



SOUND CITIES ASSOCIATION

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## SCA Board of Directors

### .....MINUTES

June 20, 2018 10:00 AM

Tukwila City Hall, Conferencing Center

6200 Southcenter Blvd, Tukwila

#### 1) Call to Order

President Amy Walen called the meeting to order at 10:13 AM.

Members Present: Amy Walen, Leanne Guier, Catherine Stanford, Dana Ralph, David Baker, Jeff Wagner, Hank Margeson, Bruce Bassett, Debbie Tarry, and Amy Ockerlander.

Members Absent: Nancy Backus, Ed Prince, and Jim Ferrell.

SCA Staff Present: Deanna Dawson, Caitlin Magee

#### 2) Public Comment

President Walen asked if any member of the public had any public comment. Seeing none, this portion of the agenda was closed.

#### 3) Consent Agenda

**Bruce Bassett, Mercer Island, moved, seconded by, Jeff Wagner, Covington, to approve the minutes of the May meeting. There was no discussion. The motion passed unanimously.**

#### 4) President's Report

President Walen waived her report for the month in the interest of time due to the full agenda.

#### 5) Executive Director's Report

Director Dawson presented proposed updates to the SCA Personnel Policies. The updates to the SCA Personnel Policies ensure compliance and consistency with the Washington State sick leave laws. Current SCA leave policies that are more generous than the State leave laws will be retained in the personnel policies. Additional updates are being made to the logo and the new vision statement, and removing outdated portions of the policies. The updated SCA Personnel Policies will be retroactive to January 1, 2018 when the State leave laws went into effect, making them applicable to a former temporary part-time employee for a portion of 2018.

**Jeff Wagner, Covington, moved, seconded by, Hank Margeson, Redmond, to approve the updates to the SCA Personnel Policies. There was no discussion. The motion passed unanimously.**

## **6) Treasurer's Report**

Treasurer Dana Ralph reported on the Finance Committee meeting held on June 18, 2018.

Treasurer Ralph reported that the April 2018 and May 2018 financial reports were approved by the Finance Committee. She noted some areas where questions remained on payroll, which may result in updates in June.

**Hank Margeson, Redmond, moved, seconded by, Jeff Wagner, Covington, to approve the April 2018 and May 2018 financial reports. There was no discussion. The motion passed unanimously.**

Treasurer Ralph reported on the 2017 end of year financial report. The 2017 finances were on track with board approved budget and policies. Director Dawson reviewed the details of the 2017 end of year financial report. Dawson reported that there were two mid-year adjustments to the budget and reserve transfers, one for vacation payout from employment reserves and one from undesignated reserves for the office remodel. There was unanticipated additional income which offset additional expenses. There were higher than anticipated expenses for temporary staffing due to a vacancy in the Administrative Services Manager position. There were higher than anticipated expenses for an additional Networking Dinner that was not budgeted for as well as bringing in the speaker for the Annual Meeting. IT expenses were higher than anticipated due to the Office 365 migration. Phone expenses were higher than anticipated due to adding an additional phone line for the Administrative Services Manager and temporary employee.

**Jeff Wagner, Covington, moved, seconded by, Hank Margeson, Redmond, to approve the 2017 end of year financial report. There was no discussion. The motion passed unanimously.**

Treasurer Ralph reported on the recommended 2018 reserve levels. The Finance Committee reviewed and discussed where the reserve levels have been over the past few years at their meeting. The reserve levels have been higher than the Board financial policies require and the Finance Committee is recommending setting the reserves for 2018 to an Operating Reserve calculated at half of the city member dues in the amount of \$331,000 (rounded up to nearest thousand); an Equipment Reserve of \$15,000; Employment Reserves set at a level to fund the Executive Director contract requirements and vacation payouts at \$146,000 (rounded up); Contractual Obligations Reserve at \$26,000 (rounded up); and a Legal Reserve of \$25,000. Director Dawson outlined the current Board financial policies on reserve requirements, and past board adopted reserves. Ralph noted that in addition to setting reserves for 2018, the Finance Committee will also be recommending that Board Policies be updated consistent with this proposal. That recommendation will come later in the year, to coincide with the work of the committee that is reviewing Bylaws and Board Policies. Hank Margeson, Redmond, noted that the biggest change is to the Operations Reserve, adjusting the amount from being half of the annual operating budget to half of the revenue from city member dues, which addresses if any members were to leave the organization and would prevent having to do a special assessment. Bruce Bassett, Mercer Island, asked to have outstanding liabilities included on the balance sheet on future financial reports. The Finance Committee felt that the recommended 2018 reserve levels were responsible levels.

**Jeff Wagner, Covington, moved, seconded by, Hank Margeson, Redmond, to approve the recommended 2018 Board Designated Reserves of:**

- **Operating Reserve \$331,000**
- **Equipment Reserve \$15,000**
- **Employment Reserve \$146,000**
- **Contractual Obligations Reserve \$26,000**
- **Legal Reserve \$25,000**

**TOTAL = \$543,000**

**There was no discussion. The motion passed unanimously.**

Treasurer Ralph provided an update on the audits conducted by the Department of Labor & Industries (L&I) and the Department of Retirement Systems (DRS). There was a minor error in reporting hours to L&I due to errors of Paychex. That amount was forgiven as it was under \$200. The DRS audit identified reporting errors which included an average of reported hours rather than actual hours worked. DRS will be working with SCA to correct the reporting methodology. Director Dawson noted that SCA will be covering both the employer and employee portions of outstanding monies due to DRS for the reporting error. Director Dawson reported that the financial audit is in progress.

**Jeff Wagner, Covington, moved, seconded by, Bruce Bassett, Mercer Island, to accept the result of the Department of Labor and Industries audit and the Department of Retirement Systems audit. There was no discussion. The motion passed unanimously.**

Treasurer Ralph reported that the Finance Committee recommended consolidating SCA's multiple bank accounts to one financial institution. There are currently five financial institutions with multiple accounts for SCA funds. Director Dawson reported that the SCA Auditors have recommended consolidating the bank accounts. Dawson reported that Umpqua Bank is approved by the public deposit commission and is the current SCA operating account.

