

6.0 BENEFITS

Benefits are granted to employees as integral to a full compensation plan. Benefits include all non-wage/non-salary compensation.

6.1 HOLIDAYS OBSERVED

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	1 st Monday of September
Veterans Day	November 11
Thanksgiving Day	4 th Thursday of November
Day After Thanksgiving	4 th Friday of November
Christmas	December 25
Personal Day	Vacation Credit

Unless stipulated in bargaining unit agreements each employee shall be credited eight (8) hours to his or her vacation bank for their Personal Day (pro-rated for part-time). The vacation bank will be credited on January 1st of each year for current employees and on the date of hired for newly hired employees but not available to those employees until completion of their six month probationary period. Employees may receive only one issuance and no more than eight (8) hours per calendar year.

Employees shall have the courthouse-recognized holidays off. Should the recognized holiday fall on the employee's regularly scheduled day off, the employee shall be given the adjacent day off or, with mutual agreement of the Employer, another day within the work week.

An employee who works on a designated holiday (the actual holiday) and does not take an alternate day off during the workweek shall be compensated for all hours worked on such holiday at 1½ times the employee's regular hourly rate, in addition to their regular salary.

For the purpose of this policy, a holiday day is equivalent to 8 (eight) hours of pay, the total number of hours associated with an employee's normally scheduled workday.

Employees who are enrolled into FMLA and/or in a leave without pay status (LWOP) shall receive a proration of holiday pay for the designated holiday. In order to receive the proration of holiday pay, the employee must have hours worked or used their own compensable time within the pay period worked in the month or used their own compensable time. The proration will be based on the number of hours worked or compensable time used submitted in proportion to the

percentage of time normally scheduled to-work hours in a pay period. factored against full time employment.

6.1.1 BY GOVERNOR'S PROCLAMATION

Any day designated as a legal holiday by public proclamation by the Governor of the State.

6.1.1.1 WEEKEND HOLIDAYS

Whenever a holiday falls on a Sunday, the succeeding Monday shall be observed as a paid holiday and whenever a holiday falls on a Saturday, the preceding Friday shall be observed as a paid holiday.

6.1.2 ELIGIBLE EMPLOYEES

- Eligible regular full-time employees shall be paid for observed holidays. If a holiday falls on an eligible employee's day off, the employee shall receive an alternate day off with pay, on the next workday adjacent to the employee's next normal days off.
- Eligible regular part-time employees, regardless of their daily schedule, will receive prorated holiday pay based on their budgeted part time percentage; (i.e. if an employee is budgeted at a .75 FTE (full-time employee), then the employee shall receive .75 holiday pay.) If no budgeted part-time percentage is provided, then the proration shall be applied to an employee's on a proration of based upon the employee's most recent weekly hours worked. Employees with no budgeted part-time percentage shall be reviewed on an annual basis to determine an average percentage for the use of percentage-based holiday pay for the subsequent year. If the holiday falls on a day the employee is scheduled to work, the eligible part time employee shall have the day off and be paid the prorated holiday pay. If the holiday or observed day under 6.1.2 above falls on a day the employee is not scheduled to work, the employee shall only be paid the prorated holiday pay.

6.1.3 HOLIDAY PAY

An eligible employee shall receive pay for his/her regular scheduled hours for each of the holidays listed above which falls on a regularly scheduled workday.

6.1.4 HOLIDAY DURING LEAVE

When an employee is on authorized paid leave and a holiday occurs, that holiday shall not be charged against the leave.

6.1.5 WORK PERFORMED ON HOLIDAYS

If a non-exempt employee, at the direction of his/her supervisor, works on any of the holidays listed above, he/she shall, in addition to his/her pay for the hours worked, be compensated at the rate of one and one-half times for each hour worked.

6.1.6 UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship as defined by law, or the employee is necessary to maintain public safety.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of seven (7) days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor.

