

RESOLUTION NO. 2016- 05

**A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT
AUTHORITY AMENDING POLICY NO. 208-EMPLOYEE
STATUS, POLICY NO. 302-PERFORMANCE APPRAISAL,
AND POLICY NO. 702-SICK LEAVE OF THE OKANOGAN
COUNTY TRANSIT AUTHORITY PERSONNEL POLICIES
ADOPTED JANUARY 12, 2015.**

WHEREAS, the Board of Directors of the Okanogan County Transit Authority, hereinafter "Board", adopted personnel policies related to the personnel employed by Okanogan County Transit Authority, hereinafter "OCTA", on January 12, 2015, hereinafter "Personnel Policies"; and

WHEREAS, the Board has previously amended Policy No. 205 of the Personnel Policies; and

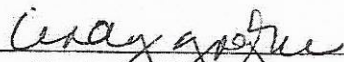
WHEREAS, the Board desires to amend Policy Nos. 208, 302 and 702 of the Personnel Policies.

NOW, THEREFORE, BE IT RESOLVED by the Board of OCTA as follows:

Section 1. The Board does hereby approve and adopt amended Policy Nos. 208, 302 and 702 of the Personnel Policies of OCTA, and such amended policies are attached hereto and incorporated herein as though fully set forth.

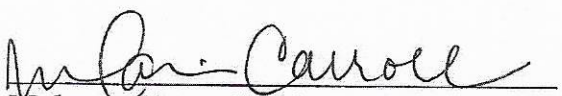
Section 2. All existing employees and future employees of OCTA shall receive a copy of amended Policy Nos. 208, 302 and 702, and shall sign a written acknowledgement indicating that they have received such copies and agree to abide by such as a condition of employment by OCTA.


PASSED by the Board at its meeting on the 11th day of January, 2016.


Cindy Gagne, Chairperson

APPROVED AS TO FORM

ATTEST:


Melanie Carroll, Clerk of the Board


W. Scott DeTro, OCTA Attorney

702**SICK LEAVE****(AMENDED 2016)****Policy:**

It is the policy of the Transit Authority to permit employees leave for absence due to sickness or injury of the employee or the employee's immediate family. In order to help employees maintain their income during authorized sick leave, the Transit Authority will provide compensation for such absences according to the procedures below. Sick leave is earned only during periods of paid work.

Procedures:

- (1) An authorized sick leave may include any of the following:
 - (a) Sickness, injury, hospitalization, and medical treatments resulting in temporary disability of the employee or a member of his "immediate family" as described in policy 102 procedure 6(d);
 - (b) Birth or adoption of a child by the employee and/or the employee's spouse;
 - (c) Dental or medical appointments that are scheduled during normally scheduled work hour and/or
 - (d) A child not living at home who is suffering from a life-threatening illness.
- (2) Absence shall be reported at the beginning of any period of sick leave to the immediate supervisor or to the next supervisor in the chain of command. Unauthorized absences will be considered abuses of this policy and are grounds for disciplinary action. (See Attendance and Punctuality, policy 701; and Disciplinary Procedure, policy 808.)
- (3) Full-time employees paid forty (40) hour per week are eligible to be compensated for regular base wages lost during periods of sick leave to the extent that they have accumulated days of paid sick leave. Days of paid absence may be accumulated as follows:
 - (a) All full-time employees regularly scheduled to work forty (40) hours per week in regular positions accrue eight (8) hours of sick leave per month worked averaged over a twelve month cycle;
 - (b) Maximum allowable accrual of sick leave is forty-five (45) days or three hundred sixty (360) hours.
- (4) Regular full-time employees regularly scheduled to work thirty-six (36) to thirty-nine (39) hours per week and Regular part-time employees who work twenty-four (24) to thirty-five (35) hours per week are eligible to receive compensation for sick leave on the same basis as full-time employees regularly scheduled to work forty (40) hours per week except that their accumulated days will be accrued on a pro-rated basis that relates the actual number of hours per week worked to a regular forty (40) hour week. (Example: A part-time employee working twenty-four (24) hours per week would receive 60% of the paid sick leave

that a full-time employee regularly scheduled to work forty (40) hours per week would.) Regular part-time employees holding two or more Regular part-time positions will be eligible for pro-rated benefits if the total number of hours worked per week equals twenty-four (24) or more hours per week. Time accrued will vary according to actual hours worked. Employees will be permitted to use sick leave for absences on regularly scheduled workdays.

- (5) Regular Part-Time Employees working less than 24 hours per week are eligible to earn and use "Sick and Safe" leave. Employees will accrue 1 hour of "Sick and Safe" leave for every 40 hours of work. Employees will be eligible to use "Sick and Safe" leave for all eligible sick leave uses as described in this section. Up to 40 hours of "Sick and Safe" leave can be used each year. Up to 40 hours of "Sick and Safe" leave can be carried into the next employment year.
- (6) Unused days of sick leave are not convertible into cash, or vacation. If during continuous service, an employee's status changes from full-time to part-time, less than twenty-four (24) hours per week, accumulated unused days of sick leave will be suspended until the employee is re-eligible for benefits. If employment is terminated, pay for accumulated and unused days of sick leave will be paid at 25% the total dollar value.
- (7) Employees returning from a sick leave must report to their immediate supervisor, give an explanation for the absence, and when appropriate, certify that they are fit to return to work. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences, regardless of cause, may lead to discipline, up to and including termination. (See Attendance and Punctuality, policy 701; and Disciplinary Procedures, policy 808.)
- (8) Employees are prohibited from falsifying the reason for an absence. The Transit Authority may require an employee to submit to a medical examination, at employee expense, to verify a claimed sickness or injury. (See Medical Procedures, policy 203.) If this examination should establish that the employee is not actually suffering from an illness or injury, the employee will be subject to disciplinary action, up to and including termination, and sick leave compensation for the absence will be stopped immediately. (See Disciplinary Procedures, policy 808.)
- (9) Sick leave compensation will not be advanced before hours of sick leave have been accrued. In addition, authorized days off for sick leave will not be considered as working time for calculating weekly overtime compensation. (See Hours of Work, policy 206.)
- (10) Upon approval of the General Manager, employees may donate vacation leave to employees with serious illnesses of an on-going nature who have depleted all their leave balances. Vacation leave may also be donated to employees who have depleted all their leave balances if these same serious illnesses of an on-going nature are experienced by an immediate family member, when the employee is acting as the primary caregiver (immediate family as described in policy 702 procedure 1(a). Donation of vacation leave is done on a pro-rated basis.