**Hank Margeson, Redmond, moved, seconded by, Jeff Wagner, Covington, to approve consolidating all SCA checking and savings accounts to Umpqua Bank and closing accounts with Harborstone Credit Union, HomeStreet Bank, Sound Credit Union, and US Bank. There was no discussion. The motion passed unanimously.**

On a related note, Director Dawson noted that the Finance Committee discussed investment policies. Mayor Nancy Backus confirmed for the committee that SCA is able to participate in the Local Government Investment Pool (LGIP).

Treasurer Ralph reported on the continuing issues with the current payroll processing company, Paychex, and the need to terminate those services and retain a new payroll processing company/bookkeeper. There have been multiple financial errors during the year working with Paychex. Staff has met with My Accounting Department LLC, a company recommended by the SCA auditors Paulsen Meegard. Director Dawson reviewed with the Board the services that would be provided by My Accounting Department LLC. Dawson reported that there may be a cancellation fee to Paychex. She also noted that moving to the new firm would result in the budget being exceeded for payroll processing expenses. Dawson reported that My Accounting Department LLC will also be performing a review of the finances and correcting any errors made by Paychex reports. Director Dawson reported that the City of Auburn would be willing to process SCA payroll if an alternative is needed in the future.

**Hank Margeson, Redmond, moved, seconded by, Bruce Bassett, Mercer Island, to authorize the Executive Director to terminate the current contract for payroll processing services and retain a new payroll service and bookkeeper. There was no discussion. The motion passed unanimously.**

Treasurer Ralph reported on King County Budget Review. Director Dawson reported that SCA has conducted a review and made recommendations on the County Budget on issues of particular concern to cities. In recent years this review has been conducted by the Finance Committee. Dawson asked the Board was if they would like to participate in the budget review. Catherine Stanford, Lake Forest Park, said she may be interested in attending the budget review. Hank Margeson, Redmond, reported that in the past there was a separate King County Budget Review Committee. The Board discussed who should participate in the King County budget review. The Board agreed that the King County Budget review should be conducted by the Finance Committee and any interested PIC members can be provided a preview prior to the PIC meeting.

#### **7) SCA Bylaws and Board Policies Report**

Director Dawson reported on the meetings of the SCA Bylaws and Board Policies Review sub-committee. Dawson has discussed requirements for amending the organizational articles of incorporation with legal counsel, and cost to conduct review of Bylaws. The Board was supportive of having that review done. Catherine Stanford, Lake Forest Park, reported that the sub-committee review has been ensuring consistency and no duplication between the bylaws and board policies. Hank Margeson, Redmond, reported that the sub-committee has focused on separating bylaws and policies to the appropriate governing documents. Dawson reported that the bylaws will be presented to the Board prior to the Annual Meeting in November so that they can be presented to the membership for adoption at the Annual Meeting. David Baker, Kenmore, suggested having Ann Macfarlane of Jurassic Parliament review the bylaws and updates.

#### **8) PIC Chair's Report**

Director Dawson reported on the items that were discussed at the June 13, 2018 PIC meeting.

Dawson provided an update on the Land Conservation Initiative. The proposal is anticipated to add an additional two cents added to the Parks Levy, which is up for renewal in 2019, to fund the Initiative, in addition to an additional .9 cents for maintenance. Later phases may potentially be funded through an increase in the Conservation Futures tax. Hank Margeson, Redmond, said that he is the SCA representative on the Land Conservation Advisory Group and that the Advisory Group was not given the opportunity to review the proposal to fund the Initiative through the Parks Levy. Dana Ralph, Kent, said that they need more parks in their communities, not more open vacant spaces. The Board discussed the Parks Levy and the Conservation Futures Tax Levy. The Board asked Director Dawson to work on setting up meetings between SCA Board members and King County Councilmembers to discuss the Land Conservation Initiative and other issues.

Dawson reported that the Count Us In results were presented at the PIC meeting and are included in the Board materials. The Board did not have any questions related to Count Us In. Director Dawson reported on the One Table regional initiative and that there will be an announcement later that day on the One Table strategy moving forward. Director Dawson will participate in the small working group put together to evaluate the structure of All Home. Dawson will provide updates to the Board on the activities of the All Home working group.

Dawson reported on the Regional Affordable Housing Task Force. David Baker, Kenmore, noted a need to focus on housing that is affordable at 30% AMI. Baker said that there had been discussions at the Task

Force around forming a new organization to oversee affordable housing, but that he did not support this. Amy Ockerlander, Duvall, said that Duvall is trying to create an affordable housing task force but they do not have the staff resources to do so and anything that can bring small cities assistance would be helpful. Dana Ralph, Kent, said that the south end of the county is looking at developing something similar to ARCH.

## **9) City Manager/Administrator Report**

Debbie Tarry provided a report on the June 6, 2018, 2018 City Managers & Administrators meeting. An update on the proposed collaboration among south King County cities on affordable housing and homelessness was given by John Howell of CedarRiver Group and Marty Kooistra of the King County Housing Development Consortium. There was a presentation of the King County Solid Waste Comprehensive Plan by Dorian Waller of the King County Solid Waste Division.

## **10) Discussion Items**

### **a. Partner Forums**

Director Dawson reported that the next SCA Partner Forum on Cyber Security will tentatively be held on Wednesday, August 1, 2018 at the Mercer Island Community Center. CenturyLink is the sponsoring partner for this forum and will be presenting at the event, in addition to IT staff from the City of Mercer Island. SCA is looking to confirm additional speakers from cities that have suffered cyber breaches. Dawson also reported on a meeting with the Master Builders Association to host a forum on affordable housing in the fall.

### **b. SCA Sponsorship**

Dawson reported that she met with the Washington State Hospitality Association as a new potential sponsor. David Baker, Kenmore, spoke with the Taipei Economic and Cultural Office in Seattle about SCA sponsorship. The Board was comfortable moving forward with the two organizations as SCA sponsors. Director Dawson will confirm that there are no conflicts with the sponsors.

### **c. Regional Economic Development Alliance**

Dawson provided an update on the Regional Economic Development Alliance (REDA). Mayor Nancy Backus, Auburn, is the SCA representative on the REDA Executive Board. The REDA CEO will be announced at their first meeting. Dawson reported that all 18SCA members who are EDC members have committed to financially contributing to the startup of the new organization.

