

We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

October 4, 2024

10:30 A.M.

**Personnel Committee Meeting
Park Central Board Room
Rolling Meadows, IL**

Agenda

I. Staff Updates – Pages 3-4

A. Organizational Chart

1. Vacant Positions
 - a. Three Recreation Specialists
 - b. Two Inclusion Coordinators
 - c. Two Collaboration Coordinators
 - d. Support Services Coordinator
 - e. Graphics Communications Coordinator
2. Changed or New Positions
 - a. Accounting Clerk – Now a Full-Time position started on September 17, 2024

II. Proposed Salary Ranges – Pages 5-18

- A. 2024 Comprehensive Market Benchmarking Report – HR Source
 - i. NWSRA Proposed Full-Time 2025 Salary Ranges
- B. NWSRA Proposed Part-Time Staff 2025 Salary Ranges
 - i. FY2024 Salary Ranges
 - ii. FY2025 Proposed Salary Ranges
- C. Proposed 2025 Merit Increase/Pool
 1. Merit Increase/Pool Survey Results for FT and PT

III. Proposed Health Insurance – Pages 19-23

- A. Health Benefits Survey Results
- B. Proposed NWSRA Health Plan Options for 2025
 1. \$2,000 Deductible RX and HMO RX (EE 15.5%, EE+Child 17.5%, EE+Spouse 18.5%, EE+Children 20.5%, Family 20.5%)

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IV. Policy Changes/Updates – Pages 24-33

- A. Paid Leave for All Workers
- B. Vacation Policy
- C. Gift Policy
- D. Mileage Policy
- E. Travel Expense Policy

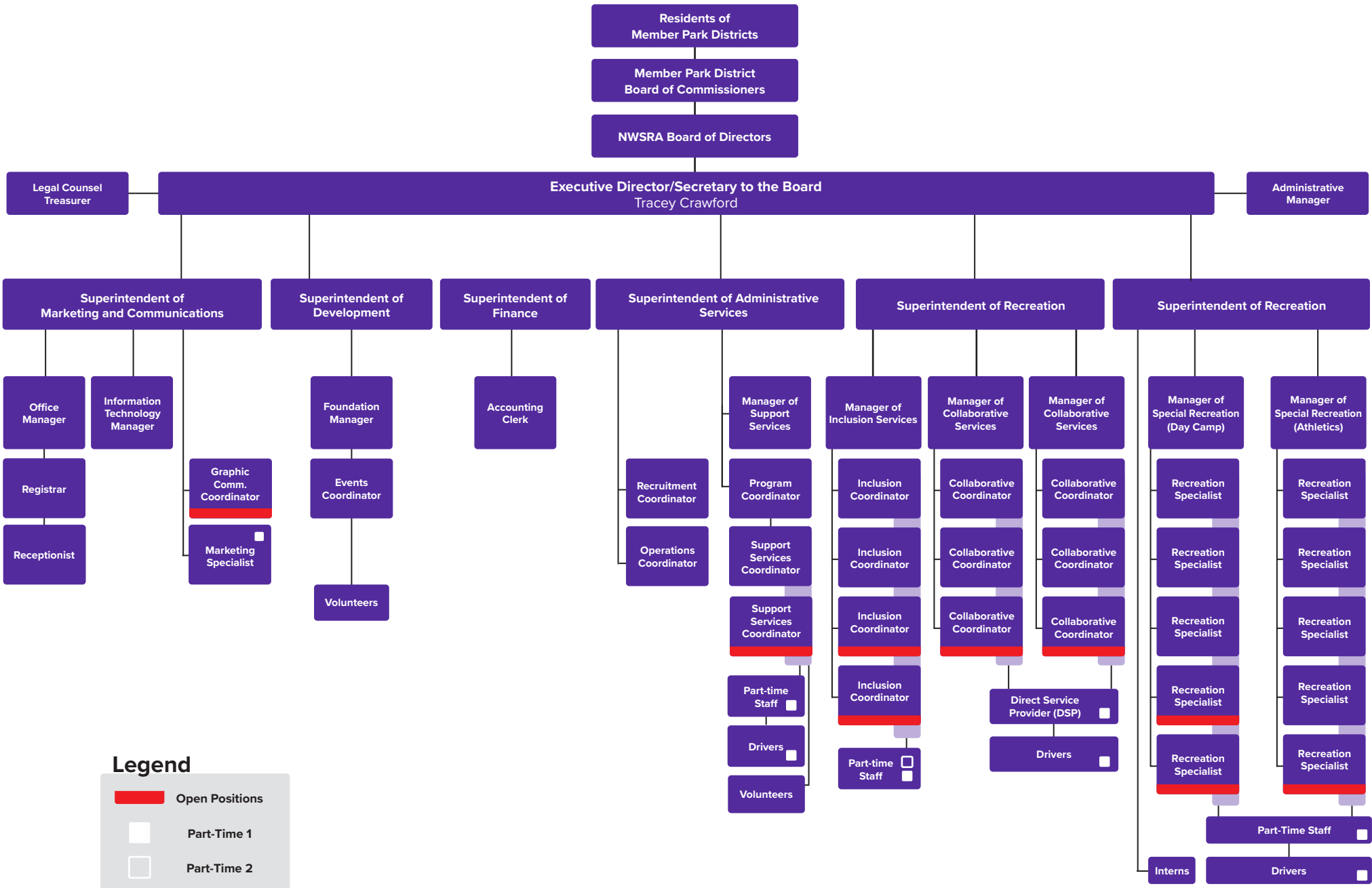
V. Closed Session

- A. Personnel – 5ILCS 120/2 (c)(1)

