

# RULES AND REGULATIONS -- PERSONNEL

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## PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

### BENEFITS

**Attendance**

Notice of Absence by Employee: Employees who are unable to report for work or will be late coming to work or have to leave early, must notify the General Manager as soon as he/she is aware of the situation so that alternative plans can be made. Regular attendance is required for all employees. Continued occurrences of lateness or absenteeism will result in dismissal.

**Paid Vacation:**

Paid vacation is made available to full time Exempt and Non-Exempt employees, based on the following schedule:

Exempt Employees			Full-Time Non-Exempt Employees			
	Vacation DAYS Accrued Annually	Vacation Hours Accrued Annually	Accrued Hours Each Payroll		Vacation Hours ** Accrued Annually	Accrual Rate Per Regular Hour
<b>0-5 Years of Service</b>	15	120	5.000	<b>0-5 Years of Service</b>	80	0.0400
<b>6-14 Years of Service</b>	20	160	6.667	<b>6-14 Years of Service</b>	120	0.0619
<b>15+ Years of Service</b>	25	200	8.333	<b>15+ Years of Service</b>	160	0.0833

\*\*actual hours worked may impact the total hours accrued

Employees will accrue vacation time at the beginning of employment but are not eligible to use these hours until after successfully completing the 90-day probationary period. In no event will an employee maintain a balance of vacation time greater than their annual hours earned. An exception to this rule may be granted by majority vote of the Board of Trustees. Upon resignation, retirement or termination, vacation accrued to that point in time, subject to the limits set forth herein, may be paid at the attained rate of pay.

**Sick Leave:**

Employees may use accrued paid sick leave:

- When he/she or a family member is ill or needs to receive medical, dental, or optical treatment. Family members are defined as: spouse, registered domestic partner, a child, a grandchild, a parent; a grandparent or a sibling.
- When the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act, RCW 49.76, such as domestic violence, sexual assault, or stalking. Employees may take reasonable leave from work to take care of legal or law enforcement needs, seek treatment for physical and mental injuries, obtain services from a shelter or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim treatment or obtain help and services.

**Exempt Sick Leave:**

- Exempt employees accrue paid sick leave at a rate of 2.5 hours of paid sick leave for every pay period worked. Sick leave does NOT accrue on unpaid or paid time off pay periods, only on pay periods with days worked.
- Paid sick leave is compensated to exempt employees at their normal daily rate of pay. Sick leave must be used in full day increments, per usual time recording policy.

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- At year end, unused paid sick leave, up to 40 hours, will be carried over to the following year. Total accrued sick leave balances shall not exceed 40 hours.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- Accrued sick leave time will not be paid out at termination of employment. But if an employee is rehired within 12 months of separation, that employee will have their former sick leave accrual reinstated. If original employment was terminated before the 90-days was met, then on rehire, the previous days worked will count toward meeting the 90-day waiting period.

### **Non-Exempt Sick Leave:**

- In accordance with the Washington State Paid Sick Leave Law (est. Jan 1, 2018), Non-Exempt/hourly employees accrue paid sick leave at a minimum rate of 1 hour of paid sick leave for every 40 hours worked, shown as 0.025 hour for every hour worked. This includes part-time and temporary workers. Sick leave does NOT accrue on paid time off hours, only on hours worked, including overtime hours.
- Paid sick leave is compensated to non-exempt employees at their normal hourly compensation. Sick leave may be used in 15 minute increments, per usual time recording policy.
- At year end, unused paid sick leave, up to 40 hours, will be carried over to the following year. Total accrued sick leave balances shall not exceed 40 hours.
- Employees will accrue sick time at the beginning of employment but are not eligible to use these hours until after successfully completing the 90-day probationary period..
- Accrued sick leave time will not be paid out at termination of employment. But if an employee is rehired within 12 months of separation, that employee will have their former sick leave accrual reinstated. If original employment was terminated before the 90 days was met, then on rehire, the previous days worked will count toward meeting the 90-day waiting period.

