

## RESOLUTION NO. B-1465

A RESOLUTION of the Board of Commissioners of the Lakewood Water District, Pierce County, Washington, amending Resolution No. B-1454, as it pertains to employee attendance beyond the employee's normal shift.

WHEREAS the District wishes to revise its policy with respect to employee attendance beyond the employee's normal shift as such is currently set forth in Resolution No. B-1454, NOW, THEREFORE:

BE IT RESOLVED THAT:

Section 1: Subsection g) of Resolution No. B-1454 is hereby amended in its entirety to read as follows:

Due to the nature of our business, you may be asked to work beyond your normal shift on some days, and possibly on some weekends, especially in case of an emergency. For safety purposes, it is the District's general standard that an employee not work more than 16 consecutive hours or more than 20 hours in a consecutive 24-hour period without taking a rest period of at least eight (8) hours in such 24-hour period. However, employees may be required to work in excess of this standard if an urgent or emergency situation arises and it would be impractical to stop work or to delay/postpone finishing a project.

If an employee is sent home by the District because of work performed beyond their normal shift, and if this causes the employee not to work hours the employee normally would be scheduled to work the following day, the District shall pay the employee the employee's regular compensation for those hours of the employee's normal schedule not worked by the employee at the directive of the District. In such case, the employee shall be paid for only those hours which the employee was directed not to work by the District. If the rest period required by the District expires before the end of the employee's normal shift, the employee shall have the option of (i) returning to work for the remainder of the shift; (ii) taking paid vacation leave for the remaining hours of the shift; or (iii) taking the remaining hours of the shift as unpaid leave; provided, that the District reserves the right to deny the employee's request to use leave if it determines that operational needs or demands require the employee's attendance at work. The hours compensated pursuant to this policy will not be considered "time worked" for the purpose of any applicable overtime calculation.

By way of illustration purposes only, if an employee is called into work at 8:00 p.m. and works eight hours of overtime (ending at 4:00 a.m.) and is thereafter directed by the District not to return to work until at least 12:00 p.m., the District would pay

the employee, at the employee's regular hourly rate, for the "missed" four hours of the employee's normal work schedule (commencing at 8:00 a.m.). If the employee does not wish to return to work at 12:00 p.m., and subject to the District's approval, the employee may take 4 hours of vacation leave or may take unpaid leave for the remainder of the shift.

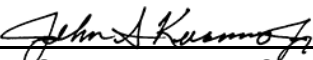
Section 2: Staff is directed to amend the "Attendance Beyond Normal Shift" policy set forth in the Lakewood Water District Employee Handbook in accordance with this Resolution and to distribute the amended policy to all existing District employees.


Section 3: Except as specifically amended herein, Resolution No. B-1454 remains unaltered and in full force and effect.

Section 4: This Resolution shall take effect and be in full force from and after its passage.

ADOPTED by the Board of Commissioners of Lakewood Water District, Pierce County, Washington at the regular public meeting thereof held the 19th day of November 2020.

LAKWOOD WATER DISTRICT

By:   
John S. Korsmo, Jr., Commissioner and President

By:   
Gregory J. Rediske, Commissioner and Vice-President

By:   
Gary J. Barton, Commissioner and Secretary