### **d. Charter Review**

Dawson updated the Board on the Charter Review process. SCA staff will be monitoring and reporting on the process.

### **e. Legislative Committee**

Dawson informed that Board that the SCA Legislative Committee needs to be re-established. Amy Ockerlander, Duvall; David Baker, Kenmore; Catherine Stanford, Lake Forest Park; Dana Ralph, Kent; and Leanne Guier, Pacific volunteered to serve on the SCA Legislative Committee. A meeting of the committee will be scheduled this summer.

### **f. September Networking Event**

Dawson reported on the September 5, 2018 Networking Dinner. Amy Walen and Catherine Stanford are confirming with honorees their ability to attend. Dawson will line up legislative panelists.

g. SCA Lease

Dawson informed the Board that the SCA office lease expires on December 31, 2018. Director Dawson will be meeting with the City of Tukwila to discuss renewing the lease.

h. 4 Culture Task Force

Dawson reported that a new Task Force was established to oversee 4 Culture. Dawson was informed by the County Executive's Office on June 19 that SCA had a seat on this body, and that they were asked to submit a name this week. Dawson and the Board expressed dismay that this notification came last minute, and that this did not allow SCA to follow its normal process for calling for nominations from the membership. The Board weighed options for how to respond. Dana Ralph, Kent, agreed to check in with Kent staff about availability to participate. If that staff member is available, the Board authorized Dawson to submit her name to the County as an interim member, and to conduct a call for nominations to see if others were interested. The Board also asked Dawson to work with the County on having an alternate appointed in addition to the member.

i. 2018 Accomplishments

The Board discussed 2018 accomplishments, and noted the accomplishment of SCA securing a seat on the Executive Committee of the Regional Trade & Economic Development Alliance along with prominent local business leaders.

j. Retreat Update

Dawson referred to the Board Retreat Summary report that is included as a recurring monthly item.

## **11) Upcoming Events**

A list of upcoming SCA events was included in the packet.

The next PIC meeting will be held on Wednesday, July 11, 2018 at Renton City Hall. The next Board of Directors meeting will be held on Wednesday, July 18, 2018 at Tukwila City Hall. The next SCA Networking Dinner will be held on Wednesday, September 5, 2018 in Bellevue.

## **12) For the good of the order**

Councilmember Hank Margeson, Redmond, reported to the Board that he has been successful in advocating for disabled adults to more easily obtain ORCA transportation cards in his role as RTC member. Dawson noted that this is another 2018 SCA accomplishment.

Director Dawson informed the Board that SCA has received an invitation to the USA Special Olympics Opening Ceremony at Husky Stadium on Sunday, July 1, 2018 on behalf of SCA from Comcast. Information will be forwarded to interested Board members.

## **13) Adjourn**

The meeting adjourned at 12:12 PM.



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SOUND **CITIES** ASSOCIATION

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## SCA PERSONNEL HANDBOOK

Sound Cities Association  
6300 Southcenter Blvd Suite 206  
Tukwila Washington 98188  
Phone 206 433 7168  
Fax 206 242 8031  
Email [sca@soundcities.org](mailto:sca@soundcities.org)

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## **SCA Mission**

To provide leadership through advocacy, education, mutual support and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

## **SCA Vision**

Capitalizing on the diversity of our cities to lead policy change to make the Puget Sound region the best in the world.

## **SCA Values**

SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership. SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking.

## EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of and reviewed this handbook.

I understand that I am an at-will employee, and as such my employment is subject to termination by either party at any time. Nothing in these policies shall be interpreted as creating an employment contract or modifying this at-will relationship. I further acknowledge that I understand that these policies may be modified at any time.

I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

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EMPLOYEE'S SIGNATURE

---

DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)

## **EMPLOYMENT**

### **101 NATURE OF EMPLOYMENT**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with SCA.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor SCA is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, SCA reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized by the Executive Director of SCA.

### **102 EMPLOYEE RELATIONS**

SCA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Executive Director.

### **103 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCA will be based on merit, qualifications, and abilities. SCA follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

SCA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Executive Director or the President of the Board of Directors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. For further information, please refer to SCA's whistleblower policy.

## 104 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with SCA. All employees will be judged by the same performance standards and will be subject to SCA's scheduling demands, regardless of any existing outside work requirements.

SCA employees shall not receive compensation from or on behalf of any SCA member except those specifically authorized by the SCA Executive Director and Board. Other fees and honorariums extended shall have the approval of the SCA President and be reported at the next regular SCA Board meeting.

If SCA determines that an employee's outside work interferes with performance or the ability to meet the requirements of SCA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with SCA.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict with the best interests of SCA or interfere with the employee's ability to perform his/her assigned SCA job. Examples include, but are not limited to, outside employment which:

1. prevents the employee from being available for assigned work;
2. is conducted during the employee's work hours;
3. utilizes SCA telephones, computers, supplies, credit, or any other resources, facilities or equipment;
4. is employed with a firm which has contracts with or does business with the SCA; or
5. may reasonably be perceived by members of the public or member cities as a conflict of interest.

Employees may not receive any income or material gain from individuals outside SCA for materials produced or services rendered while performing their jobs.

## **EMPLOYMENT STATUS & RECORDS**

### 201 EMPLOYMENT CATEGORIES

It is the intent of SCA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and SCA.

The following are the employee categories that are used throughout this Handbook:

***Regular Full-Time Employee:*** Any individual who is employed to work forty (40) hours per workweek on a continuing basis.

***Regular Part-Time Employee:*** An employee who is employed to work less than forty

(40) hours per workweek, on a continuing basis.

**Temporary/Employee:** An employee working a full or part-time schedule for a specified project or period of less than one year.

**Volunteers:** An employee who normally receives no compensation for work performed, such as an intern.

In addition, each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by SCA management.

## 202 ACCESS TO PERSONNEL FILES

SCA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of SCA, and access to the information they contain is restricted. Although SCA is required to comply with valid court orders, discovery requests, and government requests directing it to provide information from an employee's personnel file, generally, only management personnel of SCA who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in SCA's offices and in the presence of an individual appointed by SCA to maintain the files.