I. Staff Updates

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Northwest Special Recreation Association Organizational Chart 2024



Legend

- Open Positions
- Part-Time 1
- Part-Time 2

II. Proposed Salary Ranges

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PROPOSAL:

NORTHWEST SPECIAL RECREATION ASSOCIATION

Market Benchmarking Analysis & Structure Development Project

October 6, 2023

SUBMITTED BY:

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation/Survey Analyst

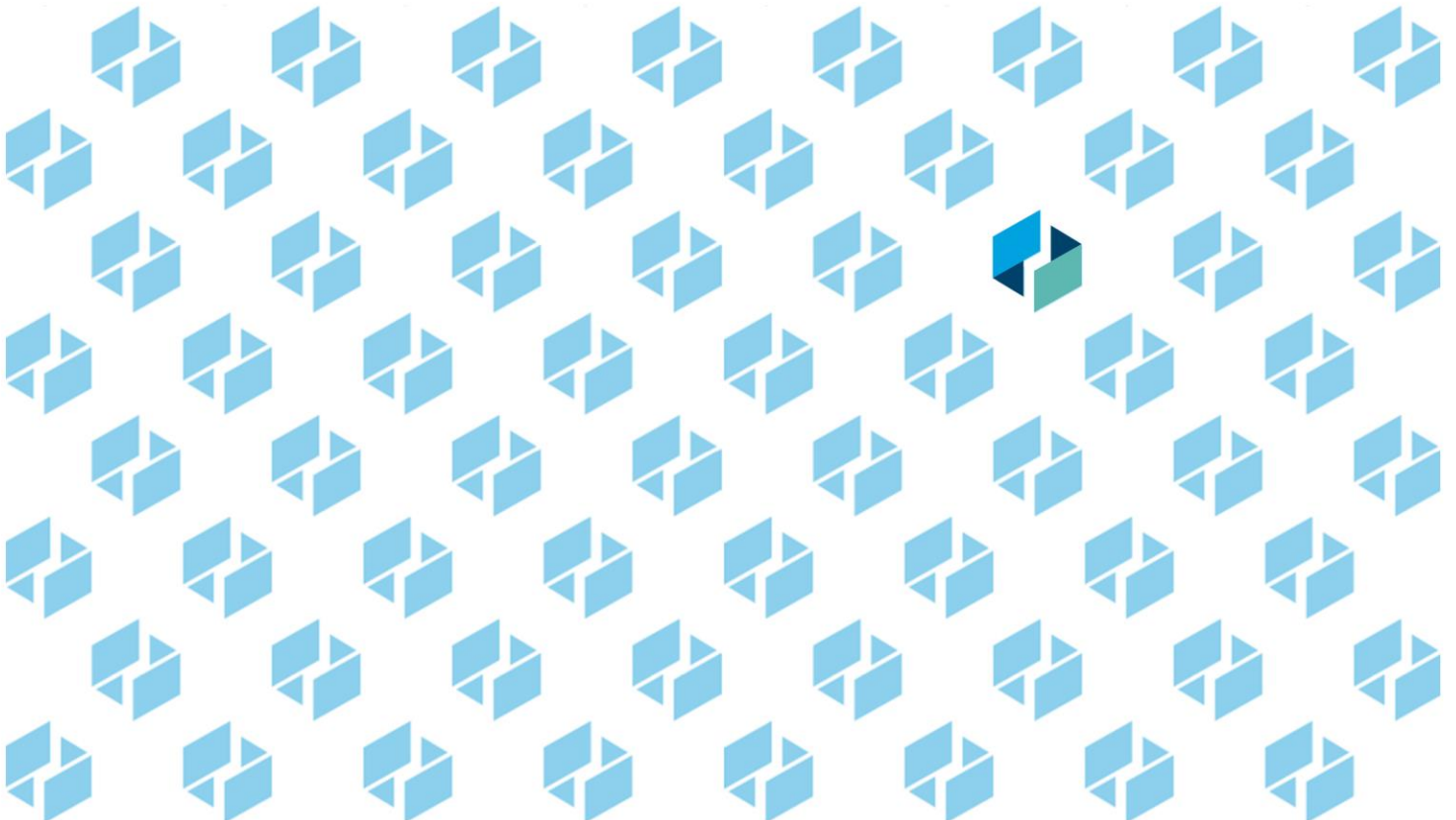


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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of over 1,300 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting, and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Unique Capabilities

HR Source has been conducting compensation, benefits, and human resource policy surveys since the early 1930's. The compensation analysts of HR Source use an analytical approach that utilizes this market data to create solutions that are focused on business strategy and regulatory compliance.

Organizations turn to HR Source for compensation and benchmarking services for many reasons including:

- HR Source is staffed with WorldatWork certified compensation experts who perform all work in-house.
- Our staff provides members/clients objective service free from internal pressures and influences.
- HR Source has a robust survey library and performs all work using valid, reliable data sources.
- Our analysis of current pay practices, with recommendations to help organizations achieve planned objectives, is delivered with all projects.
- HR Source is an ongoing resource for members to contact regarding compensation administration issues.

