

RESOLUTION NO. 2015-03

RESOLUTION OF THE POLICY BOARD OF SOUTH SOUND 911, AN INTERLOCAL ADMINISTRATIVE AGENCY IN PIERCE COUNTY, ADOPTING PERSONNEL POLICIES FOR SOUTH SOUND 911.

WHEREAS, the Policy Board of South Sound 911 (“SS911”) has the responsibility pursuant to its governing interlocal agreement to adopt personnel rules and regulations;

NOW, THEREFORE BE IT RESOLVED THAT THE POLICY BOARD OF SOUTH SOUND 911 DOES HEREBY ADOPT THE FOLLOWING RESOLUTION:

Section 1. This resolution supersedes any previously adopted personnel resolution, policy or procedure relating to the same subject.

Section 2. In specific instances where this resolution conflicts with terms, conditions or past practice of a Policy Board approved labor agreement or employment contract, the labor agreement or employment contract shall prevail.

Section 3. In specific instances where this resolution conflicts with the governing interlocal agreement, the interlocal agreement shall prevail.

Section 4. The Executive Director shall have the following powers and duties:

- A. To have the responsibilities of the executive director as outlined in the interlocal agreement.
- B. To employ, manage, and terminate employees.
- C. To administer personnel policies.
- D. To enact personnel rules and procedures that are consistent with these personnel policies.
- E. To enact personnel policies and procedures as required by law.
- F. To develop an employee code of conduct, workplace expectations, and staffing guidelines.

Section 5. Personnel Policies

- A. Personnel Administration. The executive director shall develop a system of personnel administration based on merit principles and scientific methods governing the appointment, promotion, transfer, layoff, recruitment, retention, classification and pay plan, removal, discipline, training and career development, and welfare of employees. Such system shall be in lieu of and replace the civil service system.
- B. Indemnification. The executive director shall develop a policy that provides SS911 employees with legal representation as may be reasonably necessary to defend a claim

or lawsuit filed against an employee resulting from any conduct, act or omission of such employee performed or omitted on behalf of SS911 in their capacity as a SS911 employee, which act or omission is within the scope of their service or employment with SS911.

C. Employee Benefits. Employees are provided the following benefits.

i. Compensation

- a) Employees shall be compensated according to the salary schedule as adopted through resolution by the Policy Board.
- b) Within the parameters of the budget, the executive director may develop policies for the payment of additional compensation including but not limited to, on call pay, shift pay, overtime pay, language pay, attendance pay, vacation buy out, and out of class pay.
- c) Within the parameters of the budget, the executive director may develop policies to reimburse employees out of pocket expenses incurred on behalf of SS911.

ii. Insurance shall be provided within the parameters of the budget.

iii. Leave.

a) Vacation.

Years of Employment	Employees' Earned Hours	Hours Earned
1st year	96 hours	96 hours
2nd year	112 hours + 8 bonus hours	120 hours
3rd year	112 hours + 16 bonus hours	128 hours
4th year	112 hours + 16 bonus hours	128 hours
5th year	112 hours + 24 bonus hours	136 hours

For each completed year of service after the fifth year, eight (8) additional hours of vacation leave is earned, to a maximum of two hundred fifty six (256) hours after twenty (20) years; Provided that part-time employees shall accrue vacation leave prorated in accordance with the fewer hours worked, limited to non-overtime hours.

- b) Sick. Full-time employees shall accrue sick leave at the rate of 3.69 hours for each biweekly pay period in which the employee is in paid status.
- c) Holiday. Employees shall be granted 10 holidays and two floating holidays.

iv. Additional Benefits. Additional benefits may be provided to employees as long as they are at no cost to SS911, required by law, or within budgetary parameters.

Section 6. This resolution shall take effect and be in full force from and after its passage.

ADOPTED by the Policy Board of South Sound 911, Pierce County, Washington.

DATED and SIGNED this 22 day of April, 2015.

SOUTH SOUND 911


POLICY BOARD CHAIR

ATTEST:


Clerk of the Board

APPROVED AS TO FORM:


Peter Beckwith, Legal Advisor