## 203 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify SCA of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees should notify the Executive Director and Administrative Services Manager.

## 204 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations should be conducted at least annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **EMPLOYEE BENEFIT PROGRAMS AND LEAVE POLICIES**

### 301 OVERVIEW

Eligible employees at SCA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including contract stipulations and employee classification.

The following benefit programs are available to eligible employees:

- Auto Mileage, Parking, and Other Travel Expense Reimbursement
- Bereavement Leave
- Holidays
- Jury Duty Leave
- Medical Insurance
- Military Leave
- Pension Plan
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits

Some benefit programs require contributions from the employee.

### 302 EDUCATION BENEFITS

SCA believes in the value of professional development for its employees, and with prior approval of the Executive Director, will reimburse employees for continuing education, training, and/or professional development programs consistent with the position description and needs of the organization.

### 303 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy unless otherwise stated in an SCA employment contract:

Regular full-time employees  
Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

#### VACATION EARNING SCHEDULE

Full-Time Non-exempt	1 <sup>st</sup> thru 4 <sup>th</sup> years	15 days (120 hours) .05769 per compensated hour
	5 <sup>th</sup> thru 9 <sup>th</sup> years	20 days (160 hours) .07693 per compensated hour
	10 <sup>th</sup> & Succeeding Years	25 days (200 hours)
Full-Time Exempt	1 <sup>st</sup> thru 4 <sup>th</sup> years	20 days (160 hours)
	5 <sup>th</sup> & Succeeding years	25 days (200 hours)
Part-Time	.05769 hours of vacation per compensated hour	

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins upon employment with SCA. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.



To take vacation, employees should request and receive approval from the Executive Director. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime.

Accumulation of vacation time shall be capped annually at the total of two years' accrual for each employee. Vacation time carryover in excess of that amount at year end (December 31st) will not be allowed.

Vacation accrual rates differing from those listed above may be approved in writing by the Board of Directors for certain employees.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Paid time off for vacation will not be counted as hours worked for the purposes of determining overtime. If a holiday falls in a scheduled vacation it will not be counted as a vacation.

### 304 HOLIDAYS

SCA will grant holiday time off to all employees on the holidays listed below:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Day
- Floating Holiday (see below)

SCA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Part-time employees averaging at least 20 but less than 30 hours per week shall be entitled to holiday pay at 50%. Part-time employees averaging at least 30 but less than 40 hours per week shall be entitled to holiday pay at 75%.

Temporary employees and part-time employees working an average of less than 20 hours per week shall not be entitled to holiday pay.

As a part of the recognized holidays previously listed, employees will receive one floating holiday in each anniversary year upon completion of a 90-day introductory period. The floating holiday shall be 8 hours for employees working 40 hours per week. The floating holiday shall be six hours for employees working at least 30 but less than 40 hours per week. The floating holiday shall be four hours for employees averaging at least 20 but less than 30 hours per week. Temporary employees and part-time employees working an average of less than 20 hours per week shall not be entitled to a floating holiday. This holiday must be scheduled with the prior approval of the Executive Director.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with the Executive Director's approval, take a day off using vacation, compensatory time, a floating holiday, or leave without pay. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### 305 INSURANCE

SCA will contribute to a health insurance program as established by the Executive Director (subject to approval through the budget process by the Board), for employees. Coverage begins the first day of the month following the start of employment. If an employee begins employment on the first day of the month, coverage will begin on that date. Some insurance benefits may require the employee to pay a copay or a portion of the premiums. SCA reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

SCA provides insurance coverage to employees and their dependents and spouses and qualified same- and opposite-sex domestic partners and their children, as described below.

A Qualified Domestic Partnership (QDP) is one in which two people are registered as domestic partners with the Secretary of State for the State of Washington and meet the following criteria:

- both persons share a common residence,
- both persons are at least eighteen years old,
- neither person is married to someone other than the domestic partner and neither person is in a domestic partnership with another person,
- both persons are capable of consenting to the domestic partnership,
- the persons are not more closely related to one another than second cousins as determined by the rules of civil law, for example, neither person is a sibling, child, grandchild, aunt, uncle, niece or nephew to the other person, and
- both persons are of the same sex or if the partners are of opposite sex, one of the persons is at least age 62.

For employees working 40 hours per week, SCA will pay 100% of the medical, dental, and vision premiums for the employee.

SCA also offers coverage for dependent children of employees working 40 hours per week. SCA will pay 100% of the medical, dental, and vision premiums for dependent children for whom employees elect coverage, subject to the limitations regarding double coverage below.

If a spouse/domestic partner of an employee is offered coverage through their employer, the spouse/domestic partner must enroll in their employer's medical plan. Failure to enroll the spouse/domestic partner in the employer's medical plan shall require the employee to pay 100% of the spouse/domestic partner's premium for coverage on SCA's plan. If the spouse/domestic partner is not offered coverage through their employer, SCA will pay 80% of the medical, dental, and vision premiums for the spouse/domestic partner who elects coverage under SCA's plan, with the employee being responsible for the remaining 20%.

Employees that elect to double cover their spouse/domestic partner and/or dependent child(ren) will be responsible for 100% of the monthly premiums for their spouse/domestic partner and/or dependent child(ren). "Double coverage" is when the spouse/domestic partner or dependent children are also covered under another employer group plan (i.e., spouse/domestic partner's benefit plan). Coverage under Medicare/Medicaid will not be considered "double coverage" for the purpose of this plan.

Employees wishing to cover their spouse/domestic partner and/or dependent child(ren) under SCA's plan shall provide a declaration stating whether the spouse/domestic partner and/or dependent child(ren) are covered under another employer group medical plan. If at any time during the plan year the spouse/domestic partner and/or dependent child(ren) become covered under another group medical plan, the employee is obligated to inform SCA of the change in coverage. Failure to timely inform SCA of a change in coverage may result in the employee being obligated to reimburse SCA for benefits provided. Additionally, providing false information in the declaration and/or failure to timely update SCA of changes in changes in coverage may result in disciplinary action up to and including termination.