Our Approach

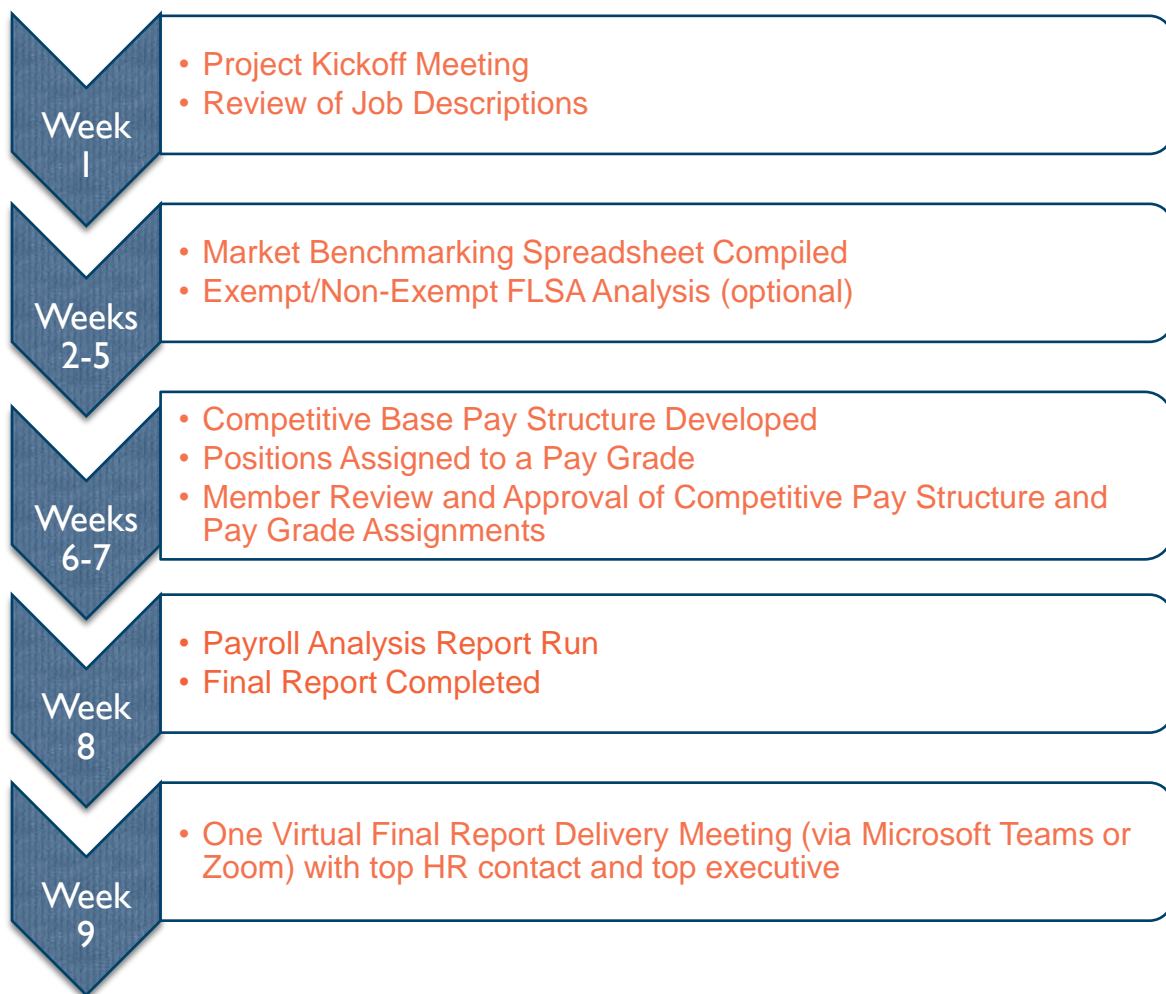
HR Source offers comprehensive market benchmarking services which include a review of the employer's compensation strategy, an analysis of the market using published salary surveys, and an analysis of current pay practices.

Milestone project steps are detailed below.

- Current job descriptions will be provided by the member/client which indicate essential job functions (including supervisory responsibilities, if applicable), and knowledge, skill, and ability requirements.
- The member/client and analyst will discuss the organization's compensation philosophy, survey sources, and comparable market to be used when finding appropriate position benchmarks.
- The analyst will calculate one competitive base pay structure based on an analysis of the marketplace as obtained from available surveys.
- The analyst will conduct an analysis of the organization's current pay levels and costs associated with implementing the proposed structure.
- If requested, the analyst will review the exemption status of each position under the Illinois Minimum Wage Law and the federal Fair Labor Standards Act.

Timeline*

Below is a proposed timetable. Should the Northwest Special Recreation Association agree to move forward with this project, a mutually agreeable timetable may be developed after the signed Letter of Agreement is received by HR Source.



*There will likely be several weeks and/or months before the project can begin depending on the number of projects already scheduled and availability of desired surveys. If you wish to move forward, we recommend returning a fully executed service agreement as soon as possible to secure a place in our work queue.

Investment

The scope of the project represents all time and activities involved in the market benchmarking study.

28 positions (Member Rate) \$8,400.00

To be eligible for member rates, an organization must be a member during the entire course of the project.

Project costs are based on the approximate number of jobs in the study as provided. After the project has begun, changes to the methodology or organizational demographics may result in additional fees. Once the competitive pay structure and pay grade assignments have been approved by the member/client, HR source will finalize all project documents. Any requests for changes once the project documents have been finalized will be subject to an hourly rate of \$200/hour. The costs and conditions set forth are valid for a period of ninety (90) days.

This estimate does not include the cost of obtaining industry specific survey data for sources other than those currently available to HR Source. Should a charge for survey data be applicable, HR Source will contact Northwest Special Recreation Association for written authorization prior to proceeding.

Project Team

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP

Director, Compensation Services

Kathryn O'Connor, PHR, SHRM-CP, CCP, GRP consults with clients on job evaluation systems, compensation system design, and on using survey data to benchmark compensation practices. Clients have included health and recreation agencies, libraries, non-profit and for-profit organizations. Kathryn also provides compensation, human resource, and supervisory/management training services for member organizations as a consultant and via the HR Hotline.

