

AGENDA

Bainbridge Island Metropolitan Park & Recreation District Regular Board Meeting 6:00 pm Thursday – January 6, 2022

Zoom Virtual Meeting

<https://zoom.us/>

1 253 215 8782

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/86027971444?pwd=dGxvS1BGaDBpdUd6N09DVIF5L1YzZz09>

Webinar ID: 860 2797 1444

Passcode: 693772

Participant ID: 503677

10. CALL TO ORDER

- 10.1 Roll Call
- 10.2 Adjustments to the Agenda
- 10.3 Conflict of Interest Disclosure
- 10.4 Mission Statement

20. PUBLIC COMMENTS (Oral Communications from Audience)

- 20.1 Public comments on topics not itemized elsewhere on the agenda. Please sign-in on the chat to speak and state your full name at the beginning of your comment.
Action: Information only.
- 20.2 Public comments on agenda topics. Please sign-in on the chat to speak and state your full name at the beginning of your comment.
Action: Information only.

30. BOARD CONSENT

- 30.1 Minutes: Regular Board Meeting of December 16, 2021
- 30.2 Financial: Approval of vouchers and payroll.

40. UNFINISHED BUSINESS – none

50. GENERAL BUSINESS

- 50.1 Oath of Office Bugas (5 min)
Action: Administer Oath of Office to Commissioner Goodlin.
- 50.2 Park Board Officers Janow (10 min)
Action: Motion to approve 2022 Park Board Officers.
- 50.3 Park Board Committees and Liaisons Janow (10 min)
Action: Motion to approve 2022 Park Board Committee Members and Liaisons.
- 50.4 Emergency Exception to Sick Leave Policy Swenson (10 min)
Action: Possible motion to approve exception.

60. DIRECTOR'S REPORT

- 60.1 Director's Report
- 60.2 Upcoming Meetings/Work Sessions/Events

01/20/22 Regular Board Meeting 6 pm

02/03/22	Regular Board Meeting	6 pm
02/17/22	Regular Board Meeting	6 pm
03/03/22	Regular Board Meeting	6 pm
03/17/22	Regular Board Meeting	6 pm

70. BOARD MEMBER ITEMS

- 70.1 Remarks from Board Members
- 70.2 Board Member Committee Reports

80. WRITTEN COMMUNICATIONS

90. ADJOURNMENT

100. ADJOURN TO EXECUTIVE SESSION IF NEEDED

110. EXECUTIVE SESSION

120. RECONVENE TO REGULAR SESSION

130. ADJOURNMENT

Board Committees

2021 Board Representatives

Governance	Janow/Kinney
Capital Facilities Program	DeWitt/Kinney
Budget & Finance	Janow
Personnel	DeWitt/Janow
Ad Hoc Cmtte: Forest Management	Janow/Swolgaard
Ad Hoc Cmtte: Sakai Site Planning	Kinney/DeWitt
	DeWitt/Swolgaard

Board Liaisons

Park District Committees:	
Parkland Advisory Committee	Swolgaard/Janow
Trails Advisory Committee	Swolgaard
Dog Advisory Committee	Kinney
Community/Public Agencies:	
Bainbridge Island Parks Foundation	DeWitt
Intergovernmental Work Group (IGWG)	Janow/Kinney
Bainbridge Island School District	Kinney

Mission Statement

The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
REGULAR BOARD MEETING DECEMBER 16, 2021
ZOOM VIRTUAL MEETING**

CALL TO ORDER: A quorum being present, the meeting was called to order at 6:00 pm by Chair Janow.

BOARD MEMBERS PRESENT: Ken DeWitt, Asaph Glosser, Dawn Janow, Jay Kinney, Tom Swolgaard.

ADJUSTMENTS TO AGENDA: Remove Executive Session for personnel and move item 120 to item 50.8.

MISSION STATEMENT: Commissioner Janow read the Park District’s mission statement: The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District’s parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Patty Lyman lives on Bainbridge Island, is a retired physician’s assistant, and is very active with Bainbridge Prepares. She asked the board to require patrons to be vaccinated at the Aquatic Center and other facilities where people take their masks off. She said the new COVID-19 variant is going to be on Bainbridge Island soon and those who are over 65 would like to have a safe place to go swimming. In addition, she hopes the board will consider asking the lifeguards and folks working at the Aquatic Center to ask patrons to wear masks except when they are in the water. She went swimming yesterday and saw several people walking onto the pool deck not wearing a mask. Commissioner DeWitt said that the board will be looking at a vaccination policy for patrons after the first of the year.