An employee whose spouse/domestic partner is covered under SCA's plan shall be required to provide SCA with a notice of termination of marriage/domestic partnership upon dissolution of a marriage or termination of a domestic partnership, within thirty days of termination of the marriage or domestic partnership. A marriage or domestic partnership shall be deemed terminated as provided under state law.

For salaried employees working at least thirty but less than forty hours per week, SCA will pay 100% of the medical, dental, and vision premiums for the employee. Spouse/domestic partner and dependent children are eligible for coverage, but employees are responsible for 100% of the premium.

Other part-time and temporary employees shall not be eligible for coverage under SCA's plan.

For employees covered under SCA's medical, dental, and vision plan (above), SCA provides a basic Life and Accidental Death and Dismemberment plan, as well as a base Long-Term Disability plan. Voluntary Accident, Voluntary Term Life, and Voluntary Short-Term Disability plans are available, at the employee's expense, to those eligible employees who wish to purchase these additional benefits

### 306 EMPLOYEE ASSISTANCE PROGRAM (EAP)

SCA provides Employee Assistance Program (EAP) for employees. EAP is a voluntary program of professional and confidential counselling for employees whose job performance, health, or well-being are adversely affected by personal problems. Sick leave may be used for EAP appointments.

### 307 WORKERS' COMPENSATION INSURANCE

All employees are insured in a state insurance program which is designed to protect them against medical costs from on-the-job accidents and injuries and for work time lost as a result of such accidents or injuries.

Employees who sustain work-related injuries or illnesses should inform the Executive Director and Administrative Services Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The Executive Director and Administrative Services Manager shall also be responsible for ensuring, as soon as physically possible, that the injured employee completes the Washington State Labor and Industries form for reporting the accident.

Neither SCA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by SCA.

### 308 RETIREMENT BENEFITS

SCA will contribute to the Washington State Public Employment Retirement System for all qualified employees.

Employees may also contribute to Washington State Deferred Compensation Program subject to requirements of- RCW 41.50.770 and WAC Chapter 415-501.

### 309 SICK LEAVE BENEFITS

SCA provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Regular full-time employees will accrue sick leave benefits at the rate of 12 days per year, earned at a rate of four hours per pay period. Regular part-time employees will accrue sick leave prorated based on actual hours worked, at a rate of .04615 per hours worked. All other employees will accrue one hour of paid sick leave for every 40 hours worked. Part-time and temporary employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Sick leave benefits are calculated on the basis of "benefit year," the 12-month period that begins when the employee begins employment at SCA. Paid sick leave can be used in minimum increments of one-half hour.

An employee is authorized to use paid sick leave for the following reasons:

**Care of the employee or the employee's family member:**

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
  - Mental or physical illnesses, injuries, or health conditions;
  - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
  - The need for preventive medical care.
- For the use of paid sick leave for an employee's family member, 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 parent:
    - Including 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.

**Closure of the company or the employee's child's school or place of care:**

- Employees may use their accrued, unused paid sick leave when SCA has been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
  - Please see the definition of “child” in the previous section.

**To address issues related to domestic violence, sexual assault, or stalking:**

- Employees may use their accrued, unused paid sick leave to:
  - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
  - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
  - Attend health care treatment for a victim who is the employee's family member;
  - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
  - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
  - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:
  - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Employees who are unable to report to work due to illness or injury should notify the Executive Director before the scheduled start of their workday if possible. The Executive Director must also be contacted on each additional day of absence.

It is expected that, whenever possible, the scheduling of physician visit appointments will be done to minimize disruption of business requirements.

**Reasonable Notice for the Use of Paid Sick Leave**

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice

must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

***Reasonable Notice for Foreseeable Use of Paid Sick Leave***

If an employee's absence is foreseeable, the employee must provide notice to the SCA Executive Director 10 days, or as early as practicable, before the first day paid sick leave is used.

- If possible, notification should include the expected duration of the absence.

***Reasonable Notice for Unforeseeable Use of Paid Sick Leave***

If an employee's absence is unforeseeable, the employee must contact the SCA Executive Director as soon as possible before the required start of the work day.

- As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave.
- In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.
- If possible, this notification should include the expected duration of the absence.

**Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave**

***Reasonable Notice for Foreseeable Use of Paid Sick Leave***

An employee must give advance oral or written notice to the SCA Executive Director as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

***Reasonable Notice for Unforeseeable Use of Paid Sick Leave***

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to the SCA Executive Director no later than the end of the first day that the employee takes such leave.

**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

**Verification for Absences Exceeding Three Days**

If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

**For care of the employee or the employee's family member, acceptable verification may include:**

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to SCA within 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

**When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:**

- A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
  - An advocate for victims of domestic violence, sexual assault, or stalking;
  - An attorney;
  - A member of the clergy; or
  - A medical professional.

Verification must be provided in a timely manner. In the event that advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

**In the event our business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include:**

- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.



Verification must be provided to SCA within 10 days of the first day an employee used paid sick leave for such purpose.

**For any verification required, please note:**

- The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information the employee provides will be kept confidential.

**Unreasonable Burden or Expense for Verification**

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact the SCA Executive Director orally or in writing.

The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee.

- If an employee chooses to put this in writing, options for doing so include, but are not limited to sending an email to the SCA Executive Director

Within 10 calendar days of receiving the employee's request, the SCA Executive Director will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

- Possible options may include, but are not limited to:
  - Company-provided transportation;
  - Sharing the cost of getting a note from a medical provider;
  - Providing a note of explanation in lieu of other forms of verification; or
  - Exempting the employee from the verification requirement based on the explanation provided.

SCA may choose not to pay an employee for paid sick leave taken for such absences until verification is provided.

An employee has the right to contact the SCA Board President if the employee believes the proposed alternative still results in an unreasonable burden or expense.

If an employee is not satisfied with SCA alternatives, they may consult with the Washington State Department of Labor & Industries.

Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

Call (toll-free): 1-866-219-7321

Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

**Rate of Pay for Use of Paid Sick Leave**

- Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used.
  - "Normal hourly compensation" is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.

- Normal hourly compensation does not include tips, gratuities, service charges, holiday pay, or other premium rates.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, SCA is not required to apply overtime standards to an employee's normal hourly compensation.
- For employees not paid a uniform hourly rate, please see [WAC 296-128-670](#) for more information on calculating normal hourly compensation for such employees.