Kathryn O'Connor has worked in human resources over 15 years. Ms. O'Connor holds a Bachelor of Arts in Economics from Northwestern University. She is a Professional in Human Resources (PHR) as designated through the Human Resource Certification Institute (HRCI) and a certified professional through the Society of Human Resources Management. Additionally, she holds a Certified Compensation Professional (CCP) and Global Remuneration Professional (GRP) certificate through WorldatWork.

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP

Senior Compensation/Survey Analyst

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP consults with clients on job evaluation systems, compensation system design and on using survey data to benchmark compensation practices. Client industries have included health and recreation centers, libraries, manufacturing, professional services in both non-profit and for-profit organizations. Joy Lynn also provides assistance to member organizations in human resources via the HR Hotline and administers and analyzes employee and customer satisfaction/ engagement surveys.

Joy Lynn has worked in human resources over 15 years and holds a Bachelor of Arts from California State University, Long Beach. She is a Senior Professional in Human Resources (SPHR) as designated through the Human Resource Certification Institute (HRCI), and a senior certified professional through the Society of Human Resources Management (SHRM-SCP). Additionally, she holds a Certified Compensation Professional (CCP) certificate through WorldatWork.

Letter of Agreement

October 6, 2023


HR Source agrees to offer the proposed compensation services for:

Member / Client Organization: Northwest Special Recreation Association
Contact Name: Darleen Negrillo, MHRM, PHR, CPRP
Address: 3000 W Central Rd, Ste 205
Rolling Meadows, IL 60008
Telephone: (847) 392-2848

Services to be offered: Per the proposal dated October 6, 2023, Market Benchmarking and Structure Development for 28 positions.

In exchange for these services, the above organization agrees to pay \$8,400.00. Additional positions will be priced at \$300.00 each. Prices may fluctuate if the project deviates from the project overview and scope as outlined above and are contingent with active membership with HR Source.

It is hereby understood and agreed that the parties to this agreement have the authority to enter into this agreement on behalf of their organizations and that the organizations will be bound by the explanation of procedures and fees described in this agreement.



HR Source Authorization

10/6/2023
Date

Northwest Special Recreation Association
Authorization

Date

Please Print Name

Full-Time Salary Ranges 2025

HR Source Recommendations

As of 9/04/2024

New Pay Grade	Position Title	FLSA	HR Source Recommendations						
			Minimum	13% 1-3 years	25% 3-5 Years	37% 5-7 Years	Midpoint 7-10 Years	75% 15 years	Maximum 20 Years
11	Receptionist	N-E	16.73	17.78	18.82	19.87	20.91	23.00	25.09
12	Registrar	N-E	18.79	19.97	21.14	22.32	23.49	25.84	28.19
12	Recreation Specialist	E	39,085.00	41,477.75	43,870.50	46,263.25	48,656.00	53,641.50	58,627.00
12	Recreation Specialist - Day Camp	E	39,085.00	41,477.75	43,870.50	46,263.25	48,656.00	53,641.50	58,627.00
12	Program Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	Graphic and Communications Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	Events Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	Collaborative Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	Inclusion Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
13	Support Services Coordinator	E	43,902.00	46,645.75	49,389.50	52,133.25	54,877.00	60,365.00	65,853.00
14	Operations Coordinator	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Recruitment Coordinator	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Office Manager	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Manager of Special Recreation	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Manager of Support Services	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Manager of Inclusion Services	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
14	Manager of Collaboratives	E	47,393.69	50,355.93	53,318.17	56,280.41	59,242.64	65,167.12	71,091.59
15	Foundation Manager	E	55,391.00	58,852.75	62,314.50	65,776.25	69,238.00	76,162.00	83,086.00
15	Administrative Manager	N-E	55,391.00	58,852.75	62,314.50	65,776.25	69,238.00	76,162.00	83,086.00
16	Information Technology Manager	E	62,218.00	62,218.00	62,218.00	69,995.00	77,772.00	85,549.00	93,326.00
18	Superintendent of Finance	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
18	Superintendent of Marketing & Communication	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
18	Superintendent of Development	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
18	Superintendent of Recreation	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00
18	Superintendent of Administrative Services	E	78,500.00	83,406.00	88,312.00	93,218.00	98,124.00	107,936.50	117,749.00

Part-Time Pay Ranges 2024

Position Title	Min 0 yrs	1-3 yrs	4-5 yrs	Mid 6-7 yrs	8-9 yrs	10-11 yrs	Max 12+Yrs
Program Assistant/ Inclusion Aide / Camp Counselor	\$15.00	\$17.00	\$19.00	\$21.00	\$23.06	\$25.12	\$25.20
Inclusion Leader - PT II	\$22.50	\$24.70	\$26.90	\$31.50	\$36.40	\$41.30	\$37.80
Assistant Site Coordinator	\$18.15	\$20.57	\$22.99	\$25.41	\$27.11	\$28.81	\$30.49
Site Coordinator/Intern	\$19.25	\$21.40	\$23.55	\$26.95	\$28.75	\$30.55	\$32.34
Driver	\$20.50	\$22.65	\$24.80	\$28.70	\$30.50	\$32.30	\$34.44
Program Leader	\$22.50	\$24.65	\$26.80	\$31.50	\$33.30	\$35.10	\$37.80
Rovers/Behavior Specialist	\$24.00	\$27.20	\$30.40	\$33.60	\$35.84	\$38.08	\$40.32
Life Guards-Referee	\$24.00						
Specialty Instructors	\$27.50						
PURSUIT/STAR DSP	\$20.00						
PURSUIT/STAR Leads	\$20.75						