BOARD CONSENT

APPROVAL OF MINUTES:

Upon making the following revisions to the minutes of the December 2, 2021 regular board meeting, Chair Janow stated the minutes stand approved as corrected: On page three, line two, change “with” to “without.” Page three, third paragraph, line nine, change “form” to “from.”

APPROVAL OF PAYMENTS: MSC: DeWitt/Swolgaard: I have reviewed the following vouchers, warrants and electronic payments and move that they be approved for payment.

Batch Date	Fund Number & Name	Warrant Numbers	Total Batch Amt	Pre-Approved
11/30/21	001 General Fund	22105-22111	4,772.61	11/30/21
12/07/21	001 General Fund 300 Capital Improvement Fund	22112-22156	266,679.95	12/07/21
12/16/21	001 General Fund	Pre-approval	178,794.00	

GENERAL BUSINESS

OATH OF OFFICE: Accounting Coordinator Terry Bugas, who is also the Park District’s Notary, administered the oath of office to Commissioner DeWitt and then Commissioner Kinney for their terms beginning in 2022. Commissioner Kinney and Commissioner DeWitt were sworn in at this meeting so that the Park District will have a quorum of board members as of January 1, as there were three positions on the ballot in the November election.

PND PRESENTATION REGARDING SAIL FLOATS: Senior Planner Perry Barrett introduced Colin Kuester with PND Engineers. Colin Kuester presented the two concepts being worked on to address the replacement of the current sail float in Eagle Harbor. The sail float is used by Park District programs as well as Bainbridge High School’s sailing team. The existing sail

float is free floating on an anchor chain, is only accessible by a boat used to ferry participants back and forth, has space for only 10-12 sail boats while there is current demand for 16 boats, and is falling apart. New sail float alternatives are either option one, which is a larger free floating sail float in Eagle Harbor or option two, which is an extension off the City of Bainbridge Island's dock in Waterfront Park. The current sail float has low freeboards for access, storage areas, covered meeting space, and is in Eagle Harbor close to the City dock; the new sail float will need to meet these requirements as well. New requirements include additional boat storage capacity, grated decking to prevent unnatural shading for fish, boat dollies to protect the boats from the grated decking, rubber to protect the boats from the perimeter of the sail float, and safer fuel storage. There will be enough room on the new sail float for future needs for up to 22 sail boats. Both sail float alternatives would be the same size which would be 64% bigger than the current sail float. Option one would be secured to the seabed with a helical anchor, require a Department of Natural Resources lease, and would have the possibility for a solar panel. Option two would require additional square footage for the approach float connected to the City dock, four pipe pile anchors, a security gate, and would allow for the possibility of water and electrical connections from the City dock. The various agencies and stakeholders involved include the City, DNR, Washington State Ferries, United States Army Corps of Engineers, Suquamish Tribe, and the Washington Department of Fish and Wildlife. The City has expressed a preference for option two because with option one the sail float would be sitting in front of the mouth of a salmon stream and be a visual obstruction from Waterfront Park. Mitigation costs are estimated to be about \$76,800 for option one and about \$130,800 for option two. The entire process could take as long as 12-18 months to complete. The total cost for option one would be about 1 million dollars, while for option two the total cost would be about 1.5 million dollars.