6.2 ANNUAL LEAVE

6.2.1 ANNUAL LEAVE ACCRUAL AND ELIGIBILITY

- An employee may not use annual leave until he or she has been employed for six (6) months or at the discretion of the elected/director or their designee. Annual leave may be accumulated to a maximum of 240 hours.
- Regular part-time employees shall accrue annual leave in proportion to the budgeted percentage or, if a budgeted percentage is not available, then based on the time normally scheduled to work factored against full time employment.
- Each department/office shall assume the responsibility for maintaining accurate annual leave records for their employees and. Each department/office shall provide a report to the Auditor's Office as required.
- ~~Employees must use accrued paid time off during any period covered by the Family Medical Leave Act.~~

6.2.2 ACCRUAL RATES

All employees shall accrue annual leave in accordance with the following schedule unless modified by bargaining unit contracts with the Board of County Commissioners. The increased accrual rates start at the beginning of the new year of service (e.g., the 9.00 rate starts at the beginning of the twenty-fifth (25th) - twelfth (12th) month of service, etc.).

MONTHS OF COUNTY SERVICE	ACCRUAL RATE HOURS PER MONTH	ACCRUAL RATE HOURS PER YEAR
0-1211	8.50	102
1312-2423	8.509.00	102108
25-3624-35	9.009.50	108114
37-4836-47	9.5010.00	114120
49-6048-59	10.6611.00	128132
61-7260-71	10.6611.00	128132
73-8472-83	11.0011.50	132138
85-9684-95	11.5012.00	138144
97-10896-107	12.0012.50	144150
109-120108-119	12.6613.00	152156
121-132120-131	12.6613.00	152156
133-144132-143	13.0013.50	156162
145-156144-155	13.50	162
157-168156-167	14.00	168
169-180168-179	14.50	174
181-192180-191	14.5015.00	174180
193-204192-203	15.0015.50	180186
205-216204-215	15.5016.00	186192
217-228216-227	16.0016.50	192198
229+228+	16.3317.00	196204

6.2.3 CONTINUOUS SERVICE

Continuous service determining the accumulation rate for annual leave credit shall be service unbroken by separation from County service, except that time spent by an employee on military leave, Peace Corps duty, leave resulting from a job incurred injury while enrolled maternity leave, federal and state family medical leave, or authorized educational leave, all of which shall be included as continuous service.

MAXIMUM ACCRUAL FOR EXEMPT AND NON-REPRESENTED UNION EMPLOYEES

Leave time shall be limited to a maximum of 240 hours' accumulation. At no time, except under the provisions of 6.2.7, or at the discretion of the elected or director, shall an employee accrue beyond the maximum limit of 240 hours. Annual leave allowed in excess of this limit, if any, under the provisions outlined in 6.2.7 or at the discretion or at the discretion of the elected or director. Extension of hours can be carried until the end of the year, at which time, any accumulated leave, if not taken, will revert to the maximum accrual of 240 hours. If an employee leaves employment before the end of the year and has an accumulated balance which exceeds 240 hours, then the hours shall revert to a maximum accrual of 240 hours.

6.2.4 LEAVE RIGHTS IN CASE OF LAYOFF OR SEPARATION

A non-probationary employee who is laid off, discharged, retired or separated from the service of the County for any reason prior to taking their leave shall be compensated for all earned or unused vacation accumulated to the date of separation. This shall not apply to employees who are laid off, discharged, retired or separated from the service of the County prior to the completion of their six (6) month probationary period.

6.2.5 WORK DURING SCHEDULED LEAVE PERIOD

Non-exempt employees who are called back to work during any scheduled leave period shall be compensated for hours worked at time and one-half the normal hourly rate with a guaranteed two (2) hour minimum.

Non-exempt employees are prohibited from performing work for the benefit of Lewis County while on any type of leave. Employees who are exempt from the provisions of the Fair Labor Standards Act may perform work for the benefit of Lewis County only if permitted to do so by their respective supervisors.