as of 12/11/2023

Part-Time Pay Ranges 2025

Position Title	Min 0 yrs	1-3 yrs	4-5 yrs	Mid 6-7 yrs	8-9 yrs	10-11 yrs	Max 12+Yrs
Program Assistant/ Inclusion Aide / Camp Counselor	\$15.00	\$17.00	\$19.00	\$21.00	\$23.06	\$25.12	\$25.20
Inclusion Leader - PT II	\$22.50	\$24.70	\$26.90	\$31.50	\$36.40	\$41.30	\$37.80
Driver	\$20.50	\$22.65	\$24.80	\$28.70	\$30.50	\$32.30	\$34.44
Assistant Site Coordinator	\$19.25	\$21.40	\$23.55	\$26.95	\$28.75	\$30.55	\$32.34
Program Leader/Site Coordinator/Intern	\$22.50	\$24.65	\$26.80	\$31.50	\$33.30	\$35.10	\$37.80
Rovers/Behavior Specialist	\$22.00	\$24.15	\$26.30	\$31.00	\$32.80	\$34.60	\$37.30
Life Guards-Referee	\$24.00						
Specialty Instructors	\$27.50						
PURSUIT/STAR DSP	\$20.00						
PURSUIT/STAR Leads	\$20.75						

Date: October 4, 2024
 To: Ben Curcio, NWSRA Personnel Committee Chairman
 From: Tracey Crawford, Executive Director
 Re: Proposed FY2025 Merit Increase/Pool

Merit Increase

The 2024 NWSRA Member District Merit Increase Survey used for FY2025, was sent to all 17 park districts and SRAs. The results received were compiled and are attached. To calculate FY2025, the following considerations were used:

- Current employees' salaries (which include adjustments made FY2024) to combat compression made by FLSA increases in July FY2024.
- Anniversary dates were used to calculate the potential of a 3% merit increase for each employee with a budget impact of \$33,274.39
- A hiring schedule was created for FY2025 to represent when staff anticipate hiring those seven open positions will be filled
- Salaries were used based on when the positions would be filled throughout FY2025

Based on the results of the merit surveys, an analysis of the NWSRA 2024 projected year-end numbers, the seven remaining full-time openings, and the considerations outlined above, a 3% merit pool was used when calculating the FY2025 proposed salary total resulting in a budget impact of \$33,274.39.

Motion

Staff recommends that the Personnel Committee accept a 3% merit pool as presented in the FY2025 with a total budget impact of \$33,274.39 to be brought to the NWSRA Board for approval.

Salary Pool

FY 2024 Projected Year End (PYE) is \$2,246,032.89. The PYE number includes hiring a Graphics Coordinator and a Collaborative Coordinator by the end of October beginning of November. The Proposed FY2025 Salaries of \$2,689,667.21, which includes the seven remaining open positions scheduled to be hired throughout the FY2025 fiscal year and includes a proposed potential 3% merit increase for existing FY2024 full-time employees based on their anniversary date.

The FY2025 salary pool will be used to support any exceptional performances in the form of a bonus, or increased hiring wage for the seven open full-time positions that may be necessary during negotiations. The board and staff recognize the need to recruit, retain, and recognize top employees at NWSRA. Therefore, a 2.0% salary pool is recommended with a total budget impact of \$165,458.97.

Proposed FY 2025	Proposed salary pool increase %	Increase of salary pool	Total Proposed New salary pool for FY 2025	Budgeted FY2024 Salaries	Proposed FY 2025 – Budgeted FY2024
\$2,689,667.21	3.0%	\$80,690.02	\$2,770,357.23	\$2,578,001.58	\$192,355.65
\$2,689,667.21	2.75%	\$73,965.85	\$2,763,633.06	\$2,578,001.58	\$185,661.48
\$2,689,667.21	2.5%	\$67,241.68	\$2,756,908.89	\$2,578,001.58	\$178,907.32
\$2,689,667.21	2.0%	\$53,793.34	\$2,743,460.55	\$2,578,001.58	\$165,458.97

Motion

Staff recommends that the Personnel Committee accept a 2% salary pool as presented for FY2025 to be brought to the NWSRA Board for approval.

III. Proposed Health Insurance

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Date: October 4, 2024

To: Ben Curcio, NWSRA Personnel Committee Chairman

From: Tracey Crawford, Executive Director

Re: Health Proposed Health Insurance

On Wednesday, September 25, staff attended the PDRMA Health Program Council meeting. During this meeting, the general membership approved that as of FY2026, health contributions will be calculated on a debit/credit calculations basis. This means that:

- all agencies that have averaged over 100% of their contribution rate during the previous 5 years will now be reviewed by the Board of Directors
- The Board will be reviewing the following criteria:
 - If the agency's premium will remain the same or be increased based on the amount of loss-to-contribution ratio
 - If a member's average 5-year loss-to-contribution ratio is 200 percent or greater and three of the five years in the review period have a loss-to-contribution ratio of 200 percent or greater, then the Board of Directors will review the circumstances to determine appropriate action.
 - Appropriate action may include a Debit over 20%, expulsion from the Health Program, or other action determined at the Board's discretion.

NWSRA has experienced the following loss-to-contribution ratio during the previous five years:

Year	Loss-to-Contribution Ratio
2019	196%
2020	442%
2021	121%
2022	420%
2023	689%
Average	347%

As you can see, NWSRA is over the 200%. In April 2025, the PDRMA Board will review the details of the information above and include FY2024. Based on the numbers above, there is a strong possibility that NWSRA will be removed from the PDRMA Health Program.

