

ORIGINAL

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF KITTITAS
STATE OF WASHINGTON**

RESOLUTION

NO.: 2014- 065

IN THE MATTER OF UPDATING THE PERSONNEL POLICIES MANUAL

- WHEREAS:** Kittitas County has established a "Personnel Policies Manual" under the authority of the Board of County Commissioners; and
- WHEREAS:** the Board of County Commissioners and the Human Resource Department are committed to maintaining a current and updated "Personnel Policies Manual"; and
- WHEREAS:** the following are revisions to be made to the "Personnel Policies Manual":

ITEM #	POLICY TITLE	ACTION
2-2	Employment Categories	Revision to policy language
7-2	Vacation Benefits	Revision to policy language

NOW, THEREFORE BE IT RESOLVED: that the above revisions are part of the "Personnel Policies Manual" for Kittitas County, as indicated on the attachments.

ADOPTED this 15th day of April, 2014.

**ATTEST:
CLERK OF THE BOARD**

Julie A. Kjorsvik
Julie A. Kjorsvik

**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Paul Jewell
Paul Jewell, Chairman

Gary Berndt
Gary Berndt, Vice-Chairman

Absent
Obie O'Brien, Commissioner

(2-2) EMPLOYMENT CATEGORIES

Quick Links

Effective Date: 03/01/00

Revision Date: 04/15/14

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It is the intent of Kittitas County to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. Only specific employment categories are eligible for insurance and accrued leave benefits. All employment categories may be eligible for other benefit programs, subject to the terms, conditions, and limitations of each program. These categories do not guarantee employment for any specified period of time.

Each employee of Kittitas County is designated as **non-exempt** from, **exempt** from, or **non-covered** by federal and state wage and hour laws. **Non-exempt** employees are entitled to minimum wage and overtime pay provisions. All part-time positions, regardless of the duties assigned, will be designated as **non-exempt**. **Exempt** employees are excluded from minimum wage and overtime provisions. Certain employees may be designated as **non-covered** by federal and state wage and hour laws due to their position within state and local government. An employee's **exempt**, **non-exempt**, or **non-covered** classification may be changed only upon written notification by the Human Resource Department to the Department Head/Elected Official and the employee.

In addition, each employee will belong to one other employment category:

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Kittitas County is appropriate. This period begins at the hire date of all full-time and part-time positions. They may have restricted access to certain County benefit programs. For the duration of the introductory period, either the employee or Kittitas County may end the employment relationship "at will" at any time, with or without cause or advance notice.

Full-Time employees are those who regularly work forty (40) hours per week, dependent upon the position. They are eligible for all County benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are those who regularly work at least twenty (20) hours per week but less than forty (40) hours per week, dependent upon the position. While they receive all legally mandated benefits (such as workers' compensation and social security), they are eligible to receive insurance and accrued leave benefits pro-rated to hours of work. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program.

Limited Part-Time employees are those who work less than twenty (20) per week on a continuous basis. While they receive all legally mandated benefits (such as workers' compensation and social security), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. While they receive all legally mandated benefits (such as workers' compensation and social security), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program. Temporary employment is generally limited to sixty (60) consecutive calendar days. In cases where temporary employment is to exceed this limit, the matter will be reviewed by the Department Head, the Human Resource Department, and the Board of County Commissioners prior to the end of the sixty (60) consecutive calendar days. Exceptions will be dealt with

on a case by case basis. Temporary employees will be notified by the date of hire of the "at will" nature of their employment and the expected date of termination.

Casual employees are those who have established an employment relationship with Kittitas County but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation and social security), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program. Casual employees will be notified by the date of hire of the "at will" nature of their employment.

Seasonal employees are those who are hired to assist in the completion of tasks which are normally required during a specific time of year. While they receive all legally mandated benefits (such as workers' compensation and social security), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program. Seasonal employment is generally limited to one hundred eighty (180) consecutive calendar days. In cases where seasonal employment is to exceed this limit, the matter will be reviewed by the Department Head, the Human Resource Department, and the Board of County Commissioners prior to the end of the one hundred eighty (180) consecutive calendar days. Exceptions will be dealt with on a case by case basis. Seasonal employees will be notified by the date of hire of the "at will" nature of their employment and the expected date of termination.