6.2.6 CANCELING LEAVE

If the employee's leave should be canceled or postponed by the Elected/Director due to work necessity, the employee may accrue annual leave beyond the 240-hour limit in an amount equal to no more than two months of the employees annual accrual; provided that such excess over the 240 hour limit shall be used within sixty (60) calendar days from the first available opportunity for its use. Failure to use the excess within the time limit may result in forfeiture, absent a reasonable written request for a waiver of this provision by the employee to the Elected/Director.

The employee may reschedule a canceled leave to a future date, and such schedule shall be given priority by the Elected/Director, provided it does not cause a conflict with other scheduled vacations. Cancellation of leave shall not be done in a capricious or arbitrary manner. Upon request by an employee, the Elected/Director shall provide a written reason for the cancellation.

6.2.7 USE OF ANNUAL LEAVE UPON RETIREMENT

At the discretion of the Employer, an employee who is retiring from the County's service may request to use annual leave to complete the month of service in which retirement occurs.

6.2.8 ANNUAL LEAVE SCHEDULE

Employees shall make a request in writing for annual leave to their supervisor. Conflicts in scheduling shall be resolved by the Elected/Director.

6.2.9 EXTENDED LEAVE

An employee who intends to use extended vacation (a period which exceeds three (3) weeks) is required to make a request for vacation leave in writing to the Elected/Director a minimum of three (3) months in advance of the anticipated departure time for the purposes of proper scheduling and workload distribution.

6.2.10 TRANSFERRING ANNUAL LEAVE (VACATION) TIME

- Any regular full-time or part-time employee with more than one (1) year of completed service in an established and budgeted position may transfer a portion of their accrued annual leave (Vacation) to another regular full-time or part-time employee with more than one (1) year of completed service in an established and budgeted position. This transfer is contingent upon approval by the Employer for both the employee authorizing and the employee receiving the transfer. The transfer is further restricted for the purposes of catastrophic or extended illness that is covered and enrolled into FMLA.
- No employee may transfer annual leave time to another if such transfer would leave the transferring employee less than forty (40) hours of credited annual leave. The receiving employee shall be limited to a maximum receipt of four hundred eighty (480) hours annually from all leave donors.
- The employee transferring the annual leave time shall authorize the transfer in writing. Copies of the written authorization shall be provided to the Employer and the Auditor's Office for payroll purposes. This voluntary transfer of leave time, once authorized, is final, provided that should the receiving employee not use the transferred annual leave due to death, illness recovery, or separation from employment, the transferred leave time shall revert back to the transferring employee. Annual leave time transferred by qualifying employees shall be transferred in quarter-hour (0.25) increments. ~~(.25) regardless of Federal Labor Standards Act (FLSA) status equal to the total number of hours in the workday of the employee transferring the leave time.~~ The hours transferred shall be converted to dollars at the rate of pay for the transferring employee. Once transferred, they shall be reconverted to hours based on the receiving employee's hourly rate of pay. This process shall be reversed in cases of reversion of time.
- The transfer of annual leave time shall only occur if the receiving employee is suffering from a catastrophic illness or extended illness or injury preventing the employee's return to work and the receiving employee has exhausted all of their accumulated annual leave time, sick leave time, compensatory leave time, and other leave with pay to which that employee is entitled.
- Transfer of leave time may also be used for any employee whose spouse or child suffers from a catastrophic or extended illness or injury requiring the employee's presence, provided the receiving employee has exhausted all of their accumulated annual leave time, sick leave time, compensatory leave time, and other leave with pay to which that employee is entitled.
- ~~Transferred annual leave hours must be used within one hundred twenty (120) calendar days following the date of transfer.~~ Any transferred annual leave is excluded from termination annual leave pay-off provisions.
- An employee receiving transferred leave shall receive an accrued percentage of sick or vacation time based on the number of hours worked and/or the amount of compensable

hours used; however, an employee will not accrue sick or vacation time if the entire month is covered by transferred leave.

- The employee shall receive a proration of holiday pay so long as they have worked or used their own compensable hours in the month. Should the employee resign or terminate employment before the recognized holiday, the employee will not be entitled to receive the holiday pay.