**Personal Days:** Fulltime employees will receive 2 personal days (16 hours) effective January 1 of each calendar year. Any unused hours will not carry over to the following year. Unused personal days will not be paid out upon termination of employment.

**Military:** A military leave of absence will be granted to employees if required under federal or state rules, statutes, and regulations.

**Family and Medical Leave Act:** Family and medical leave may be granted to employees on a case-by-case basis upon written application to the Board of Trustees. The Club will comply with applicable provisions, if any, of the Family and Medical Leave Act as posted in the Club's main office.

**Funeral/Bereavement:** Full-time or part-time employees will be granted time off with pay for funerals and bereavement leave for a maximum of three workdays per year in the event of a death in the employee's immediate family (mother, father, sister, brother, wife, husband, children, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law) or at the discretion of the General Manager. Compensation will be paid for normal working hours.

**Leave of Absence:** A leave of absence is unpaid authorized absence from work. Most leaves are discretionary and will be approved only for compelling reasons, such as medical leave, military service, and extreme personal hardship. Anyone considering taking such a leave should consult the General Manager regarding specific conditions. It is the responsibility of the employee desiring a leave to submit the request in writing at least 30 days in advance of the requested starting date of leave, except in the case of sudden disability or emergency. Approval will be given in writing. Under no circumstances will a request for leave of absence be granted if an employee is to be employed elsewhere during such a leave.

**2. Jury Duty.** Jury service is considered the duty, privilege, and civic responsibility of every citizen. The Club will not request an excuse from the courts for release of an employee who has been called for jury duty unless his/her absence from work would seriously hamper operation of the Club.

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**3. Mileage.** All employees shall be paid mileage at the current federally allowed rate when carrying out official Club business and providing their own transportation. All claims for such paid travel are subject to approval by the General Manager prior to payment and accurate records must be kept.

**4. Health Benefits.** The Club may provide a healthcare plan for its full time exempt and non-exempt employees. The Board of Trustees will set the employer contribution for health plan premiums on an annual basis.

**5. Worker's Compensation Insurance.** The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions throughout the Nation. (OSHA of 1970 publication is posted in the Club's main office). The Club protects each employee against financial loss due to work-related injury or illness through Worker's Compensation Insurance. It is the Club's policy and the employee's responsibility to report all injuries and illnesses immediately to the General Manager. Worker's Compensation Accident forms are available from the General Manager. The General Manager will provide employees with a detailed explanation of the policies and procedures regarding Worker's Compensation insurance claims.

**6. Retirement Plan** The Club has established a retirement plan (Simple IRA) that all full-time and exempt employees are eligible to participate in, with the following restrictions:

- Employees must earn a minimum of \$5,000 per year to be eligible.
- Employees may, by payroll deduction, contribute the maximum allowed by the IRS during any given calendar year of his/her yearly salary to the IRA.
- The Club will match dollar for dollar the employee's contribution, up to 3% of your annual salary.
- Failure to contribute to the IRA renders an employee ineligible for further contributions from the Club.

**7. Other Fringe Benefits.** Full-time employees who have completed their probationary period may be eligible, at the annual discretion of the Board, for certain other fringe benefits like use of marina rampage and parking (if excess space is available), fitness room and/or pool; note that use of the clubhouse, workshop and sports court are not included. Such benefits will be provided at no charge to the employee but will be to the extent specified by the IRS, subject to taxation where a monetary value is determined to be more than de minimis. Employees will annually be required to sign a waiver of liability to utilize this option and are expected to follow all applicable rules associated with the use of each facility.

Approved at Board of Trustees Meeting dated: July 12, 2018.

Approved at Board of Trustees Meeting dated: February 14, 2019

Approved at Board of Trustees Meeting dated: September 24, 2020

Approved at Board of Trustees Meeting dated: November 19, 2021

Approved at Board of Trustees Meeting dated May 26, 2022, to become effective January 1, 2023

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Pat Gulick, Secretary

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Jane Ludwig, Vice President