Commissioner Swolgaard asked if the mitigation required for the project could be done on Park District shoreline property. Colin Kuester said that can be explored but noted that the mitigation work would need to be planned with the sail float in mind. Commissioner Janow asked if getting a DNR lease could be problematic. Colin Kuester said there are some restrictions regarding adjacent landowners however both options are outside the radius from which the City and WSF would have input and the DNR has been forthcoming with leases especially to public agencies for public recreation amenities. Commissioner Janow asked if one option is better for the environment. Colin Kuester said the required mitigation is an attempt to quantify the environmental impact, and option two has more than twice the mitigation required for option one. Commissioner Janow noted that number does not consider the impact of the boat used to ferry people back and forth to the free-floating sail float. Commissioner Glosser asked if there is variation in the recurring costs for the two options. Colin Kuester said he is not sure what the exact cost would be for the DNR lease in option one. For option two the City's requirements are unknown. However, attachment to the City dock would take away from the moorage space which the City rents out so there would probably have to be a way to compensate the City for that loss. There is the possibility to offer the City moorage space on the new length of dock which would be built to connect the sail float to the City dock. Commissioner Glosser said he understands that the sail float size being considered has a little room for growth and asked what the cost increases would be if it were to be slightly larger. Colin Kuester said that it would be an incremental increase based on the cost per square foot. Commissioner Glosser asked to what extent sailing staff has been consulted on their needs. Colin Kuester said he met with sailing staff on the current sail float to discuss needs from a programming perspective. Commissioner Glosser asked why the City prefers option two, which costs half a million dollars more than option one. Colin Kuester said the City planning department has expressed a preference for option two from a permitting perspective due to the reduced visual impact and the fact that it is not in front of the mouth of a salmon stream. Perry Barrett said City staff were surprised to learn about the difference in the cost estimates. Park Services Division Director Dan Hamlin pointed out that at this point the City has not granted permission to attach to their dock. Commissioner DeWitt said the environmental impact of having the sail float at the head of a salmon stream versus having it attached to the City dock should be considered. He asked about the long-term labor cost to motor participants to and from

the sail float on a boat in option one. In option two, having water utilities on the sail float would allow the sail boats to be washed off with fresh water after use which would reduce long-term maintenance costs. In option one having solar power would be nice but would not power very much and would have very high maintenance costs due to being over salt water. Colin Kuester said both options are within the same radius bracket regarding distance from the mouth of the salmon stream. A cost/benefit analysis could be done on ferrying participants back and forth to the sail float and having the ability to wash salt water off the boats. Having solar power over salt water would require high maintenance costs and would not be able to run major power operations such as heaters. Commissioner Kinney said being part of the City dock would add a lot of utility. If that could be quantified over several years, it would make it easier to justify spending the extra half a million dollars. It would not surprise him if the City would appreciate having more dock space if such an agreement was reached and the length of the dock connecting to the sail float could even be extended. Colin Kuester said he thinks that is a possibility and would be a great amenity for the City.

Perry Barrett said next steps are to consider the two options and any additional ideas and for the board to decide on an option by February. Commissioner Swolgaard and Commissioner DeWitt said they prefer option two. Commissioner Kinney said the utility that would be gained in option two by having the float attached to the dock would be worth the cost. Commissioner Glosser said starting the conversation with all the departments at the City that will be involved is important as well as having a clear sense of the security risks involved with option two being attached to the City dock. Commissioner Janow said she is leaning towards option two. Perry Barrett said it is conceivable that the Park District could win a sizeable amount of grant money from the Recreation and Conservation Office for either option.

FORT WARD COMMUNITY HALL UPDATE: Park Services Division Director Dan Hamlin said the lease agreement for the Fort Ward Community Hall between the Park District and the Fort Ward Sewer District that was signed in July was included in the board packet. He invited Sarah Lee, a Commissioner with FWSD, to speak. Sarah Lee thanked the Park District for their work to transform the building which was built as a bakery in 1910. FWSD will be making a formal invitation for the Park District board to meet with their board, and they look forward to talking about a grand opening. Dan Hamlin said programming in the building is set to begin February 1, 2022. The agreement between the two agencies is for the Park District to have a 99-year lease of the building. The building will remain property of FWSD and they will have priority to use it for their monthly board meetings, as an office, and to hold events for the Fort Ward community at no charge. There are still some parking lot pavement issues to be worked out with the contractor and staff will take care of some minor touch ups to the interior and clean up the outside. Commissioner DeWitt asked if there is exclusive use or priority of the parking area for users of the Fort Ward Community Hall with the design school opening in the old barracks building next door. Dan Hamlin said there is a parking agreement with the design school and if their parking impacts Fort Ward Community Hall parking the design school must build phase two of the parking lot, which would continue down the right-of-way. Sarah Lee said this project shows that two government agencies can work together in the best interest of all the people they serve and that is affirming. Executive Director Terry Lande said it is easy for government agencies to work together when they are working with people like Sarah Lee.