#### **Payment for the Use of Paid Sick Leave**

- SCA must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.
  - However, for absences exceeding three days that require verification, such payment must be made no later than the payday for the pay period during which verification was provided to the employer.

#### **Carryover of Accrued, Unused Paid Sick Leave to the Next Year**

##### **Carryover Requirements**

Unused sick leave benefits will be allowed to carry over into the following year. Unused sick leave benefits will be allowed to accumulate to a maximum of a total of 60 days worth of sick leave benefits.

An employee who exhausts his or her sick leave may apply accrued vacation time or request an unpaid leave of absence.

#### **Separation and Reinstatement**

##### **Separation**

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

##### **Reinstatement of Paid Sick Leave Hours Upon Rehire**

- SCA must reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
- Upon rehire, SCA must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.

#### **Retaliation Prohibited by Law**

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. SCA will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- SCA may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact the SCA Executive Director, or the SCA Board President.
- If an employee is not satisfied with SCA's response, the employee may contact the Washington State Department of Labor & Industries.
  - Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)
  - Call: 1-866-219-7321, toll-free
  - Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)
  - Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

### **Required Notification**

#### **Initial Notification of Rights**

- At the start of employment and upon adoption of revised policies SCA will provide employees with notice of their paid sick leave rights. This notice will include information regarding:
  - An employee's entitlement to paid sick leave;
  - The rate at which the employee will accrue paid sick leave;
  - The authorized purposes under which an employee may use paid sick leave; and
  - That retaliation by SCA for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited
- SCA will make this information readily available to all employees

#### **Ongoing Notification**

- At least once a month, SCA will provide notice to its employees of:
  - The amount of paid sick leave accrued since notice was last made;
  - The amount of paid sick leave reductions since notice was last made; and
  - The total amount of unused paid sick leave available for use by the employee.
- Note: SCA may satisfy these notification requirements by providing this information in regular payroll statements.

### **Contact Information**

- Employees with questions about this paid sick leave policy may contact the SCA Executive Director.

### **310 FAMILY LEAVE**

Pursuant to provisions of the Federal Family and Medical Leave Act (FMLA) of 1993, an employee who has been employed by SCA for twelve (12) months and has worked at least 1,250 hours in the past twelve (12) months is entitled to up to twelve (12) work-weeks of unpaid leave per year to care for a child, spouse, or parent with a serious medical condition, or for serious personal illness. The twelve (12) weeks may be scheduled intermittently or used through part-time leave, when the basis for leave is medical difficulties. For purposes of calculating leave availability, a rolling "12-month period" is a period measured backwards from the date you use any FMLA leave.

The employee will be required to use accrued and unused sick leave, vacation leave and/or compensatory time to offset loss of pay during the leave. Leave may be taken to care for a new child by birth, adoption, or foster care, or for a child, spouse, or parent with a serious illness, or for personal serious illness requiring inpatient or continuing treatment. An employee must give at least thirty (30) days notice when planning to take the leave, except in emergencies.

SCA will continue to contribute its portion of the medical insurance premiums during the leave. If the employee does not return to work, SCA may recover the premiums paid during the leave unless the failure to return is beyond the employee's control. Vacation and sick leave accruals will not continue during any unpaid leave. Employees who return to work at the end of the twelve (12) weeks of leave will be returned to the same or an equivalent job at the same pay, however, employees remain subject to legitimate job changes or layoffs that would have occurred even if they had not been on leave.

Under Washington State law, employees are entitled to twelve (12) weeks of unpaid leave to care for a newborn child, in addition to time off for any period of actual disability with pregnancy or childbirth. SCA is not required to continue to pay its portion of medical insurance beyond the twelve (12) week FMLA leave entitlement.

### 311 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of a family member, the employee should notify the Executive Director immediately.

Regular full-time employees may receive up to three days of paid bereavement leave. Bereavement leave shall be prorated based on average hours worked per day for three days for regular part-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the Executive Director's approval, use any available paid or unpaid leave for additional time off as necessary.

For purposes of this policy, "family member" means any of the following: (a) 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; (b) 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; (c) A spouse; (d) A registered domestic partner; (e) A grandparent; (f) A grandchild; or (g) A sibling.

### 312 JURY DUTY

It is the policy of SCA to grant time off with pay to employees to respond to a valid summons for service on a jury or response to a subpoena to serve as a witness in court, where such service is related to general civic duty. In the event SCA decides such service would create an unusual hardship on the employee or a serious adverse impact on SCA's ability to perform needed services, SCA will file an appeal on behalf of the employee to postpone jury duty to future a date and/or request that the employee ask for a postponement of jury duty.

Upon completion of jury/court witness service, the employee must forward any money received from the court or party issuing the subpoena to SCA immediately upon receipt. The employee may retain expense money for meals, mileage and/or lodging.

SCA will continue to contribute to health insurance benefits for the full term of the jury duty absence.

### **TIMEKEEPING/PAYROLL**

#### 401 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee, and all part time employees. Federal and state laws require SCA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than seven minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from the Executive Director.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The Executive Director will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Executive Director must verify the accuracy of the changes by initialing the time record.

An exempt employee may not get paid for hours worked in excess of 40 hours in a week but may receive time off at the discretion of the Executive Director. Exempt employees should keep track of hours worked and leave taken.

#### 402 PAYDAYS

All employees are paid semi-monthly on the 15th and last day of the month. Each paycheck will include earnings for all work performed through the end of the period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

#### 403 RESIGNATION

Both the employee and SCA have the right to terminate employment at will, with or without cause, at any time. Although advance notice is not required, SCA requests at least two weeks written notice of resignation from nonexempt employees and four weeks of notice from exempt employees. Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### 404 PAY DEDUCTIONS AND SETOFFS

The law requires that SCA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local taxes. SCA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." SCA matches the amount of Social Security taxes paid by each employee.