Option A

Staff have started the process of contacting outside healthcare brokers and utilizing the results of the healthcare survey to determine what healthcare plans/options may be available for NWSRA for FY2026 in the event that NWSRA is removed from the PDRMA Health Program.

Option B

In April 2025, after the PDRMA Board review, NWSRA may be able to continue in the PDRMA Health Program. However, with a 20% premium increase.

NWSRA Health Benefit Rates

	FY2024	FY2024 % contribution	FY2025	FY2025 % contribution	FY2026 with 20% increase	FY2026 % contribution
Total Cost	489,394.51		451,023.83		541,228.60	
Employer Portion	431,337.85	88.14%	354,132.69	78.52%	424,972.70	78.52%
Employee Portion	58,056.66	11.86%	96,891.13	21.48%	116,255.90	21.48%

In preparation for an inevitable increase of 20% or more that NWSRA will experience, staff are recommending increasing employee contribution rates by 3.5% on each level. The rate increases are shown below:

Employee Contribution Rates

	FY2024 % Rate	FY2025 % Rate
Employee	12%	15.5%
Employee + 1	15%	18.5%
Family	17%	20.5%

In preparing the 2024 health insurance budget, NWSRA used the following assumptions:

GENERAL PLAN INFORMATION

- NWSRA recommends remaining at the \$2,000 Deductible.
- PDRMA rates increased by PPO 6.9%, HMO 3.6%, Dental 3.5%, and a 25% decrease in EAP
- In accordance with the Affordable Care Act (ACA), no employee’s healthcare costs can exceed 9.66% of their annual income, or the Federal Poverty Level.

DEDUCTIBLE

- NWSRA is currently enrolled in the highest deductible health plan that PDRMA offers

ELIGIBLE EMPLOYEE ENROLLMENT STATUS

- NWSRA has 39 employees eligible to enroll in the NWSRA health insurance plan
- 46 employees are factored into the FY2025 health calculations based on various starting dates
- 14 employees have opted out of receiving health benefits.

	Total Cost	Employee Portion	Employer Portion
2024	\$489,394.51	\$58,056.66	\$431,337.85
2025	\$451,023.83	\$96,891.13	\$354,132.69
Difference	\$(38,370.68)	\$38,834.47	\$(77,205.16)

MOTION:

NWSRA asks for the Personnel Committee to accept the following recommendations:

1) Continue with the \$2,000 deductible plan with RX, HMO plan with RX, and Dental Plan with Ortho and Vision \$600 Allowance Plan.

2) To prepare for the 20% PDRMA rate increase in FY2026 or having to find a new Health Benefit Provider for the agency, staff recommend raising the employee contributions by 3.5% for each level. The rates would increase to EE 15.5%, EE + Child 18.5%, EE + Spouse 18.5%, EE + Children 20.5% and Family 20.5%.

The PDRMA rate comparison from 2024 to 2025 for NWSRA:

PPO Plan + \$2,000 Deductible						
Categories	EE Enrollment	2025 Monthly Rate Estimate	Agency Annual Cost Estimate 2025	Individual Agency Annual Cost 2024	Individual Agency Annual Cost 2025	Individual 2025 – Individual 2024 =
EE only	17	942.71	192,312.84	10,597.68	11,312.52	714.84
EE + Child	0	1,319.79	0	14,836.56	0	0
EE + Spouse	1	1,932.53	23,190.36	21,725.28	23,190.36	1,465.08
EE + Children	1	1,847.69	22,172.28	20,771.52	22,172.28	1,400.76
Family	4	2,828.11	135,749.28	31,792.92	33,937.32	2,144.40
	23	8,870.83	373,424.76	99,723.96	90,612.48	5,725.08

HMO Plan						
Categories	EE Enrollment	2025 Monthly Rate Estimate	Agency Annual Cost Estimate 2025	Individual Agency Annual Cost 2024	Individual Agency Annual Cost 2025	Difference
EE only	7	828.07	69,557.88	9,591.48	9,936.84	345.36
EE+Child	0	1,159.29	0	13,428.12	0	0
EE + Spouse	0	1,697.55	0	19,662.36	0	0
EE + Children	1	1,623.02	19,476.24	0	19,476.24	19,476.24
Family	1	2,484.21	29,815.52	0	29,815.52	29,815.52
	9	7792.14	118849.64	42,681.96	59,228.60	49,637.12

Dental						
Categories	EE Enrollment	2025 Monthly Rate Estimate	Agency Annual Cost Estimate 2025	Individual Agency Annual Cost 2024	Individual Agency Annual Cost 2025	Difference
EE only	25	44.11	13,233.00	511.20	529.32	18.12
EE + Child	0	63.07	0	730.92	0	0
EE + Spouse	1	88.22	1,058.64	1,022.52	1,058.64	36.12
EE + Children	2	82.48	1,979.52	955.92	989.76	33.84
Family	5	123.21	7,392.60	1,428.00	1,478.52	50.52
	33	401.09	23,663.76	4,648.56	4,056.24	138.60

Vision						
Categories	EE Enrollment	2025 Monthly Rate Estimate	Agency Annual Cost Estimate 2025	Individual Agency Annual Cost 2024	Individual Agency Annual Cost 2025	Difference
EE only	28	24.16	8,017.76	263.52	289.92	26.40
EE + Child	0	45.02	0	491.16	0	0
EE + Spouse	2	45.02	1,080.48	491.16	540.24	49.08
EE + Children	2	70.83	1,699.92	772.68	849.96	77.28
Family	5	70.83	4,249.80	772.68	849.96	77.28
	37	255.86	15,047.96	2,791.20	2,530.08	230.04

IV. Proposed Policy Updates/ Changes

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Paid Leave for All Workers Act

As of January 1, 2024, NWSRA is subject to the Paid Leave for All Workers Act (PLFAWA). Under this Act, all paid employees (full-time, part-time, seasonal, and temporary) are entitled to earn and use one (1) hour of paid leave for every 40 hours worked, for up to 40 hours during a 12-month period. The requirements for earning and using paid leave are explained below.