6.3 BENEFIT SICK LEAVE (Benefits described are for non-represented Lewis County employees or for those covered under a CBA where not otherwise specified.)

6.3.1 SICK LEAVE GENERALLY

–All employees are eligible to accrue sick leave.

Sick leave is accrued for full time employees at the rate of eight (8) hours per month. Regular part-time employees shall accrue sick leave in proportion to the percentage of time normally schedule to work factored against full time employment. Part time employees shall receive a minimum of the prorated amount or one (1) hour per every 40 hours worked, whichever amount is greater.

6.3.2 SICK LEAVE MAXIMUM ACCRUAL

When an employee has accrued sick leave in excess of one thousand three hundred twenty (1320) hours at the end of the calendar year, the employee's accrued sick leave shall revert to one thousand three hundred twenty (1320) hours as of the first (1st) day of January of each calendar year. Part-time employees shall accrue monthly sick leave in the same manner as set forth above, except that a part-time employee's monthly accrual of sick leave shall be reduced in proportion to the number of hours worked by the part-time employee compared to the number of hours worked by a full-time employee. By way of example only, a part-time employee who works one hundred thirty (130) hours in a given month would accrue six (6) hours sick leave. If an employee is budgeted at a .75 FTE (full-time employee), then the employee shall receive .75 sick accrual.

~~Sick leave may be accrued to a maximum of 1320 hours. See the Washington Paid Sick Leave provision of this policy for accruing leave after the capped amount.~~

6.3.3 SICK LEAVE ELIGIBILITY

Regular full-time and part-time employee may use their sick leave ~~after thirty (30) days the employee has earned leave~~ from date of hire. For casual or temporary employees, please refer to the Washington State Paid Sick Leave provision of this policy.

6.3.4 USE OF SICK LEAVE

An employee who is unable to perform their duties by reason of personal illness or injury,

pregnancy, necessity of medical or dental care (preventative or routine), exposure to contagious disease or illness in the employee's immediate family requiring the attendance of the employee, closure of the employee's place of business or child's school/place of care(?) by order of a public official for any health-related reasons, may use accrued sick leave.; or if the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, may use accrued sick leave. In addition, an employee must use paid time off during any absence covered by the Family Medical Leave Act.

1. Employee's Illness or Injury – Sick leave will only be allowed when an employee completes the appropriate sick leave request form. This is to be completed as soon as the employee returns to work. In instances where an employee exceeds more than three (3) consecutive work days of sick leave for any one illness for self or for illness in the immediate family, the employee may be required by the Elected/Director to produce a letter from a licensed health care provider showing the necessity of absence from work. Immediate family in this context means child (regardless of age) or parent (including biological, adopted, foster, step or legal guardian or to whom the employee stands in loco parentis or de facto parent), spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.
2. The employee shall, as soon as reasonably possible, notify their supervisor if they are ill and cannot work.
- 4.3. For a predictable temporary disability or extended period of using sick leave beyond , the employee shall give the Elected/Director sufficient notice to plan for staffing during the employee's absence and the employee shall provide the Elected/Director with a written statement from the licensed health care provider estimating the date the leave is to begin, the estimated length of the disability leave, and the expected date the employee will be available to return to work. The Elected/Director may request periodic updates from the employee for business planning purposes. The employee shall notify the Elected/Director as soon as the licensed health care provider releases the employee to return to work.

6.3.5 ILLNESS DURING VACATION

Should an employee become ill while on vacation ~~and require medical attention or hospitalization~~, the time ill may be charged to accumulated sick leave. The Director/Elected may require the employee to furnish documentation issued by a licensed physician or practitioner after the third consecutive day of sick leave used.

6.3.6 SICK LEAVE PAY OFF

1. At the time of separation from service for any reason, a non-probationary eligible employee, or, in the case of death, the employee's designated beneficiary or estate, shall receive remuneration at a rate equal to one (1) hour's current monetary compensation of the employee for each two (2) hours of accrued sick leave to a maximum of three hundred sixty (360) hours of pay.