SCA offers programs and benefits beyond those required by law. PERS contributions are a requirement if the employee qualifies and cannot be substituted by another retirement program. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

## **WORK CONDITIONS & HOURS**

### **501 SAFETY**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Executive Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **502 WORK SCHEDULES**

Work schedules for employees vary throughout our organization. The Executive Director will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### **503 COMMUNICATIONS**

It is the intent of SCA to comply with the letter and the spirit of the Public Records Act (PRA). Employees are reminded that their communications may be subject to disclosure to and review by the public. SCA employees should communicate in a manner that demonstrates common sense, and respect for the organization and its members. Communications on behalf of the organization that are unprofessional, disrespectful, or offensive will not be tolerated. Violations of this policy are considered serious and may result in disciplinary action including but not limited to termination of employment.

### **504 USE OF PHONE, E-MAIL, INTERNET ACCESS, AND MAIL SYSTEMS**

Personal use of SCA telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse SCA for any charges resulting from their personal use of the telephone.

The use of SCA-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

Computers, computer files, the e-mail and voice mail system, and software furnished to employees are SCA property intended for business use. Passwords must remain on file with the Executive Director and Administrative Services Manager. You may not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, voice mail and e-mail usage may be monitored.

SCA strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, SCA prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images and cartoons is not allowed. Other such misuse includes, but is not limited to, slurs and other disrespectful terms relating to a person's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status or anything that may be construed as harassment or showing disrespect for others.

Employee computers have the ability to connect to the Internet. The Internet, like the rest of SCA's computer equipment is intended for business use. Employees are expressly forbidden to access Internet sites where potentially offensive material is located.

Use of SCA e-mail for personal correspondence is strongly discouraged. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

To prevent computer viruses from being introduced and/or transmitted throughout the SCA computer systems, all employees are prohibited from downloading or installing unauthorized software or programs. All software downloads will be done through the IT department. Violations of this kind are considered serious, and may result in disciplinary action, up to and including termination of employment, and/or lead to other legal action.

In order to protect the integrity of our computer system from potential viruses, do not open attachment files e-mailed to you from unknown sources. If you do receive such a file, contact the Administrative Services Manager and/or IT for proper protocol immediately.

SCA computers and devices (including desktops, laptops, tablets, and any other equipment) is intended for use by SCA employees only. Use by an employee's family members, friends, or others is strictly prohibited for any purpose. Violations of this kind are considered serious, and may result in disciplinary action, up to and including termination of employment, and/or lead to other legal action.

#### 505 BACKUP AND RECOVERY

A full backup of the entire network is done on a nightly basis. All files should be stored on S drive so they are backed up. This ensures that inadvertently deleted or corrupted files can be restored from back-up and will not need to be recreated. It is the responsibility of the user to put files on the network for backup.



## 506 SMOKING

In keeping with SCA's intent to provide a safe and healthful work environment, smoking in the work place is prohibited. This policy applies equally to all employees, customers, and visitors.

## 507 REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Employees will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## 508 OVERTIME

The standard work week begins at 12:01 a.m. Sunday, and ends at 12:00 midnight the following Saturday. Work schedules for our employees are established within this framework. The normal work schedule for most employees is 8 hours a day, 5 days a week. The Executive Director will advise employees of the times their schedules will normally begin and end. When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the Executive Director's prior authorization. . If work cannot be completed through volunteer overtime, overtime may be required.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the Executive Director may be subject to disciplinary action, up to and including possible termination of employment.

## 509 USE OF EQUIPMENT

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Administrative Services Manager and Executive Director if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of

damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

#### 510 DRIVERS LICENSE REQUIREMENTS

SCA employees are required to have a valid Washington State Driver's License as a condition of employment. An employee whose license is revoked, suspended, lost, or otherwise invalid shall promptly inform the SCA Executive Director.

#### 511 BUSINESS TRAVEL EXPENSES

SCA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the SCA office. All business travel must be approved in advance.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SCA. Employees are expected to limit expenses to reasonable amounts.

Employees, who are operating private cars while on SCA business, must have in their possession a valid driver's license and be insured to the State's minimum liability standards. Employees will be reimbursed at the mileage rate set annually by the Federal IRS. In the event of an accident, the employee's insurance will be primary accident coverage. Daily commute transportation expenses between the employee's residence and SCA office is a personal obligation of the employee and is not reimbursable by SCA. All other miles driven on official SCA business are reimbursable. Employees may be reimbursed for actual miles driven between SCA's office and the remote meeting location, or the employee's residence and the meeting location, whichever is shortest.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director

When travel is completed, employees must submit completed travel expense reports within 30 days to ensure reimbursement. Reports should be accompanied by receipts for all individual expenses.

Employees should contact the Executive Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## 512 USE OF SCA CHARGE CARDS

SCA may issue charge cards to employees to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers. The employee must repay any charge not properly identified or not allowed following an audit. If the amount owed is not repaid, SCA may withhold all funds that would be payable to the employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the Executive Director. The charge card may only be used for travel, training, local business meetings, meals, or SCA purchases and acquisitions. Personal Expenses are not allowed to be purchased on an SCA charge card, and cash advances are prohibited.

Employees using SCA credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and SCA management.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### 701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, SCA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that may result in disciplinary, up to and including termination of employment (this list may be modified at any time):

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol and/or non-prescribed drugs and/or illegal drugs, which shall include drugs that are illegal under state and/or federal law;
- Possession, distribution, sale, transfer, or use of alcohol and/or nonprescribed and/or illegal drugs (which shall include drugs that are illegal under state and/or federal law) *in* the work place, while on duty, or while operating employer-owned equipment;
- Fighting or threatening violence in the work place;
- Boisterous or disruptive activity in the work place;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place;
- Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

Employment with SCA is at the mutual consent of SCA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### 702 DRUG AND ALCOHOL USE

It is SCA's desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on SCA premises and while conducting business-related activities off SCA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol and/or non-prescribed and/or illegal drugs, which shall include drugs that are illegal under state and/or federal law. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place. Prescribed drugs possessed and used must be prescribed for the specific use of that employee. Any employee using a medication that may cause drowsiness or other impairment should inform the Executive Director before beginning his/her shift.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through their health insurance benefit coverage.

Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all SCA policies, rules, and prohibitions relating to conduct in the work place; and if granting the leave will not cause SCA any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the work place should raise their concerns with the Executive Director without fear of reprisal.