MEETING ADJOURNED to a five-minute recess at 7:26 pm with announced time to reconvene at 7:31 pm. **MEETING RECONVENED** at 7:32 pm

RESOLUTION 2021-16: 2021 CAPITAL IMPROVEMENT FUND AMENDED BUDGET: Park Services Division Director Dan Hamlin reviewed the 2021 amended Capital Improvement Fund budget and asked if there were any questions. Commissioner DeWitt said someone tried to take the bridge on the Boundy trail two weeks ago. Dan Hamlin gave kudos to the Bainbridge Island Parks Foundation and said every year they raise more money than the last for Park District projects, and that they are a great partner. **MSC: DeWitt/Swolgaard: Move to approve Resolution 2021-16 adopting the amended Capital**

Improvement Fund budget for the fiscal year 2021. Commissioner Swolgaard said he appreciates all the good work staff has done on the Capital Improvement Fund projects in 2021.

HYBRID IN-PERSON/VIRTUAL BOARD MEETINGS: Recreation Division Director Mark Benishek said he is in possession of all the equipment and software licensing that is needed for hybrid in-person and virtual board meetings. To allow for time for training, testing, and marketing of the change, he proposed that at the earliest the board move to hybrid board meetings January 20. Commissioner Janow asked for clarification on the capacity limit for the large exercise room at Bainbridge Island Recreation Center where the board meetings will be held. Mark Benishek said the capacity limit for that room is 50 people and if a larger crowd is expected the meeting can be moved to the gymnasium at BIRC. Commissioner Janow noted that it is unknown what the future will bring in terms of increased COVID-19 regulations. Mark Benishek said staff is closely monitoring the status of COVID-19 guidelines.

IMPLEMENTATION UPDATE REGARDING COVID-19 FOR EMPLOYEE/VOLUNTEER/CONTRACTED INSTRUCTOR: Executive Director Terry Lande said at the last board meeting the board voted to put in place a policy where employees and volunteers must either be vaccinated or be tested weekly for COVID-19. If an employee or volunteer has an exemption they do not have to pay for the cost of testing. If they do not have an exemption they are required to pay for testing. The next step is putting together lists of employees and volunteers that have been vaccinated and cross referencing it with those who have an exemption to figure out who is opting for weekly testing at their own expense. Staff is on target to complete what the board directed staff to do. Some volunteer activities are being postponed until staff gets a hold on how to deal with these types of events. One of the toughest challenges for implementing the policy will be checking vaccination and testing status at volunteer work parties where staff does not know who will be showing up ahead of time. Commissioner DeWitt said he thinks the policy is well written. Commissioner Janow said that staff has risen to the occasion with grace and flexibility. She is surprised at the public comment this evening that referenced patrons at the Aquatic Center not wearing masks and she would like some attention to that. Terry Lande said wearing a mask is required at the Aquatic Center unless a patron is in the water. Staff is working hard to stay on top of the situation. Commissioner Glosser said he thinks it is important to support mask requirements and noted that it is an ongoing strain on staff to police patrons. Commissioner DeWitt said the Aquatic Center is enforcing social distancing. Only six people are allowed in the hot tub and staff is enforcing this rule which is not always the easiest thing to do. Terry Lande said he appreciates the acknowledgement that policing patrons is a very difficult task.

RESOLUTION 2021-17: HONORING COMMISSIONER GLOSSER: Commissioner Janow said that Commissioner Glosser has been a blessing to have on the board for this six-month position. He jumped in with both feet, was thoughtful and considerate, and made an impact which has been felt throughout the agency. Executive Services Manager Helen Stone read Resolution 2021-17 aloud. **MSC: DeWitt/Swolgaard: Move to approve Resolution 2021-17 honoring Commissioner Glosser for his service. Commissioner Glosser abstained.** Commissioner Janow said that she hopes Commissioner Glosser stays on the Trails Advisory Committee as a citizen and that he will consider running for a commissioner position in the future should one become available. Commissioner Swolgaard said he whole heartedly agrees with what Commissioner Janow said and that it has been great working with Commissioner Glosser and getting to know him. Commissioner Kinney said he thinks he can speak for everyone when he says that everyone has really enjoyed Commissioner Glosser's contributions as what he has to offer is valuable. Commissioner Glosser said it has been a pleasure working with the staff and the board.