2. Each department shall assume the responsibility for maintaining accurate sick leave records for their employees and shall provide a report to the Auditor's Office as required.

6.3.7 WASHINGTON STATE PAID SICK LEAVE

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1. ~~Effective January 1, 2018,~~ Casual or temporary employees are eligible to receive one (1) hour of paid sick for every forty (40) hours worked. Employees are eligible to use accrued paid sick leave ~~ninety~~ (90) days after starting their employment. There is no cap on the number of paid sick leave hours that may be accrued in a year. At the end of the paid sick leave accrual year, unused paid sick leave balances of ~~forty~~ (40) hours or less will carry over to the following year. Sick leave balances of ~~forty~~ (40) hours or more shall only carry over ~~forty~~ (40) hours. If the employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation. If an employee leaves employment and is rehired within ~~twelve~~ (12) months of separation, any accrued paid sick leave will be reinstated to the employees paid sick leave balance. If the employee is rehired within ~~twelve~~ (12) months of separation, the employee will not be required to wait another ninety (90) days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the ~~ninety~~ (90)-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Lewis County will count towards the ~~ninety~~ (90) days for purposes of determining the eligibility to use paid sick leave.
2. For purposes of the Paid Sick Leave Policy, the accrual year shall be identified as January 01-December 31 each calendar year.
3. Regular full-time and part-time employees who have ~~exceeded a total reached a cap of thirteen hundred and twenty (1320) hours will continue to accrue Washington State Paid Sick Leave. will~~ ~~accrue one (1) hour per forty (40) hours worked. At the end of the accrual year, the employee will roll over a maximum of thirteen hundred and twenty (1320) hours into the subsequent year.~~ Regular full-time or part-time employees who leave employment during the accrual year shall receive compensation as set forth in the "Sick Leave Pay Off" provision of the Lewis County Employee Handbook.

6.3.8 No Retaliation

No employee shall be discriminated or retaliated against for using their sick leave benefit in accordance with the provisions of this Handbook.

6.3.9 Casual to Regular Employment Status Conversion

Employees hired from casual status to regular full or part time status shall carry over their Washington State Paid Sick Leave into their regular full or part time position. After the conversion to regular employment status, the leave shall be eligible to be cashed out in accordance with policy if the employee leave employment with the County.

6.3.10 Regular Employment to Casual Status Conversion

Employees hired from regular or part time status into a casual status shall have all applicable hours restored as outlined in 6.3.8. All Washington State Paid Sick Leave hours in excess of 40 after a year shall not carry over into the subsequent year. Casual employees will receive one (1) hour for every forty (40) hours worked in accordance with this policy and Washington State law.

6.3.11 ABUSE OF SICK LEAVE

Abuse of sick leave may affect the employee's performance review or lead to disciplinary action. Should the Employer determine that the employee is using sick leave in an inappropriate manner, the employer shall so counsel the employee. The initial, verbal counseling session shall not be considered disciplinary. If the employer determines that the employee is abusing leave, subsequent action may be considered disciplinary.

6.4 WORKERS' COMPENSATION (Part 4 of ATTACHMENTS See Risk Management and Safety Policy)

6.4.1 GENERAL PROVISIONS

Lewis County is a self-insured employer covered under Workers' Compensation Laws. All Workers' Compensation benefits are administered in accordance with Washington State Department of Labor and Industry regulations for self-insured employers. Any county employee who suffers an industrial injury or an industrial disease while acting in their course of employment or service and who applies within the legal timeframe is eligible to apply for benefits. Applying for benefits does not guarantee acceptance of claim. **An employee must file a self-insured claim form (SIF) available from the Risk Management Department, and not a State (L&I) claim form provided by the doctor.**

6.4.2 INTERRUPTED SERVICE

Absence from active service for more than three (3) days other than for annual leave while an employee is on Workers' Compensation temporary total disability or "time loss" shall not be deemed a leave of absence but shall be considered interrupted service, except when the Family Medical Leave Act covers such absence. When on time loss employees will be enrolled into FMLA in accordance with the FMLA policy.

