

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT, KITSAP COUNTY, WASHINGTON, ADOPTING AN UPDATE TO THE PERSONNEL POLICIES FOR THE DISTRICT'S POLICY MANUAL**

**WHEREAS**, the Bainbridge Island Metropolitan Park & Recreation District has in place a District Policy Manual that includes board, operational and personnel policies that the Board of Commissioners adopts by resolution when new policies are needed or current policies require revision; and

**WHEREAS**, this Resolution 2024-01 pertains to the District's personnel policies adopted by Resolution 2011-01 on January 20, 2011; and

**WHEREAS**, an update is needed to employee compensation in section 4004 of the personnel policy manual authorizing holiday pay; and

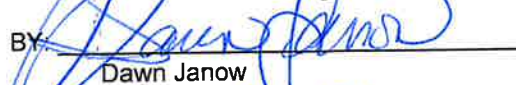
**WHEREAS**, the above update to the District's personnel policies has been prepared by staff, reviewed by the leadership team, and is now ready for adoption by the Board of Commissioners and inclusion in the District's Policy Manual,

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, that the above personnel policy update, a copy of which is attached hereto as Exhibit "A", be adopted and included in the Park District's Policy Manual.

**PASSED** by the Board of Commissioners of the Bainbridge Island Metropolitan Park & Recreation District, Kitsap County, Washington, at a regular meeting thereof held this 18th day of January, 2024, the undersigned commissioners being present.

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

BY:   
John Thomas Swolgaard

BY:   
Dawn Janow

BY:   
Kenneth R. DeWitt

BY:   
Jay C. Kinney

ATTEST:   
Tom Goodlin

### Section 4004

#### f. Holidays

Nonexempt employees will be paid double their hourly pay rate for time worked on a holiday, when required or requested to work. If an employee is already paid for the holiday as part of their benefit package, they will receive double their hourly pay rate but not triple the rate. In addition, there is no additional paid time off to compensate for working a holiday.

See section 4009 for a list of holidays that the District recognizes. Holidays that are not listed in section 4009 are not subject to extra pay.

Exempt employees do not receive additional pay or time off. Administrative leave is awarded to Exempt employees to compensate for overtime or holiday work.