



Item No.: 5A_supp
Date of Meeting: March 5, 2020

Second Reading of Master Benefit and Salary Resolution

Presenters:

Jean West, Chief Human Resources Officer

Michael Dehner, Labor & Employee Relations Manager

Action Requested

Request authorization to adopt Resolution 2020-01, the Master Benefit and Salary Resolution (“MBSR”).



Resolution 2020-01

Master Benefit and Salary Resolution

- **Health and welfare program**
 - Summarizes benefits
 - Defines eligibility
 - Establishes effective dates
- **Salary Program**
 - Establishes Fair Labor Standards Act's classifications
 - Establishes salary grades and ranges.



Vacation Accrual

Vacation accrual effective January 1, 2020:

| Years of Service | Grade C41-C42 | Grade C43-C45 | Grade D61-E84 |
|------------------|---------------|---------------|---------------|
| 1 | 15 | 17 | 20 |
| 2 | 17 | 17 | 20 |
| 3 | 17 | 20 | 20 |
| 4 | 17 | 20 | 20 |
| 5-9 | 20 | 20 | 20 |
| 10-14 | 23 | 23 | 23 |
| 15-17 | 25 | 25 | 25 |
| 18-19 | 27 | 27 | 27 |
| 20+ | 30 | 30 | 30 |

- Vacation accrual increased five (5) days per year
- Maximum accrual of 240 hours
- Financial Impact of vacation payout: \$57,056

Sick Leave & Personal Holiday

- **Sick Leave Accrual:**

- Reduced annual accrual from 12 days to 8 days (4 days converted to vacation accrual)
- Maximum accrual remains at 240 hours
- Employees hired after January 1, 2020 will be eligible for cash out of accrued sick leave at 25% after completion of five years of service.

- **Personal Holiday:**

- One (1) personal holiday eliminated (converted to vacation accrual)



Personal Leave Without Pay

- An employee may be granted up to two requests totaling up to 10 workdays of personal leave without pay per rolling 24-month period with advance approval.
- Qualifying eligibility requirements include:
 - Successful completion of probationary period;
 - Consistent satisfactory job performance with no performance improvement plan;
 - Exhaustion of all applicable paid leave; and
 - The employee must intend to return to work following such leave.



Washington Paid Sick Leave Definitions of Family Members

- **For purposes of Domestic Violence Leave for coverage under the Washington Paid Sick Leave, a “family member” is defined as:**
 - A child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.



Washington Paid Sick Leave Definitions of Family Members

- **For purposes of Washington Paid Sick Leave, a “family member” is defined as:**
 - A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.



Washington Paid Family & Medical Leave (WFML)

- **The WFML program will provide paid leave when an employee is away from work to:**
 - Care for his/her own serious health condition or injury
 - Care for a family member with a serious health condition or injury
 - Bond with a child after birth, adoption or foster placement
 - Take leave for certain military events
- **The weekly benefit is calculated as a percentage of the employee's gross wages – minimum of \$100 and maximum of \$1,000.**
- **Eligible employees may take up to 18 weeks of leave under this program.**
- **Employees may not use another paid leave (such as vacation or sick leave) when receiving WFML benefits.**



Washington Paid Family & Medical Leave (WFML)

- **Administered by WA State Employment Security Department.**
- **The program is funded by employee and employer contributions, which began on January 1, 2019.**
- **The shared premium is 0.4% of employee wages – 63% paid by employees and 37% paid by employers.**
- **For an employee earning \$50,000 a year, the deduction is approximately \$10.00 per month.**
- **Benefits are available January 1, 2020.**
- **2020 estimated employer contribution is \$10,000**

Salary Ranges

Request a Cost of Labor adjustment of 3.0 percent (3%) to the non-represented salary ranges.

Financial Impact: no financial impact since we do not have any employees at the minimum of salary range.



Action Requested

Request authorization to adopt Resolution 2020-01, the Master Benefit and Salary Resolution (“MBSR”).