EXECUTIVE DIRECTOR'S 2022 COMPENSATION: Commissioner Janow shared that Executive Director Terry Lande will be awarded a 4% salary increase due to excellent performance and valuable contributions to the Park District, this is consistent with the cost-of-living adjustment granted to all employees in 2022. Terry Lande will also be granted an additional 40 hours of administrative leave in 2022. **MSC: Kinney/Swolgaard: Move that the board adopt the compensation package for the**

Executive Director consistent with the memo of December 16, 2021. Commissioner Janow said all the commissioners can attest to Terry Lande's wonderful leadership of the agency.

DIRECTOR'S REPORT

Park Services Division: Park Services Division Director Dan Hamlin said that he has been working on billing with the Bainbridge Island Parks Foundation. A lot of staff is off during the next couple of weeks to use vacation and compensatory time before they lose it at the end of the year. The biggest focus for the remaining staff during that time will be keeping parks open and safe. Kitsap Public Utility District did award their well drilling contract for their easement in Gazzam Lake Nature Preserve but they will not be mobilizing until sometime in March. Senior Planner Perry Barrett said the balance on the one-million-dollar Recreation and Conservation Office grant for Sakai Park has been paid in full and the grant commitment has been fulfilled. The transfer of the property addition for the Ted Olson Nature Preserve has been finalized.

Recreation Division: Recreation Division Director Mark Benishek said the winter/spring recreation catalog is now available electronically, hard copies should be hitting mailboxes this weekend, and registration will begin January 5. This is the last weekend for the Holiday at Fay event. Bainbridge Island Swim Club's 13-14-year-old girls age group swimmers had a championship meet and they swept the entire event. Three lifeguards are being quarantined for COVID-19 and one lifeguard has a broken toe. Therefore, schedule adjustments have had to be made at the Aquatic Center and staffing levels will be reevaluated on Monday. Active Adult Program Manager Sue Barrington was recently quoted by the Association of Washington Cities magazine which highlighted the Washington Recreation & Parks Association grant and highlighted some Park District departments and how they used the funds received through that grant. Sue Barrington was selected to speak at the national conference for the American Society of Aging. Recreation Superintendent Bryan Garoutte said that the last session of gymnastics for 2021 will finish this Saturday. Last weekend the girls' gymnastics teams competed for the first time since March of 2020 and the boys' gymnastics team will compete this weekend. Outdoor Program Manager Nick Prevo oversaw Holiday at Fay this past weekend as Community Outreach Coordinator Emily Swift is out on maternity leave. Snowshoe rentals through the gear bank are starting to pick up. Ski bus will begin on January 8. A new pickleball drop-in schedule for 2022 is available for the Bainbridge Island Recreation Center. There are now over 1,224 BIRC members. Tennis Program Specialist Jim Hord has resigned. There will be a tennis tournament at BIRC starting December 26. New group exercise classes have been added at BIRC which will be starting in January.

Executive Director Terry Lande said Administrative Division Director Amy Swenson is not here tonight, but she has been busy working on the 2021 amended Capital Improvement Fund budget and the employee COVID-19 vaccination and testing procedure. Board packets are now being posted online the Friday before the board meeting. Glen Nakata, who was heavily involved in the Rotary Auction, passed away last week. He was a wonderful human, an iconic individual, and a member of an iconic island family.

UPCOMING MEETINGS & EVENTS:

The January 20 regular board meeting could potentially be moving to the hybrid in-person and virtual format.

BOARD MEMBER ITEMS:

- Commissioner Glosser said that he is extremely appreciative to the current board for appointing him, welcoming him to the position, and the depth of knowledge and collegiality. Similarly, Park District staff has been very welcoming. The position of commissioner has underscored to him how much skill and passion it takes to make the Park District run. He did not have an appreciation for that before.
- Commissioner Glosser brought up the topic of engaging the Park District's user base including families with children. With his departure and Commissioner Janow's daughter's impending graduation none of the board

members will have younger children. He recommends implementing a recreation committee with key stakeholders to capture all voices. As a parent with children, he experiences Park District programs on a regular basis, and he encourages board members to find creative ways to do this. Structured feedback opportunities such as surveys and focus groups are ideas to create easy ways to get feedback to fine tune offerings to the needs of the community and make sure folks feel heard. Community investment is important for the Park District's finances in terms of the voters.