INSURANCE

The employee will be offered COBRA insurance, for a period not to exceed six (6) months from the date of interruption of service, the County shall pay the group health insurance premium at the level of contribution set forth by appropriate county resolution, for an employee in Workers' Compensation time loss status with the County. If the employee is no longer receiving wages and has run out of FMLA time and any other time, vacation, sick or comp they were using to supplement their Temporary Disability check, the County will terminate them

from active County Coverage. The employee will be offered COBRA insurance the Employee can submit that invoice for payment by the County if they are within their 6 months from the original claim. Other options may vary depending on the employee's CBA benefits provider.

USE OF ACCRUED BENEFITS – PAYROLL

During a period of interrupted service for occupational injury or occupational illness, the employee may, at his/her option, be paid from accrued benefits the full difference between Workers' Compensation and the amount the employee would have received for regularly scheduled work. This will be accomplished by making a deduction from accrued sick leave or accrued annual leave. The employee's election must be timely made so as to provide notice sufficient for the County to make necessary payroll deductions.

USE OF LEAVE

An employee may use accrued sick leave during the initial three day of time loss since such time is not covered by Workers' Compensation. If the time loss continues for more than 14 days, the employee shall work with the appropriate payroll clerk to get their sick leave account credited if sick leave was available and had been utilized.

LEAVE ACCRUAL

No accrual of annual leave, sick leave, or retirement service credit shall accrue during the period of time that service is unpaid during Workers' Compensation status. Where sick/annual leave is used accruals will be calculated per section 6.2 & 6.3. If the employee works or uses less than 90 hours of their paid time off in a month the employee may receive a portion of service credit for that month.

6.4.7 RETURN TO WORK

Lewis County is committed to providing Temporary Alternative Duty to employees who have been restricted from performing their regular job duties by a licensed health care provider. In such an event, all Elected/Departments will pursue the placement of their injured employees (based on the licensed health care provider's limitations) on temporary alternative duty after suffering any industrial injury/illness.

6.5 RETIREMENT

6.5.1 STATE RETIREMENT

Eligible Lewis County employees are covered under the Washington State Public Employees Retirement System. The County contribution will be paid as mandated by the State Retirement System in accordance with the rates provided on a year-to-year basis. Upon termination from County employment, an employee, if permitted by the retirement system, can withdraw their contribution to the retirement fund if they so desire.

6.5.2 RETIREMENT BENEFITS

Eligible positions will be offered Membership in Public Employees Retirement System, Public Safety Employees Retirement System, and Law Enforcement Officers & Fire Fighters Retirement System.

As of September 1, 1990, an eligible position in PERS is one that normally requires five (5) or more months of creditable service in a year. The definition of service is outlined by PERS. means compensated employment for seventy (70) or more hours per month for Plan I or ninety (90) or more hours per month for Plan II. Membership in PERS and LEOFF is required by all employees at the completion of the probation/qualification period. Employees who are already covered by the retirement system at the time of appointment must commence making retirement contributions immediately.

6.5.3 EMPLOYEE CONTRIBUTION

The employee contribution to retirement and retirement benefits are set by the State Department of Retirement Systems. Retirement benefits also are determined solely by the State Department of Retirement Systems.

6.5.4 COUNTY CONTRIBUTION

The County contribution to retirement is set by the State Department of Retirement Systems.

6.5.5 SOCIAL SECURITY

All County employees are covered by the Federal Social Security Act. Retirement benefits also are determined solely by the State Department of Retirement Systems.

6.6 MEDICAL AND HEALTH INSURANCE

6.6.1 MEMBERSHIP

All regular full-time and part-time employees are eligible for medical and health insurance programs. For non-represented employees, eligibility for coverage is as described in the group benefit plan pamphlet is determined by the PEBB (Public Employers Benefits Board) Program policies. Regular part-time employees are eligible to participate under the following conditions originally set forth in Lewis County Resolution 91-518 and subject to amendment

from time to time at the sole discretion of the County.