### 703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

SCA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status will not be tolerated. Harassment includes unsolicited remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to any gender or to racial, ethnic or religious groups; or basing personnel decisions on an employee's response to sexually-oriented requests.

Any employee who wants to report an incident of sexual or other unlawful harassment should report the matter to the Executive Director. For further information, please refer to SCA's whistleblower policy

Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### 704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, SCA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on SCA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Executive Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### 705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image SCA presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work

inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult the Executive Director you have questions as to what constitutes appropriate attire.

### **SCA WHISTLEBLOWER POLICY**

Pursuant to SCA Board Policy 304 (adopted 4/15/2009), if any employee reasonably believes that some policy, practice, or activity of SCA is in violation of law, a written complaint must be filed by that employee with the Executive Director or the President of the SCA Board of Directors.

It is the intent of SCA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SCA and provides SCA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

SCA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SCA or of another individual or entity with whom SCA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

SCA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of SCA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Employees will be required to sign a policy indicating receipt and understanding of this policy. Their signature also verifies that they have been provided with an opportunity to ask questions about the policy. The signed policy will become a part of their permanent employee file.

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Employee Signature

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Date



**Washington State  
Department of Retirement Systems**

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**Examination No. 2018-023**

**Sound Cities Association**

**January 1, 2016 through December 31, 2016**

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**Preliminary Audit Report**

**Issue Date: June 12, 2018**



## Audit Scope and Summary

### Sound Cities Association Examination No. 2018-023 January 1, 2016 through December 31, 2016

#### ***About the Audit***

We have audited for compliance with the laws and regulations of the Public Employees' Retirement System (PERS) for the period January 1, 2016 through December 31, 2016.

In our audit, we did not attempt to examine the records of all employees, nor did we test for compliance with all laws relating to retirement matters. Compliance with the law is an employer responsibility. This audit reviewed records to test compliance in the following areas:

- **Eligibility.** To ensure that individuals required to be enrolled and reported as members of the retirement systems were reported, and that current members are eligible to be members of the retirement system.
- **Reporting.** To ensure compensation and hours are reported correctly.
- **Retiree Benefits.** To ensure that recent retirees are receiving their correct retirement benefit. There were no recent retirees.

#### ***Results***

We found one condition significant enough to report in detail in the Schedule of Findings that follows.

The separate management letter notes conditions that could become serious if not corrected. These conditions should also be corrected to achieve compliance with applicable laws and regulations.

We would like to express our appreciation for the assistance given during the audit.

## Schedule of Findings

### Sound Cities Association Examination No. 2018-023

#### 1. Hours and compensation should be reported as earned.

##### ***Description of Condition***

The Association reported calendar hours for full-time salaried employees but would prorate the compensation reported based on the hours. In 2017, The Association changed to report the actual salary each month, but began to report a set 173.3 hours.

Hours and compensation were also not reported as earned for part-time positions. The Association paid the employees on a lag, and reported the hours and compensation in the months they were paid. One employee had the correct begin date reported, but the Association did not begin to report hours and compensation until the following month. The actual hours worked were reported in the first few years of employment, and then the Association began to prorate the hours based on the part-time status. Time sheets were kept of actual hours worked, but the Association reported the prorated hours. Service credit was affected for the member.

##### ***Cause of Condition***

The Association attempted to report as earned for the full-time salaried employees, but did not understand that the salary earned each month should be reported along with the actual hours worked, or calendar hours.

The Association was unaware that service credit could be impacted by not reporting actual hours worked as earned by calendar month for the part-time employees.

##### ***Effect of Condition***

Service credit is based upon hours reported. Reporting hours and compensation differently than earned has the potential to overstate or understate a member's service credit and Average Final Compensation (PERS).

## Schedule of Findings

Not reporting as earned by calendar month resulted in incorrect service credit for one member.

### ***Recommendations and Required Actions***

The Association must make corrections to report as earned for one member whose service credit was affected.

In the future, the Association should report hours and compensation as earned by calendar month, and report actual hours worked.

### ***Applicable Laws and Regulations***

**WAC 415-108-445(2), Reportable compensation. Reads in part:**

*(c) Your employer must report compensation for the month in which it was earned. Compensation is earned when the service is provided, rather than when payment is made.*

**DRS Notice No. 85-001 Notice of New/Revised Reporting Requirements. Reads in part:**

*...all employers must report compensation, contributions and hours of service credit as earned by calendar month*

## Management Letter

### Sound Cities Association Examination No. 2018-023

#### **1. Annual eligibility evaluations should be performed.**

Initial determinations of position eligibility were not documented and annual eligibility evaluations were not conducted.

The Association determined one new part-time position to be eligible, but did not have documentation on how the determination was made. The employee left employment with the Association after six months, and the position was not filled. The Association stated that two part-time positions combined into one full-time position, but did not document the change in position.

Performing the annual evaluations allows the employer to identify changes in a position's eligibility status. Failure to do so can result in a potential employer liability for contributions in the event an unreported employee is found to be eligible.

In the future, the Association should perform annual eligibility evaluations.

#### **WAC 415-108-690 How is my membership eligibility evaluated. Reads in part:**

*(2) Your employer will evaluate your position's eligibility for a particular year at the beginning of the year. This is normally a calendar year unless your employer has determined and supports a different twelve-month period for its year.*

#### **2. Required written statements should be obtained.**

The Association does not obtain written statements from their employees regarding prior retirement from a Department of Retirement Systems plan.

Retirees are subject to post-retirement employment restrictions. If an employer fails to report a rehired retiree, and that retiree works in excess of applicable post-retirement restrictions, the employer will be liable for overpayment of benefits.



## Management Letter

The Association should obtain the required written statements from all current and future employees, and report all current and future retirees who have returned to work.

**RCW 41.50.139 Retirement status reports – Overpayments – Employer Obligations. Reads in part:**

- (1) Retirement system employers shall elicit on a written form from all new employees as to their having been retired from a retirement system listed in RCW 41.50.030. Employers must report any retirees in their employ to the department. If a retiree works in excess of applicable postretirement employment restrictions and the employer failed to report the employment of the retiree, that employer is liable for the loss to the trust fund.*