Extended Season employees are those who are hired to assist in the completion of tasks which occur during a specific time each year, and have been demonstrated to require six (6) to nine (9) months to complete. These employees work forty (40) hours per week during the season, and are eligible for all County benefits, subject to the terms, conditions, and limitations of each benefit program. Extended season employees will be notified by the date of hire of the "at will" nature of their employment and the expected date of termination. Use of this employment category should be very limited and must be approved in advance by Human Resources and the Board of County Commissioners.

Project employees are those whose length of employment is either contingent on state, federal, or other funding and of specific time limited duration, or tied to a project of more than 2 months in duration. The designation of competitive project employment will be initiated and approved by the Human Resources Director and/or the authorized proposing agency designee. They may be eligible for a full or partial benefits package dependent upon the length of the project, the funding, and the desire of the Department Head or Elected Official. Benefits for a project employee must be approved in advance by the Board of County Commissioners. Project employment is generally limited to a period of one (1) year or the term of the project, whichever is greater. Project employees will be notified by the date of hire of the "at will" nature of their employment and the expected date of termination.

Work Study employees are those who participate in school-sponsored programs designed to provide students with specific, on-the-job work experience. The employee may be paid or unpaid dependent upon the terms of the program. While they receive all legally mandated benefits (such as workers' compensation and social security), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program. Work Study employees will be notified by the date of hire of the "at will" nature of their employment and the expected date of termination.

Volunteer employees are those who receive no compensation, paid expenses, benefits, or nominal fee to perform services. While they receive all legally mandated benefits (such as workers' compensation), they are ineligible for insurance and accrued leave benefits. They may be eligible for other benefit programs dependent upon the terms, conditions, and limitations of each program.

(7-2) VACATION BENEFITS

Quick Links

Effective Date: 03/01/00

Revision Date: 04/15/14

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- [Banking Leave](#)
- [Use of Leave During Introductory Period](#)
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Earning Leave

Non-exempt employees shall accrue vacation leave in the following manner:

Length of Service	40-Hour Week
1 to 7 years	10 hours per month
8 to 15 years	12 hours per month
16 years & over	14 hours per month

Note: the accrual for part-time employees is prorated to hours of work.

Exempt employees shall accrue vacation leave at the rate of 14 hours per month. This leave accrual rate is in recognition that exempt employees are expected to work hours outside of their normal work schedules.

Extended-season employees will receive eighty (80) hours of vacation leave upon hire, and will not accrue any additional leave for the duration of their season. They will have the ability to use their leave immediately, subject to the approval of their supervisor, and any remaining leave will be paid out at the end of their season.

Banking Leave

Employees may not carry over more than the following amount of accumulated vacation leave beyond December 31 of any given year.

40-Hour Week
240 hour cap

Note: the cap for part-time employees is prorated to hours of work.

Requests for exceptions to this accumulation limit may be made through submission of a Personnel Action Form (PAF). The Board of County Commissioners will limit extensions to instances where the employee was not allowed access to scheduled vacation leave due to an extenuating, work-related situation.

Use of Leave During Introductory Period

During the first six (6) months of employment, no employee shall be allowed use of vacation leave, nor shall leave be accrued. However, upon completion of six (6) months of employment, the employee shall be credited the appropriate amount of vacation leave and shall earn vacation leave at the appropriate rate each subsequent month.

Using Leave

Vacation leave may be used in minimum increments of one-fourth (1/4) hour. Subject to approval, an employee may take all or any portion of his/her accrued vacation leave. All vacation leave pay shall be calculated at the employee's straight time hourly rate and does not include overtime or any special forms of compensation.

Employees are not permitted to use vacation leave in excess of their accrued balance. Any leave taken prior to accrual of such leave shall be considered as leave of absence without pay and so deducted from the employee's monthly paycheck.

To take vacation leave, employees should request advance approval from their Department Head/Elected Official. Approval will be reviewed based upon a number of factors, including business need, and staffing requirements. If there is a conflict in scheduling, the determination shall be made by the Department Head/Elected Official.

The Department Head/Elected Official or designee is responsible for keeping accurate vacation leave records for each employee.

Leave at Separation from Employment

Upon separation of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, no employee will be paid for more than the following amount of accrued vacation leave upon separation of service (resignation, retirement, dismissal, reduction in force, death). Such payments shall be made to the employee or his/her estate.

40-Hour Week

240 hours cap

Note: the cap for part-time employees is prorated to hours of work.

There shall be no annual leave credit accumulated if an employee is terminated within the initial six (6) months of employment.