

KITTITAS COUNTY
Human Resource Department

STAFF REPORT

DATE: 01/16/18

ACTION REQUESTED: **REQUEST TO APPROVE A RESOLUTION UPDATING THE KITTITAS COUNTY PERSONNEL POLICIES (SICK LEAVE)**

BACKGROUND: The Human Resource Department has worked with DPA Christopher Horner and Judy Pless, Budget & Finance Manager, to recommend amendment of the following Personnel Policies:

ITEM #	POLICY TITLE	ACTION
7-4	Sick Leave (previously Sick Leave Benefits)	Revision – update policy to reflect requirements of Initiative 1433

Initiative 1433 introduced the requirement for employers to provide paid sick leave to most compensated employees. Kittitas County has historically provided paid sick leave to employees who work at least twenty (20) hours per week, prorated to hours worked. However, Kittitas County also has compensated employees who work less than twenty (20) hours per week who do not currently receive benefits, including paid sick leave. Policy 7.4 Sick Leave has been amended to include the changes required by Initiative 1433, as well as some general updates to reflect best practices.

INTERACTION: Lisa Young, HR Director/Risk Manager
Christopher Horner, DPA
Judy Pless, Budget and Finance Manager
Board of County Commissioners

RECOMMENDATION: The Human Resource Department recommends that the Board of County Commissioners adopt the amendments as presented.

HANDLING: Return 1 copy to HR

ATTACHMENTS: Resolution
Amended Policy

LEAD STAFF: Lisa Young, HR Director/Risk Manager