All regular part-time employees regularly scheduled to work twenty (20) hours or more per week shall be eligible to receive County paid benefits in proportion to the percentage of time normally scheduled to work factored against full-time employment.

Any regular part-time employee regularly scheduled to work less than twenty (20) hours per week shall not be entitled to County paid health benefits.

Any regular part-time or casual, temporary, or project-paid position which meets the criteria outlined in RCW 41.05 shall receive the option to enroll into health benefits.

6.6.2 MEDICAL COVERAGE PLANS

The County offers various medical coverage plans for employees and their families. The costs associated with each plan will be listed on the yearly resolution providing for medical coverage. Information regarding Medical booklets-plans will may be made available and/or requested from to the as well as further information through the Auditor's Office or Human Resources Department. Availability of plans, plan contents, premiums, and premium division as between the employer and the employee may vary from time to time, at the discretion of the insurers and of the County.

Employees may select the plan of their choice during the open enrollment or a special enrollment period. Different plans may be available to different categories of County employees.

6.6.3 TERMINATION OF COUNTY PAID COVERAGE

An enrolled employee's coverage will terminate at the end of the payment period in which the employee becomes ineligible for benefits per PEBB Program policies. by reason of termination of employment, retirement, expiration of authorized leave of absence, layoff, upon change to part-time status of less than twenty (20) hours per week, or in unpaid status except where continued coverage is required under the FMLA. Dependent coverage terminates at the same time the employee's coverage terminates.

6.6.4 COBRA OPTION

Employees and their families are eligible to continue insurance under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) by self-paying the premiums plus an additional 2% for administrative fees. Details may be obtained from the payroll department. Other options may vary depending on the employee's CBA benefits provider.

6.6.5 COVERAGE CONVERSION

Employees who have exhausted their COBRA option may have the right to convert to individual policies of coverage and should contact the carrier directly.

6.7 LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

6.7.1 GROUP LIFE INSURANCE

A group life insurance policy is provided for each eligible employee.

6.8 DENTAL INSURANCE

6.8.1 MEMBERSHIP

The County currently makes available dental coverage for eligible employees and their dependents and currently pays a contribution toward that coverage as identified in the yearly benefits resolution.

6.8.2 COVERAGE DURING LEAVE OF ABSENCE

The guidelines described in [6.6.4 and 6.6.5](#) are the same for the dental insurance program.

6.9 VISION

6.9.1 MEMBERSHIP

The County currently makes available vision coverage for eligible employees and their dependents and currently pays a contribution toward that coverage as identified in the yearly benefits [resolution-rate sheets](#).

6.9.2 COVERAGE DURING LEAVE OF ABSENCE

The guidelines described in 6.6.4 and 6.6.5 are the same for the vision insurance program.

6.10 MISCELLANEOUS

6.10.1 AUTHORIZED PAYROLL DEDUCTIONS

Lewis County currently provides several options whereby employees can utilize payroll deductions as a mechanism for certain financial transactions. The Board must authorize programs available for payroll deduction with advice from the Payroll department of the Auditor's Office. Examples of available programs include, but are not limited to: [-Credit Union](#) Deferred Compensation -Supplemental Insurance [-Savings Bonds](#) -Fitness Center – United Way.

6.11 LONGEVITY PAY

Employees shall receive longevity pay for each year of continuous service as defined in paragraph 6.2.3 of this Employee Handbook beginning with the eighty-fifth (85th) month with Lewis County as measured from the employee's seniority date. Longevity pay will be paid based on the following table:

After Seven (7) years	\$42.00 per month
After Eight (8) years	\$48.00 per month
After Nine (9) years	\$54.00 per month
After Ten (10) years	\$60.00 per month
Each year after Ten (10) years	An additional \$6.00 per month

For the purposes of longevity pay, the eighty-fifth month begins the first day of the employee's anniversary hire month. If an employee is considered regular part-time, then a prorated rate of pay commensurate to a full-time status shall be calculated based on the budgeted part-time percentage or based on the hours worked in the most recent pay cycle if the budgeted part-time percentage is not provided. Employees shall receive their full complement of longevity pay in accordance with their FTE status for any compensable hours paid in the month. Note: Longevity pay will be used in determining the hourly rate associated with base pay.