- Commissioner Glosser said that he appreciates the approach to and collegiality of board meetings. He learns a lot and thinks there is strong communication and that it sets a nice precedent for what local government can be and gives a nice window into decision making. He appreciates the move to the full agenda packet being posted online in terms of transparency and well-informed engagement on the part of the public. He also appreciates the increased focus on potential conflicts of interest.
- Commissioner Glosser said he would encourage the Park District to think more purposefully about diversity, equity, and inclusion. Accessible trails and programming for people with disabilities are important as well as regularly evaluating fee structures to make programming accessible for folks with limited financial means.
- Commissioner Glosser said that he appreciates the passage of the COVID-19 vaccination/testing policy for employees and volunteers, however he does not think it goes far enough to protect the safety of staff and patrons. There seems to be some logical inconsistencies with requiring new employees to be vaccinated for COVID-19 and not current ones. Patrons are also asking about this, and he does not think it is unreasonable for patrons to want to know the vaccination status of people they are exposing themselves to when engaging in programs. He acknowledged the amount of work that has gone into implementing this policy in a short amount of time.
- Commissioner Glosser said he encourages the board to pass a policy for COVID-19 vaccination requirements for individuals using Park District facilities. He does not think this puts the Park District outside of the mainstream and said that it is clearly aligned with prevailing public health evidence and community preferences.
- Commissioner Glosser said he has deep affection for Park District parks and programs which is why he applied for this position in the first place. A lot of this is a function of the vision of Park District leaders and the excellence of staff. The Park District is one of the many things that make this a great place to live. He appreciates his time on the board and he is proud to live in a community that places priorities on the types of things that the Park District offers. He is thankful for the committed staff and leaders that make the Park District run.
- Commissioner Swolgaard said he attended the Trails Advisory Committee meeting last week.
- Commissioner Kinney said the commissioners have appreciated having Commissioner Glosser on the board because he brings a lot to the table and gets everyone to think about things. He thanked Commissioner Glosser for his comments tonight on things the Park District can do better.
- Commissioner Kinney thanked the commissioners, Executive Director Terry Lande, and staff as this was a challenging year and a lot has been accomplished. He thinks everyone can be proud of the work they have done. He hopes next year is a lot easier and wished everyone Happy Holidays and a Happy New Year.
- Commissioner DeWitt thanked Commissioner Glosser for sitting on the board, as he has added a lot of good perspective.
- Commissioner DeWitt thanked staff for their work this year and said there were many unanticipated hurdles.
- Commissioner DeWitt gave kudos to the recently retired Head Coach of the Bainbridge Island Swim Club, Carolyn Ackerley, and current Head Coach Kyle Harris, for the performance of swimmers at the recent meet. He congratulated them and the BISC swim team.

- Commissioner Janow encouraged everyone to head out to Fay Bainbridge Park for Holiday at Fay.
- Commissioner Janow said Happy Holidays and Happy New Year. It is her pleasure and honor to work with fellow commissioners and staff who astound her with their care and dedication.

MEETING ADJOURNED at 8:40 pm.

Helen M. Stone
Terry M. Lande
BAINBRIDGE ISLAND METROPOLITAN
PARK & RECREATION DISTRICT