Earning paid leave

- **Current employees** as of January 1, 2024, start accruing paid leave on January 1, 2024, but are not able to use accrued leave until March 31, 2024.
- **New hires** on or after January 1, 2024, start accruing paid leave as of the date of hire, but are not able to use accrued leave until their 90th day as an employee.
- All accrual dates are calendar based and start on January 1 and end on December 31 of each year.
- **New Hires** will accrue through December 31 of their first year. Thereafter, accruals will be based on the calendar year. (Example: Employee starts in May and will accrue to December 31. The next accrual period will start January 1 of the following year)
- Eligible employees earn one (1) hour of paid leave for every 40 hours worked.
- All earned hours will be tracked in the HRIS system for all employees.
- Unused, accrued hours may be carried over to the next calendar year, up to a maximum of 40 hours. Any hours over 40 hours will be forfeited.

Using Paid Leave

- For leave that is foreseeable, employees can use paid leave for any reason on seven (7) days' advance notice. If the leave is not foreseeable, the employee shall provide such notice as soon as it is practicable after the employee is aware of the necessity of the leave.
- **Full-time** employees must provide notice to their immediate supervisor.
- **Part-time, Seasonal, and Temporary** employees must provide notice to their department manager.
- Unless the leave was unforeseeable, paid leave cannot be used for day-of call offs or requests made less than seven (7) in advance.
- Minimum increments for use of leave must be at least two (2) hours a day for **full-time** employees.
- Minimum increments for use of leave must be at least one (1) hour a day for **part-time, seasonal, and temporary staff**.

Paid Leave at Termination

- **Employees who terminate their employment with NWSRA, that have accrued unused paid leave time, will be paid out on their last paycheck.**

Preservation of Records

For a period of not less than 3 years, NWSRA shall create and maintain records documenting employees':

- Hours worked each day;
- Paid leave accrued;
- Paid leave taken;
- Paid leave requests, which were denied; and
- Remaining paid leave balance.

Vacation

NWSRA recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Association provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Part-time employees do not accrue vacation time.

Effective January 1, 2025~~November 15, 2024, f~~Full-time employees will accrue paid vacation according to the following schedule. Note: Employees may not accrue more than 25 days in their vacation bank, other than when receive their Longevity Vacation Bonus. Effective January 1~~November 15 2025~~6, employees may not accrue more than 20 days.

Length of Service	Days Accrued Annually	Hours Accrued by Month	Annual Accrued Maximum
6 to 12 Months	5 <u>0</u> days	3.34 <u>0.00</u> hours	N/A
1 year	10 <u>5</u> days	6.67 <u>3.34</u> hours	80 hours/10 Days <u>N/A</u>
3 years	12 <u>7</u> days	4.66 <u>8</u> hours	96 <u>56</u> hours/ 7 <u>12</u> Days
4 years	14 <u>9</u> days	9.34 <u>6</u> hours	112 <u>72</u> hours/ 14 <u>9</u> Days
5 years	15 <u>10</u> days	6.66 <u>10</u> hours	120 <u>80</u> hours/ 10 <u>15</u> Days
6 years	16 <u>11</u> days	10.67 <u>7.33</u> hours	87.96 <u>128</u> hours/ 11 <u>16</u> days
7 years	17 <u>12</u> days	8.00 <u>11.34</u> hours	96 <u>136</u> hours/ 12 <u>17</u> days
8 years	18 <u>13</u> days	12 hours <u>8.66</u> hours	104 <u>144</u> hours/ 13 <u>18</u> days
9 years	19 <u>14</u> days	12.67 <u>9.33</u> hours	152 <u>111.96</u> hours/ 14 <u>9</u> days
10 years	20 <u>15</u> days	13.34 <u>10</u> hours	160 <u>120</u> hours/ 15 <u>20</u> days
11 years	21 <u>16</u> days	14 <u>10.66</u> hours	168 <u>128</u> hours/ 21 <u>16</u> days
12 years	17 <u>22</u> days	11.33 <u>14.67</u> hours	176 <u>136</u> hours/ 22 <u>17</u> days
13 years	23 <u>18</u> days	12 <u>15.34</u> hours	184 <u>144</u> hours/ 23 <u>18</u> days

14 years	24 <u>19</u> days	12.66 <u>16</u> hours	151.92 <u>192</u> hours/ 24 <u>19</u> days
15 years	25 <u>20</u> days	16.67 <u>13.33</u> hours	200 <u>160</u> hours/ 20 <u>25</u> days

Employees may not take paid vacation until they ~~actually~~ have actually earned or accrued the vacation time. New employees do not accrue paid vacation until they have completed at least ~~12~~6 months of employment, unless approved by the Superintendent of Administrative Services and Executive Director.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacations may be scheduled in increments of half (.50) a ~~work day~~workday up to a maximum of ~~2~~one week, which can be combined with a second week of leave under the Paid Leave for All Workers Ordinance policy. s in a row. Superintendents and the Executive Director have the right to designate when some or all ~~of~~ vacation time taken under this policy s must be taken or dates when vacations are not able to be taken.

