

MANCHESTER WATER DISTRICT
Resolution No. 2023-06

A RESOLUTION REVISING DISTRICT EMPLOYEE MANUAL

WHEREAS, the Board of Commissioners of Manchester Water District (Board) have determined that certain portions of its District Employee Manual need revision in order to comply with current law and/or practice; and

WHEREAS, the Board recognizes the value of employees in service of Manchester Water District endeavors to retain and reward employees for their service; and

WHEREAS, the District Board has reviewed proposed revisions to the current District Employee Manual listed and attached hereto as EXHIBITS A and B, and determined those revisions shall be included in the District's Employee Manual and shall be applicable to all regular employees, in service of Manchester Water District; and


NOW THEREFORE BE IT RESOLVED by the District Board that the District Employee Manual revisions listed in Exhibits A and B attached hereto are hereby adopted.

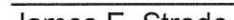
THIS RESOLUTION was duly considered and approved by the Manchester Water District Board of Commissioners in a regularly scheduled open public meeting on December 12, 2023.

1. **Ratification.** Any act consistent with the authority granted pursuant to this Resolution occurring prior to the effective date of this Resolution is hereby ratified and affirmed; and
2. **Severability.** The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances; and

3. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Manchester Water District Board of Commissioners on
December 12, 2023.



Steve Pedersen
Board Chair

James E. Strode
Commissioner

Robert Ballard
Commissioner

EXHIBIT A

Manchester Water District

REVISIONS TO THE EMPLOYEE MANUAL

Purpose

The purpose of these revisions is to update the District Employee Manual to comply with current law and/or practice. Changes in Employee Manual text are italicized for clarity.

9.00 EMPLOYEE SERVICE RECOGNITION PROGRAM

The purpose of this program is to establish procedures for recognizing those District employees, employee teams, and community volunteers who have performed or provided a notable act, achievement, or service for Manchester Water District.

To best serve the community, Manchester Water District fosters an organizational culture of service and partnership between customers and community members, elected officials, and District employees. The Board of Commissioners of Manchester Water District recognizes the importance of this teamwork and the value of individual contributions to providing and improving service to our ratepayers and the community. To that end, the District shall endeavor to reward both excellent service and long-term employee retention through incentives and recognition.

9.01 Employee Years of Service Awards

District employees shall be recognized on or near milestone employment anniversary dates, beginning at five years of service, and incrementally after that for each five-year period. The following are suggested forms of recognition for employee years of service to the District:

- At each five-years of service anniversary, a recognition luncheon or party, including a gift of either a plaque, trophy, or apparel.
- After each ten-years of service anniversary, a recognition luncheon, party, or dinner, including a gift of either a plaque, trophy, or apparel, and a gift card valued at a maximum of \$100 for each decade of service recognized (i.e. after 20-years of service, the employee would receive a maximum gift card amount of \$200)

9.02 Legacy Group Incentives

In addition to service recognition awards, the District has established a Legacy Group Retention Incentives program. All Legacy Group retention incentives are intended to encourage service longevity and recognize the value of institutional knowledge that these employees have earned. All Legacy Group retention incentives are applicable in addition to any Cost-of-Living Allowance (COLA) increases that may be awarded at the beginning of any calendar year.

Each employee that has served the District for five (5) consecutive years shall be eligible for an additional 1-percent hourly wage increase effective on the first day of the month following their 5-year service anniversary date. The 1-percent increase is applicable regardless of grade and step level achieved; and is in addition to any grade and step increase as a result of promotion or

merit. After 10 consecutive years of service, qualified Legacy Group employees will be eligible for a 1.5-percent per annum retention incentive. The 1.5-percent retention incentive is also in addition to any increase to their hourly wage as a result of promotion or merit. Legacy Group incentives are not cumulative. The 1-percent award granted after 5 consecutive years of service shall increase to 1.5-percent after 10 consecutive years of service.

Legacy Group retention incentives shall be awarded for each subsequent year of service as described herein until separation of service from the District, or as otherwise directed by the District's General Manager.

9.03 Recognition Categories and Awards

Recognition for service may take many forms including, but not limited to: Board of Commissioners' presentations, banquets, picnics and gatherings, public acknowledgements in local media, newsletters, and/or the District website.

Awards for service may include, but not limited to: letters of commendation, luncheons, parties, banquets, plaques, trophies, apparel or pins, and gift cards.

At the discretion of management, District service recognition celebrations may be attended by family members of all employees, community volunteers, and elected officials being recognized.

9.04 Volunteer Service Awards

When citizens or citizen groups volunteer their time and/or materials in service to the District, the Board of Commissioners may choose to acknowledge their service in a variety of ways including, but not limited to:

- Letters of Commendation
- Plaques, trophies, apparel, and/or pins
- Public acknowledgement in local media, newsletters, and/or the District website

9.05 Employee Retirement

Retiring employees shall be honored with an employee luncheon, party, or banquet, and may be presented with gifts and acknowledgement commensurate with their years of service to the District.

9.06 Death of Former Employees, Elected Officials, and Volunteers

On behalf of the Board of Commissioners and District staff, management may acknowledge the passing of individuals whose life and service impacted the District and local community in a positive manner. Acknowledgements shall be limited to media recognition, sympathy cards, and/or flowers to surviving family members, or as directed by the Board of Commissioners.

EXHIBIT B

Manchester Water District

REVISIONS TO THE EMPLOYEE MANUAL

Purpose

The purpose of these revisions is to update the District Employee Manual to comply with current law and/or practice. Changes in Employee Manual text are italicized for clarity.

8.12 Other Fringe Benefits

- 1) Deferred Compensation Program – The Washington State Deferred Compensation Program (DCP) is a tax-deferred retirement savings account that gives employees another retirement savings option. *DCP contributions are made via payroll deduction and may be canceled and reinstated at any time. Employee contribution minimum and maximum amounts are set annually by the DCP program administrators. DCP offers employees several investment options to choose from and there are specific terms and conditions regarding individual investments set forth by the DCP. Employees are encouraged to consider their investment strategies carefully.*

In an effort to encourage employees to save for their future, the District will contribute a 100-percent match to an employee's monthly DCP savings contribution, up to a maximum of \$100.00 per month (\$1,200.00 per annum), and for as long as the employee contributes to the program. District contributions may be canceled and reinstated at any time in accordance with the employee's contribution and DCP terms and conditions. At no time shall the District's contribution exceed an individual employee contribution under this savings incentive program. All monies deposited by the District on behalf of the employee are subject to DCP terms and conditions and not governed by the District.

- 1) Voluntary Employees Beneficiary Association (VEBA) – All regular employees are eligible to participate in the VEBA program. VEBA contributions are regulated under IRC 501(c)(9). For information on contributions and rules, employees should contact their supervisor.
- 2) Tuition Reimbursement Program – All regular employees are eligible to participate in the District's tuition reimbursement plan. Under this plan, an employee may receive full or partial payment of any outside training costs when approved by the Board of Commissioners upon recommendation of their Supervisor. Hobby courses are not covered.

Employees shall not be compensated for time spent at training sessions outside their regular work hours unless attendance at the training session is mandatory and/or employee was required to perform productive work during the training program.

