

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2015-11

A RESOLUTION OF THE BOARD OF COMMISSIONER'S OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING UPDATED EMPLOYEE HANDBOOK

Whereas, the Board of Park Commissioners of Key Pen Parks adopted an Employee Handbook policy via Resolution R2015-06 ; and

WHEREAS, the Key Peninsula Metropolitan Park District ("Key Pen Parks") desires to adopt an updated employee handbook;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF KEY PEN PARKS HEREBY RESOLVES AS FOLLOWS:


Section 1. Resolution Number R2015-06 is hereby repealed.

Section 2. The employee handbook attached hereto as Exhibit 1 is hereby adopted.

PASSED AND ADOPTED by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at Volunteer Park Annex this 9th day of November, 2015.

Attest:

Key Pen Parks
Board of Commissioners
Pierce County, Washington


Mark Michel, President


Kip Clinton, Clerk


John Kelly, Member-at-Large


Edward Robison, Vice President


Bill Trandum , Member-at-Large

Employee handbook updates 11/3/15 (added text highlighted)

1. Employee Classifications

In order to clarify employment status and benefits eligibility, all employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. The following positions shall be considered as exempt:

Executive Director
Maintenance Supervisor

In addition, all employees fall into one of the following categories:

1. Regular full-time: An employee who is normally scheduled to work a standard thirty (30) hours to forty (40) hours or more each work week. Generally, if you are a regular full-time employee, you are eligible for Key Pen Parks’ benefit package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.
2. Regular part-time: An employee who is normally scheduled to work less than thirty (30) hours per week, but at least ten (10) hours per week. Regular part-time employees may be eligible for some benefits offered by Key Pen Parks, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.
3. Seasonal/Temporary: An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that a seasonal employee should not remain in seasonal job status longer than 1500 hours and is generally not eligible for benefits offered by Key Pen Parks, unless those benefits are required by law.

5. Wage and Salary Review

Key Pen Parks attempts to pay employees a competitive rate that reflects the employee’s job position, experience and job performance. Key Pen Parks endeavors to review wages and salaries at intervals and may make adjustments to reflect an employee’s performance or other factors Key Pen Parks considers appropriate. Please refer to appendix A for wage classifications matrix.

13. Benefits

Key Pen Parks offers benefits to its eligible employees, to assist with health care coverage and related expenses. Eligible employees will receive information about these programs and eligibility requirements on a periodic basis. In the event you have questions regarding eligible benefits or need information, please contact the Executive Director or Administrative Assistant.

Healthcare Benefits

Key Pen Parks will pay 100% of eligible employee's premium for medical, dental and vision. Key Pen Parks will pay 80% of employee's dependents premium for medical, dental and vision with employee paying the remainder. If employee has access to an equal or better medical, dental or vision plan employee may opt to use that plan in lieu of any one of Key Pen Park's offered plans. Employee may request Key Pen Parks to pay premium for said less expensive plan.

Retirement Benefits

Retirement eligibility shall comply with State of Washington requirements according to form DRS MS 198 (01/07). Key Pen Parks makes contributions on behalf of all eligible employees to the Social Security System and to the Washington State Department of Retirement in addition to those contributions made by the employee through payroll deductions.

Disability Benefits

All employees are covered by the State Industrial Insurance program (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illness. For qualifying cases, State Industrial Insurance will pay the employee for work days lost for any disability resulting from job-related injuries or illness. All job-related accidents should be reported immediately to the supervisor.

- When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Worker's Compensation. If the employee files a claim, Key Pen Parks will continue to pay by use of the employee's unused sick leave the employee's regular salary pending receipt of Worker's compensation benefits.
- When the employee receives Worker's Compensation benefits, he/she is required to repay to Key Pen Parks the amount covered by Worker's Compensation and previously advanced by Key Pen Parks. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

- Key Pen Parks may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work (in a regular or light-duty capacity) and if he/she will be capable of performing the duties and responsibilities of the position.

Unemployment Compensation

Key Pen Parks' employees may qualify for Washington State Unemployment Compensation after termination from Key Pen Parks employment depending on the reason for termination and if certain qualifications are met. For more information please see Employment Security Department Unemployment Handbook.