Vacation should be used in the year it is earned. Employees will be permitted to accrue up to one year of earned vacation. Once an employee has reached one year of accrued vacation, they cease to accrue any more time until time is used.

Employees whose employment terminates, for any reason, will be paid for all unused, accrued vacation time.

Failure to return from work at the conclusion of an approved vacation will be considered a voluntary resignation by the employee.

Gifts and Rewards

Employees may not solicit or accept any gift, gratuity or other reward from any person, business, or entity that is doing business with the Association or is attempting to secure business from NWSRA. Further, employees may not solicit or accept, nor expect people who use programs or facilities to give gifts, gratuities, or other rewards, or other remunerative devices or favors for performing duties, except as otherwise provided in this section.

Any gift offered as a result of a position with NWSRA must be reported to a Superintendent. Any gift under \$25 must be reported and may be allowed to be retained by the employee. Any gift over \$25 must be reported and turned into a Superintendent. These gifts will be utilized by NWSRA for Association use.

Failure to properly report a gift, gratuity, or other reward may subject you to disciplinary action up to and including termination.

Management shall not use association funds to provide staff members with gift cards for good performance or as an incentive or bonus for any other purpose. Any incentive, bonus or other reward given to the employee by the association will be paid and processed on their bi-weekly paycheck.

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Mileage Reimbursement

Reimbursement for authorized use of personal vehicles will be predetermined at the IRS standard mileage rate in effect when the travel occurred established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

In order to qualify for reimbursement, you must do the following:

1. Secure advance approval for the travel from your immediate Supervisor or Superintendent;
2. Provide proof of mileage for NWSRA business; please note commuting to and from work the office is not reimbursable mileage.
3. ~~Turn in~~ Submit your mileage request on the forms approved by the association form at least once a month and, not later than a one month after incurring the expense.

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Failure to submit the approved NWSRA Mileage Reimbursement Form ~~forfeits will result in a forfeit of your requested payment of~~ reimbursement. All Mileage Reimbursements will be processed monthly as a separate payment through the association's accounts payable system.

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Employees are encouraged to use NWSRA vehicles for any work-related business. If there are multiple employees going to the same location, ~~it is recommended that~~ a NWSRA vehicle ~~is~~ should be used rather than the individual ~~person's~~ employee's personal vehicle.

~~NWSRA recognizes the Member District footprint is extensive. In the event that the workday does not begin or end at the Administrative Offices or a NWSRA programming space, the employee will be reimbursed for all mileage minus the employee's typical commute to or from the Administrative Offices.~~

If your work responsibilities require you to travel to a secondary work location, you may be reimbursed for the mileage to and from the second location.

Travel Expense Policy (New Policy)

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General

information

All expenses for business travel for employees must be pre-approved by their superintendent before any charges are booked.

The association will reimburse only those travel expenses, including transportation, meals and lodging, that are ancillary to or otherwise necessary for the following types of official association business: conferences; meetings; association events or events conducted by other special recreation associations, or member districts; board events; lobbying or other government relations activities, or any other event or program which the association employee attends to further the association's mission.]

Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require requests if they are under \$25.00.

The Conference and Travel Form must be completed for all after pre-approval and before booking conference reservation(s) or overnight business-associated travel before reservations and expenses are booked.

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare must be paid for on an association p-card.

Travelers are encouraged to book flights as far in advance as possible to avoid premium airfare pricing. Travelers shall secure, securing coach or economy class tickets only.

Rail transportation. The association will prepay rail transportation provided that the cost to travel by rail does not exceed the cost of the to travel by air at the least expensive airfare.

Rental vehicles. The association will pay for approved use of a rental vehicle if needed for multiple travelers on the same trip and provided the cost of the rental vehicle does not exceed the estimated cost of using taxis or shuttle services.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates. Travelers may be required to pay gas refill surcharges.

Conference registration fees. Conference registration fees are to be paid for on the association p-card. Business-related banquets or meals that are considered part of the conference can be paid for with the registration fees; however, such meals will be deducted from the traveler's per diem allowance.

Commented [SA1]: I assume you still want to this to be paid via p-card.

Automobile (personally owned) Reimbursement for use of a personal automobile is based on the association mileage policy.

Lodging. The cost of overnight lodging (room rate and tax only) will be paid for on the association p-card.

Commented [SA2]: Still want on the p-card I assume.

Lodging expenses should be booked at reasonable, single or double occupancy or standard business room rates. When the hotel or motel is the conference or convention site, payment will be limited to the conference rate.

In-room expenses, such as mini-bar, in-room food and pay per view television expenses or not covered by the association. Additional room expenses will be paid for by the employee before checking out.

Meals (per diem). Per diem allowances are allowable for all conference and educational events based on length of stay and meals provided by the event.

The association's per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals, these rates may, when determined to be necessary by the superintendent, include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips).

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is served on the plane, included in a conference registration fee, built into the standard, hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal will not be included in per diem.

Per diem for all events will be disbursed one week before the event to the employee by separate check. Per diem expenses shall not be incurred on the association's p-card. Receipts for per diem expenses should be retained and submitted to the superintendent after the travel/event is concluded. are not required for per diem allowances.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, ~~can~~ may be reimbursed in the discretion of the superintendent. Original itemized receipts are required. Reimbursement shall be made after the travel/event is concluded and the receipts are presented. and Business expenses may must be charged on association p-card.

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Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a parking receipt when parking charges are included as part of the overnight stay.

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Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls and can be reimbursed with the proper receipt.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation for each occurrence charged to the association p-card.

~~Nonreimbursable~~ Non-Reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed:

- Airline club memberships.

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- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the association's primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

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Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses, ~~or~~ other family members or other third parties will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event.

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