OF COUNTY COMMISSIONERS  
OF MASON COUNTY, WASHINGTON.

Martin Auzette  
Chairman

William O. Hunter

John Barickman

ATTEST:

Ruth E. Boyser  
Auditor & Clerk of the Board.

cc: Cmmrs.  
Auditor  
All Departments

AUGUST 7, 1978

File No. \_\_\_\_\_

REEL  FRAME