<http://www.esd.wa.gov/uibenefits/handbook/index.php>

Grade	A	B	C	D	E	F	G	H	I	J
1	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	\$ 26,095
2	\$ 22,000	\$ 22,660	\$ 23,340	\$ 24,040	\$ 24,761	\$ 25,504	\$ 26,269	\$ 27,057	\$ 27,869	\$ 28,705
3	\$ 24,200	\$ 24,926	\$ 25,674	\$ 26,444	\$ 27,237	\$ 28,054	\$ 28,896	\$ 29,763	\$ 30,656	\$ 31,576
4	\$ 26,620	\$ 27,419	\$ 28,241	\$ 29,088	\$ 29,961	\$ 30,860	\$ 31,786	\$ 32,739	\$ 33,721	\$ 34,733
5	\$ 29,282	\$ 30,160	\$ 31,065	\$ 31,997	\$ 32,957	\$ 33,946	\$ 34,964	\$ 36,013	\$ 37,094	\$ 38,206
6	\$ 32,210	\$ 33,177	\$ 34,172	\$ 35,197	\$ 36,253	\$ 37,340	\$ 38,461	\$ 39,614	\$ 40,803	\$ 42,027
7	\$ 35,431	\$ 36,494	\$ 37,589	\$ 38,717	\$ 39,878	\$ 41,074	\$ 42,307	\$ 43,576	\$ 44,883	\$ 46,230
8	\$ 38,974	\$ 40,144	\$ 41,348	\$ 42,588	\$ 43,866	\$ 45,182	\$ 46,537	\$ 47,934	\$ 49,372	\$ 50,853
9	\$ 42,872	\$ 44,158	\$ 45,483	\$ 46,847	\$ 48,253	\$ 49,700	\$ 51,191	\$ 52,727	\$ 54,309	\$ 55,938
10	\$ 47,159	\$ 48,574	\$ 50,031	\$ 51,532	\$ 53,078	\$ 54,670	\$ 56,310	\$ 58,000	\$ 59,740	\$ 61,532
11	\$ 51,875	\$ 53,431	\$ 55,034	\$ 56,685	\$ 58,386	\$ 60,137	\$ 61,941	\$ 63,800	\$ 65,714	\$ 67,685
12	\$ 57,062	\$ 58,774	\$ 60,537	\$ 62,354	\$ 64,224	\$ 66,151	\$ 68,135	\$ 70,179	\$ 72,285	\$ 74,453
13	\$ 62,769	\$ 64,652	\$ 66,591	\$ 68,589	\$ 70,647	\$ 72,766	\$ 74,949	\$ 77,197	\$ 79,513	\$ 81,899
14	\$ 69,045	\$ 71,117	\$ 73,250	\$ 75,448	\$ 77,711	\$ 80,043	\$ 82,444	\$ 84,917	\$ 87,465	\$ 90,089
15	\$ 75,950	\$ 78,228	\$ 80,575	\$ 82,993	\$ 85,482	\$ 88,047	\$ 90,688	\$ 93,409	\$ 96,211	\$ 99,097
16	\$ 83,545	\$ 86,051	\$ 88,633	\$ 91,292	\$ 94,031	\$ 96,852	\$ 99,757	\$ 102,750	\$ 105,832	\$ 109,007
17	\$ 91,899	\$ 94,656	\$ 97,496	\$ 100,421	\$ 103,434	\$ 106,537	\$ 109,733	\$ 113,025	\$ 116,415	\$ 119,908
18	\$ 101,089	\$ 104,122	\$ 107,246	\$ 110,463	\$ 113,777	\$ 117,190	\$ 120,706	\$ 124,327	\$ 128,057	\$ 131,899
19	\$ 111,198	\$ 114,534	\$ 117,970	\$ 121,509	\$ 125,155	\$ 128,909	\$ 132,777	\$ 136,760	\$ 140,863	\$ 145,089
20	\$ 122,318	\$ 125,988	\$ 129,767	\$ 133,660	\$ 137,670	\$ 141,800	\$ 146,054	\$ 150,436	\$ 154,949	\$ 159,597

Maintenance Lead

Office MGR/Bookkeeper

Marketing Coordinator/Recreation Specialist

Maintenance Supervisor

Executive Director

