

RESOLUTION NO. 1976-77 - 5

A resolution establishing an equitable and uniform procedure for dealing with vacation, sick leave, holidays and medical insurance personnel matters.

Section I. Definitions:

- (a) "Employees" whenever used in this resolution shall mean any fulltime employee or officer of the Port of Hood River, whether paid on an hourly wage or a monthly salary basis. Provided, however, that officers or employees, who are paid an hourly wage, must be scheduled to work a normal forty (40) hour week, to be considered a fulltime employee.
- (b) Wherever the word "year" is used in this resolution, it shall be interpreted as calendar year, unless otherwise stated.

Section II. Vacation:

- (a) After six (6) months of continuous employment, an employee shall be entitled to one week (5 working days) of vacation with pay. Employees shall thereafter be entitled to accrue two weeks (10 working days) of vacation with pay per year. Vacation must be taken in year accrued.
- (b) After five (5) years of continuous employment, an employee shall be entitled to accrue three weeks (15 working days) of vacation with pay per year.
- (c) In all cases, vacations shall be scheduled with the approval of employee's immediate supervisor so as to best serve the interests of the Port of Hood River or the office involved.
- (d) Any termination of an employee within the initial six (6) months of employment shall cancel and nullify the terminating employee's right to any vacation with pay based on the partial year's employment.
- (e) In the event of employee termination other than during the initial six (6) months of employment, it shall be Port policy to compensate the employee for unused accrued vacation effective upon the date of termination.
- (f) Vacation pay is computed on the basis of the hour and straight time rates that would have prevailed if the employee were working.

Section III. Sick Leave:

- (a) All employees of the Port of Hood River, after having been continuously employed for three (3) months, shall thereafter be entitled to one (1) day of sick leave for each month worked.
- (b) Earned sick leave shall be computed on a continuous basis and may be accumulated to a maximum of thirty (30) days. In the event of an extended illness of an employee of not less than three (3) years continuous employment, such employee, who has used the total of his accumulated thirty (30) day sick leave, may extend the same by use of his vacation time, not exceeding the allowable amount.
- (c) Sick leave with pay is intended to be utilized when an employee is unable to perform his duties by reason of illness or injury beyond his control, and for dental or medical care of the employee if such care is necessary and appointments cannot be obtained except during working hours.

- (d) It is the intention and purpose of this resolution to provide compensation by use of sick leave and workmen's compensation to the employee in an amount not exceeding the usual wages of the employee. In the event of an illness or injury sustained by the employee for which no workmen's compensation is payable, then and in such case, the amount of the sick leave payable shall be the full amount of the employee's compensation during the permitted sick leave time which the employee would have received if he had been fully employed by the Port of Hood River during said time.
- (e) Sick leave may be utilized when there is a serious illness or death of a member of the employee's immediate family. The immediate family shall be the employee's spouse, offspring, mother, father, brothers and sisters. Sick leave requested as a result of illness or death of other relatives may be allowed by prior approval of the Manager of the Port of Hood River or Port Commissioners.

Section IV. Holidays:

- (a) The Port of Hood River recognizes eight (8) holidays. Employees are paid for holidays at their regular pay rate.
- (b) The following are considered holidays:
 - New Year's Day
 - Washington's Birthday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Friday following Thanksgiving
 - Christmas Day
- (c) If one of the above listed holidays occurs on Saturday, the preceding Friday shall be considered the regular holiday. When one of the recognized holidays falls on Sunday, the following Monday shall be considered the regular holiday.
- (d) Holidays which occur during vacation or sick leave shall not be charged against such leave.

Section V. Medical Insurance:

- (a) The Port shall make available to all employees and their dependents a group insurance program providing medical insurance.
- (b) The premium for the employee will be fully paid by the Port. The premiums for dependents will remain the employee's responsibility and may be paid by monthly deductions from his or her pay check.