6.12 TUITION REIMBURSEMENT

Lewis County is desirous of having employees participate in college courses and training opportunities to enhance their skills and enable them to improve their performance in and retain their current position and advance to other positions. Accordingly, Lewis County may assist full-time, regular employees by offering a tuition reimbursement program for satisfactory completion of courses or training at regionally accredited colleges and universities similar to Centralia College accreditation.

To qualify for tuition reimbursement, the employee must make application to, and receive prior approval from their Elected/Director or his or her designee. Such approval shall be at the sole discretion of the Elected/Director.

An employee requesting tuition reimbursement must submit a written application showing: a) the course(s) curriculum description; b) dates and times of classes; c) duration of the course(s); d) narrative statement of how the course(s) will benefit Lewis County as well as the employee.

If an employee's application is approved, the reimbursement will be for tuition only if and when: a) the course(s) is completed within six (6) months of approval; and b) the course(s) is completed with a "pass" in a pass/fail grading system or a grade of "C" or better. The maximum tuition reimbursement per credit will be the cost of a single credit equivalent to the associate's program at Centralia College. Only actual tuition shall be eligible for reimbursement -or if "tuition" is not charged, the fee for taking the course. All other expenses, such as travel, lab

fees, other expense, and books, shall be borne by the employee. At no time shall the reimbursement exceed the cost of total tuition.

Credit conversion from quarter to semester programs will be prorated.

An employee who receives tuition reimbursement agrees not to resign from their work for Lewis County for twelve (12) months following the completion of the course; if the employee resigns or separates within the twelve (12) months, the reimbursement will be pro-rated and the employee authorizes reimbursement to Lewis County from the last pay check issued. An employee who is unable to remain in Lewis County's employment due to circumstances beyond the employee's control shall not be required to reimburse Lewis County if the twelve (12) month period is not met.

6.13 PERSONAL VEHICLE STIPEND

Purpose

A monthly vehicle stipend allowance is provided to County Officials and executive-level employees. The vehicle allowance is intended to partially reimburse the County Official or executive-level employee for travel as part of official business within Lewis, Thurston, and Cowlitz County. Unless otherwise provided by an employment contract, the monthly vehicle allowance amount shall be set at \$200.00 or \$400.00 per month depending on travel frequency and/or business necessity and shall be reevaluated annually as part of the budget adoption process.

Recipients of the vehicle stipend may also be eligible to receive mileage reimbursement for official business travel beyond the counties listed above. Please refer to Section 8.3 Mileage Reimbursement for a Privately Owned Vehicle (POV) which outlines the guidelines for mileage reimbursement.

Vehicle stipends may be requested on a temporary or ongoing basis. For example, a County official or executive-level employee may request a vehicle stipend during a special event which requires a high volume of travel for a few months of time.

Approvals & Payment

Vehicle allowance will be authorized in accordance with this policy. A justification memo from the requesting office or department shall be provided to the BOCC for budget consideration and approval. A copy of the approved justification and the meeting minutes approving the budget shall be provided to the Auditor's office. The vehicle stipend shall be processed with payroll.

Employee Responsibility

County Officials and executive-level employees who receive a personal vehicle stipend shall be responsible for maintaining vehicle insurance coverage. Employees involved in a collision during a work-related time will be required to report the incident to the Risk Department. Financial

liability may be covered under certain circumstances in accordance of the Memorandum of Liability Coverage through the Washington Counties Risk Pool Self-Insurance Liability Program.

Expense Authority: RCW 36.17.031 and 42.24.090

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