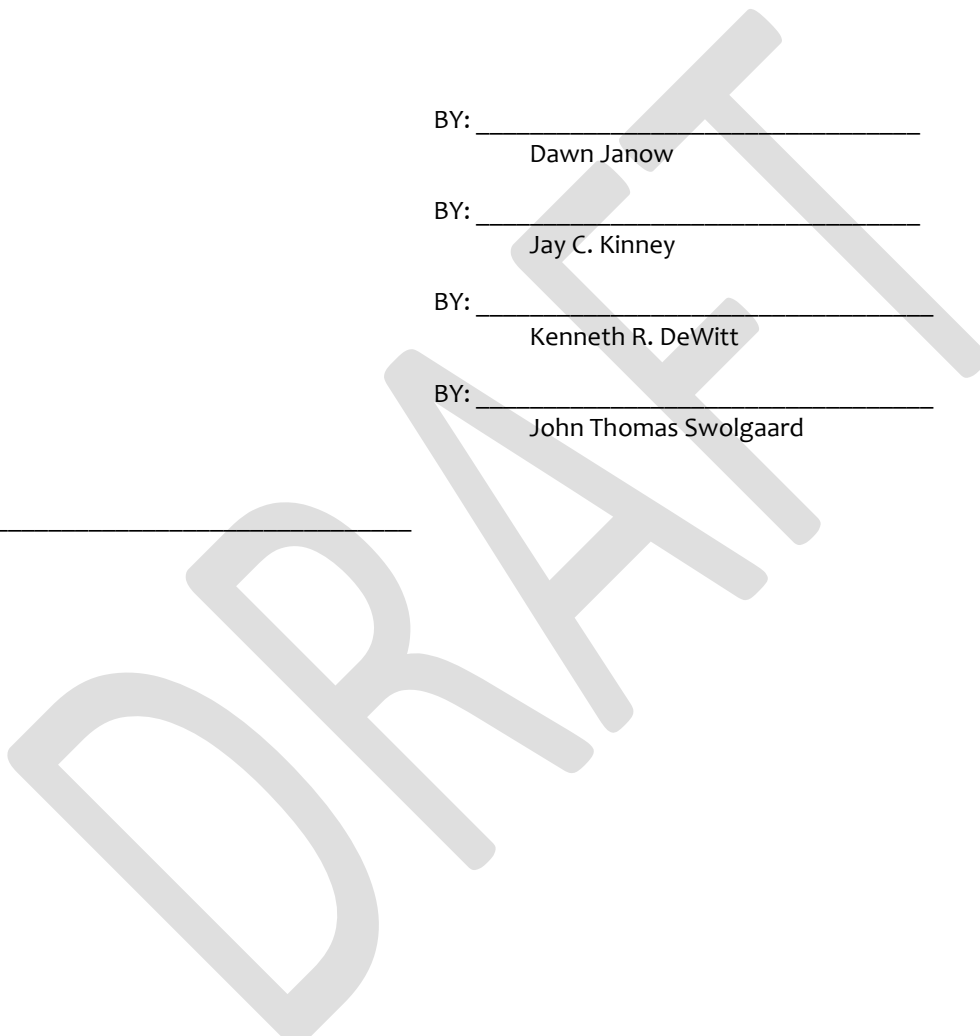
BY: _____
Dawn Janow

BY: _____
Jay C. Kinney

BY: _____
Kenneth R. DeWitt

BY: _____
John Thomas Swolgaard

ATTEST: _____



COVID-19 Employee Sick Leave Exception Policy

Adopted: January 6, 2022

Purpose: This policy is intended to protect District employees and patrons from COVID-19 exposure from employees that have COVID-19 or may have been exposed to COVID-19. This policy will also ensure that employees with limited sick leave are protected from financial loss.

Effective until 12/31/2022

Applies to full-time and regular part-time employees of the District.

The District requires employees to report a positive COVID-19 test and any potential exposure. Any employee that does not report may be subject to termination.

If an employee is diagnosed with or has been exposed to COVID-19 they should notify their supervisor immediately. If the District directs the employee NOT to report to work, the following options are available. *If the supervisor or Departmental Division Director is unavailable, please contact the Administrative Division Director.*

1. If the employee has less than 40 hours of accrued sick leave, the Executive Director may authorize up to two weeks of additional leave.
 - a. Employees with over 40 hours of sick leave should use their accrued sick leave until they go below 40 hours.
 - b. The amount of leave granted will be on a case-by-case basis but is limited to a maximum of two weeks per incident.
 - c. The amount of leave will be a maximum of 80 hours if fulltime and 60 hours if regular part-time for a two-week period
2. The Executive Director has the discretion to reject a request made by staff for additional leave.
3. Request will be made in writing to the Administrative Division Director (emails are okay).
4. Proof of a diagnosis or exposure may be requested and if so, must be provided.
5. This policy is retroactive to 12/16/2021.
6. If working from home is an option, the employee must do that and track the time they work.
 - a. If an employee is experiencing symptoms, they will not be required to work from home.
7. Employees will be paid at their normal rate of pay. If the employee has more than one rate of pay, the lowest rate will be used to calculate the leave pay.