

**MIDWAY SEWER DISTRICT
RESOLUTION NO. 2022-01**

RESOLUTION AMENDING EMPLOYEE HANDBOOK

Background: The Midway Sewer District Employee Handbook establishes the basic terms and conditions of employment for Employees employed at the District.

The Washington State Legislature has recognized Juneteenth as an official state holiday. The Board of Commissioners have determined that Juneteenth should also be a recognized holiday for District employees.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following Revisions to the Midway Sewer District Employee Handbook:

Section 303 is hereby amended as follows:

Effective Date: 06-01-94

Revision Date: 12-10-03, 1-12-22

Sec. 303 HOLIDAYS

The District will endeavor to grant holiday time off to all regular full-time employees, regular part-time, and exempt employees on the recognized holidays listed below.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)
- Employee Day (see below)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. The exception to this rule only occurs on Employee Day, which will be observed on the closest day in it's week that is not already a holiday (please see chart on the next page for a graphic depiction of when this holiday is to occur).

Employee Day shall mean the day immediately preceding Christmas Day, EXCEPT when Christmas Day occurs on a Thursday, in which case Employee Day is the day after Christmas.

If an eligible employee works on an actual (recognized) holiday, he or she will receive double pay for the actual hours worked plus equivalent time off, not to exceed 8 hours, within seven days of the holiday.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Paid time off for holidays will be counted as hours worked for the purposes of determining overtime.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Midway Sewer District on January 12, 2022 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner