

**REGULAR BOARD MEETING**  
Wednesday, April 15, 2026  
12:00 p.m.  
Hybrid Participation



**CLALLAM TRANSIT SYSTEM**  
In-Person: 830 W. Lauridsen Blvd., Port Angeles  
Virtual: 253-215-8782  
Meeting ID: 858 1027 6869

## AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

## CALL TO ORDER

## ROLL CALL

## PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to [boardclerk@clallamtransit.com](mailto:boardclerk@clallamtransit.com) or mail to Clallam Transit System, 830 West Lauridsen Boulevard, 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

## PRESENTATIONS

### A. Employee of the Year 2025

## CONSENT AGENDA

- A. **Factsheet 2026-023:** Consent Agenda – Motion No. M9:2026
- **Payment Listing** – March 12, 2026, through April 8, 2026
  - **Board Meeting Minutes** – March 18, 2025
  - **Resolution R5:2026** – Employee of the Year 2025 (To be posted as an additional item on April 13, 2026)
  - **Proclamation P2:2026** – Transit Employee Appreciation Day

## ACTION ITEMS

- B. **Factsheet 2026-024:** Rideshare Vehicle Replacement Procurement – Motion M10:2026  
Gary Abrams, Maintenance Manager
- C. **Factsheet 2026-025:** Employee Support Vehicles Procurement – Motion No. M11:2026  
Gary Abrams, Maintenance Manager
- D. **Factsheet 2026-029:** Heavy Duty Bus Engine Replacement Procurement – Motion No M12:2026  
Jason McNickle, General Manager

## EXECUTIVE SESSION

*Pursuant to RCW 42.30.110(g), review the performance of a public employee. The session is closed to the public. Board action is not anticipated to follow. Pursuant to RCW 36.57A.050(4), the non-voting board member is excluded from the closed session.*

## INFORMATIONAL ITEMS

- A. Executive Report  
Jason McNickle, General Manager
- B. **Factsheet 2026-026:** Operations Department Report  
Taron Lee, Operations Manager
- C. **Factsheet 2026-027:** Finance Department Report  
Cherie Huxtable, Finance Manager
- D. Maintenance Department Report  
Gary Abrams, Maintenance Manager
- E. **Factsheet 2026-028:** Administrative Services Department Report  
Barb Cox, Human Resources Manager

## BOARD OPEN DISCUSSION

## ADJOURNMENT



Title: April 2026 Consent Agenda  
Submitted By: Jason McNickle, General Manager  
Authorized By: N/A

Factsheet: 2026-023  
Date: April 15, 2026

**Background**

The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

**Discussion**

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.
- **Resolution R5:2026:** Employee of the Year 2025
- **Proclamation P2:2026:** Transit Employee Appreciation Day

**Recommended Action**

Move to approve the actions outlined above in the consent agenda, motion no. M10:2025, as presented.

**Attachments**

- Payment Listing – March 12, 2026, through April 8, 2026
- March 18, 2026 Board Minutes
- Resolution R5:2026 – Employee of the Year 2025
- Proclamation P2:2026 – Transit Employee Appreciation Day May 1, 2026

**Passed and adopted by the Board at a regular meeting by CTS Motion No. M9:2026 thereof this 15<sup>th</sup> day of April 2026.**

\_\_\_\_\_  
Board Chairperson

**Approved as to Content:**

**Attest:**

\_\_\_\_\_  
Jason McNickle, General Manager

\_\_\_\_\_  
Barb Cox, Clerk to the Board



**Title:** Payment Listing for Board Approval

**Submitted By:** Cherie Huxtable, Finance Manager

**Authorized By:** Jason McNickle, General Manager

**PAYMENT LISTING FOR BOARD APPROVAL**

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

\_\_\_\_\_ Finance Manager \_\_\_\_\_ April 15, 2026  
Date

<u>Umpqua Bank</u>	<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Automated Checks	3/12/2026	4/8/2026	102720	102837	363,927.22
ACHs - External Initiated	3/12/2026	4/8/2026	50835	50840	206,076.26
ACHs - Other Internal Initiated	3/12/2026	4/8/2026	571	593	288,630.75
<b>TOTAL "Accounts Payable Check Disbursement List"</b>					<b>\$ 858,634.23</b>
ACHs - Payroll Internal Initiated	3/12/2026	4/8/2026	EFT0068	EFT0070	427,557.53
<b>TOTAL ACH REGISTER</b>					<b>\$ 427,557.53</b>
<b>TOTAL ALL PAYMENTS</b>					<b>\$ 1,286,191.76</b>

**BOARD APPROVAL OF PAYMENT LISTING**

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

\_\_\_\_\_ Chair \_\_\_\_\_ Date



Clallam Transit System

# Check Report

By Check Number

Date Range: 03/12/2026 - 04/08/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: 6078 - Checking-Umpqua Checking</b>						
<b>Payment Type: EFT</b>						
KG021	KEVIN E GALLACCI	03/13/2026	EFT	0.00	300.00	571
LH087	Leo Hansen	03/13/2026	EFT	0.00	300.00	572
PV253	PAUL VIACRUCIS	03/13/2026	EFT	0.00	6.47	573
325A	HEALTH CARE AUTHORITY	03/13/2026	EFT	0.00	179,571.19	574
633	PETROCARD, INC	03/13/2026	EFT	0.00	12,399.82	575
5042	TARON LEE	03/20/2026	EFT	0.00	170.00	576
214	AMALGAMATED TRANSIT UNION	03/20/2026	EFT	0.00	2,599.52	577
210	EMPLOYEES ASSOCIATION	03/20/2026	EFT	0.00	481.50	578
810	HRA VEBA	03/20/2026	EFT	0.00	14,102.51	579
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	03/20/2026	EFT	0.00	18,456.64	580
843	PF EA CHARITY FUND	03/20/2026	EFT	0.00	32.00	581
240	UNITED WAY OF CLALLAM COUNTY	03/20/2026	EFT	0.00	57.70	582
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	03/24/2026	EFT	0.00	4.72	583
5105	Julie Shannon	03/27/2026	EFT	0.00	243.20	584
633	PETROCARD, INC	03/27/2026	EFT	0.00	13,601.61	585
214	AMALGAMATED TRANSIT UNION	04/03/2026	EFT	0.00	2,554.11	586
210	EMPLOYEES ASSOCIATION	04/03/2026	EFT	0.00	466.50	587
810	HRA VEBA	04/03/2026	EFT	0.00	8,352.36	588
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	04/03/2026	EFT	0.00	18,491.00	589
843	PF EA CHARITY FUND	04/03/2026	EFT	0.00	32.00	590
240	UNITED WAY OF CLALLAM COUNTY	04/03/2026	EFT	0.00	57.70	591
1256	Cody Kraatz	04/03/2026	EFT	0.00	5,080.00	592
633	PETROCARD, INC	04/03/2026	EFT	0.00	11,270.20	593
<b>Total EFT:</b>				<b>0.00</b>	<b>288,630.75</b>	

Check Report

Date Range: 03/12/2026 - 04/08/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Payment Type: Bank Draft</b>						
858	EFTPS - 941 DEPOSITS	03/20/2026	Bank Draft	0.00	69,703.85	50835
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/20/2026	Bank Draft	0.00	33,312.43	50836
858	EFTPS - 941 DEPOSITS	03/24/2026	Bank Draft	0.00	29.15	50837
303	WA DRS - DEPT OF RETIREMENT SRVCS	03/24/2026	Bank Draft	0.00	11.98	50838
858	EFTPS - 941 DEPOSITS	04/03/2026	Bank Draft	0.00	69,768.98	50839
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/03/2026	Bank Draft	0.00	33,249.87	50840
<b>Total Bank Draft:</b>				<b>0.00</b>	<b>206,076.26</b>	

Check Report

Date Range: 03/12/2026 - 04/08/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1066	CINTAS CORPORATION NO 3	03/30/2026	Regular	0.00	-195.81	102518
1150	AMAZON CAPITAL SERVICES	03/17/2026	Regular	0.00	344.81	102720
999	CENTURYLINK	03/17/2026	Regular	0.00	339.54	102721
1081	CINTAS CORP NO 2	03/17/2026	Regular	0.00	815.64	102722
1066	CINTAS CORPORATION NO 3	03/17/2026	Regular	0.00	195.81	102723
031	CITY OF PORT ANGELES	03/17/2026	Regular	0.00	8,501.87	102724
361	COPY CAT GRAPHICS & SIGNS	03/17/2026	Regular	0.00	2,286.90	102725
1089	DR PANZA LLC	03/17/2026	Regular	0.00	1,050.00	102726
049	EVERGREEN COLLISION CENTERS, INC.	03/17/2026	Regular	0.00	1,143.45	102727
982	FASTENAL COMPANY	03/17/2026	Regular	0.00	122.60	102728
057	GRAINGER	03/17/2026	Regular	0.00	58.47	102729
014	LES SCHWAB GROUP HOLDINGS LLC	03/17/2026	Regular	0.00	3,388.32	102730
923	MATTHEW C LASHER III	03/17/2026	Regular	0.00	205.77	102731
937	OLYMPIC SPRINGS, INC	03/17/2026	Regular	0.00	54.18	102732
1239	Security Service Northwest, Inc.	03/17/2026	Regular	0.00	1,668.62	102733
140	US POSTAL SERVICE	03/17/2026	Regular	0.00	1,000.00	102734
181	VERIZON WIRELESS,BELLEVUE	03/17/2026	Regular	0.00	514.79	102735
181	VERIZON WIRELESS,BELLEVUE	03/17/2026	Regular	0.00	358.63	102736
509	VESTIS GROUP	03/17/2026	Regular	0.00	121.17	102737
1137	WALTER E NELSON OF WEST WASHINGTON	03/17/2026	Regular	0.00	324.35	102738
845	WAVE DIVISION HOLDINGS, LLC	03/17/2026	Regular	0.00	1,908.29	102739
287	BAXTER AUTO PARTS	03/18/2026	Regular	0.00	485.97	102740
1143	DOBBS HEAVY DUTY HOLDINGS LLC	03/18/2026	Regular	0.00	2,068.59	102741
307	FERRELLGAS LP	03/18/2026	Regular	0.00	1,873.24	102742
305	GILLIG LLC	03/18/2026	Regular	0.00	3,604.71	102743
751	MUNCIE RECLAMATION & SUPPLY	03/18/2026	Regular	0.00	777.48	102744
471	PRICE FORD	03/18/2026	Regular	0.00	42.05	102745
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	03/20/2026	Regular	0.00	170.77	102746
1150	AMAZON CAPITAL SERVICES	03/24/2026	Regular	0.00	258.62	102747
1066	CINTAS CORPORATION NO 3	03/24/2026	Regular	0.00	195.81	102748
245	CITY /PORT ANGELES	03/24/2026	Regular	0.00	136.64	102749
467	KNIGHT FIRE PROTECTION	03/24/2026	Regular	0.00	3,874.18	102750
014	LES SCHWAB GROUP HOLDINGS LLC	03/24/2026	Regular	0.00	3,103.97	102751
923	MATTHEW C LASHER III	03/24/2026	Regular	0.00	168.80	102752
874	NORTHWEST PLASTICS, INC.	03/24/2026	Regular	0.00	2,362.04	102753
564	PUD #1 OF CLALLAM COUNTY	03/24/2026	Regular	0.00	87.86	102754
118	QUILL CORPORATION	03/24/2026	Regular	0.00	144.55	102755
863	SUMMIT LAW GROUP PLLC	03/24/2026	Regular	0.00	748.00	102756
509	VESTIS GROUP	03/24/2026	Regular	0.00	111.65	102757
287	BAXTER AUTO PARTS	03/25/2026	Regular	0.00	32.66	102758
510	CUMMINS INC.	03/25/2026	Regular	0.00	61.48	102759
1143	DOBBS HEAVY DUTY HOLDINGS LLC	03/25/2026	Regular	0.00	30,159.52	102760
307	FERRELLGAS LP	03/25/2026	Regular	0.00	1,623.11	102761
305	GILLIG LLC	03/25/2026	Regular	0.00	622.37	102762
1224	KBT DISTRIBUTING LLC	03/25/2026	Regular	0.00	44,137.54	102763
221	RACE STREET AUTO PARTS-NAPA	03/25/2026	Regular	0.00	409.45	102764
664	ROMAINE ELECTRIC CORP.	03/25/2026	Regular	0.00	941.57	102765
375	RUDELLE AUTO INC.	03/25/2026	Regular	0.00	97.92	102766
179	BANK OF AMERICA	03/31/2026	Regular	0.00	82.77	102767
US0506	US BANK 0506	03/31/2026	Regular	0.00	96.14	102768
US2256	US BANK 2256	03/31/2026	Regular	0.00	28.00	102769
US3520	US BANK 3520	03/31/2026	Regular	0.00	262.83	102770
US6068	US BANK 6068	03/31/2026	Regular	0.00	124.85	102771
US6383	US BANK 6383	03/31/2026	Regular	0.00	102.69	102772
US6466	US BANK 6466	03/31/2026	Regular	0.00	361.25	102773
US8067	US BANK 8067	03/31/2026	Regular	0.00	1,020.06	102774
US0050	USBANK 0050	03/31/2026	Regular	0.00	1,403.02	102775
	**Void**	03/31/2026	Regular	0.00	0.00	102776
US2296	USBANK 2296	03/31/2026	Regular	0.00	3,956.23	102777
US3151	USBANK 3151	03/31/2026	Regular	0.00	1,070.00	102778

Check Report

Date Range: 03/12/2026 - 04/08/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US9672	USBANK 9672	03/31/2026	Regular	0.00	429.99	102779
US9673	USBANK 9673	03/31/2026	Regular	0.00	1,633.28	102780
US9737	USBANK 9737	03/31/2026	Regular	0.00	7,187.40	102781
1150	AMAZON CAPITAL SERVICES	03/31/2026	Regular	0.00	214.33	102782
504	ANGELES COMMUNICATION INC	03/31/2026	Regular	0.00	614.74	102783
109	CENTURYLINK	03/31/2026	Regular	0.00	145.63	102784
999	CENTURYLINK	03/31/2026	Regular	0.00	159.15	102785
1066	CINTAS CORPORATION NO 3	03/31/2026	Regular	0.00	391.62	102786
245	CITY /PORT ANGELES	03/31/2026	Regular	0.00	28.36	102787
031	CITY OF PORT ANGELES	03/31/2026	Regular	0.00	25,000.00	102788
1308	Gallagher Benefit Services, Inc.	03/31/2026	Regular	0.00	21.00	102789
435	GALLS PARENT HOLDINGS LLC	03/31/2026	Regular	0.00	1,387.55	102790
	**Void**	03/31/2026	Regular	0.00	0.00	102791
752	HI-TECH SECURITY, INC.	03/31/2026	Regular	0.00	680.00	102792
1121	LEMAY MOBILE SHREDDING	03/31/2026	Regular	0.00	75.93	102793
923	MATTHEW C LASHER III	03/31/2026	Regular	0.00	168.80	102794
237	OLYMPIC DM DISPOSAL	03/31/2026	Regular	0.00	129.88	102795
471	PRICE FORD	03/31/2026	Regular	0.00	319.32	102796
1239	Security Service Northwest, Inc.	03/31/2026	Regular	0.00	1,668.62	102797
1108	SELS USA LLC	03/31/2026	Regular	0.00	261.36	102798
067	SYNTECH SYSTEMS, INC	03/31/2026	Regular	0.00	980.10	102799
872	THOMAS PRINTING, INC.	03/31/2026	Regular	0.00	8,368.97	102800
289	TOLAR MANUFACTURING CO	03/31/2026	Regular	0.00	50,660.00	102801
181	VERIZON WIRELESS,BELLEVUE	03/31/2026	Regular	0.00	4,367.38	102802
509	VESTIS GROUP	03/31/2026	Regular	0.00	112.46	102803
145	WSTA	03/31/2026	Regular	0.00	408.00	102804
344	XEROX CORPORATION	03/31/2026	Regular	0.00	409.45	102805
510	CUMMINS INC.	04/01/2026	Regular	0.00	93.78	102806
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/01/2026	Regular	0.00	46.61	102807
307	FERRELLGAS LP	04/01/2026	Regular	0.00	1,493.47	102808
305	GILLIG LLC	04/01/2026	Regular	0.00	339.65	102809
541	LUMINATOR TECHNOLOGY GROUP, INC	04/01/2026	Regular	0.00	2,478.56	102810
1209	ALABAMA CHILD SUPPORT PAYMENT CENTER	04/03/2026	Regular	0.00	170.77	102811
1150	AMAZON CAPITAL SERVICES	04/07/2026	Regular	0.00	1,022.06	102812
885	CBS REPORTING, INC	04/07/2026	Regular	0.00	873.92	102813
1066	CINTAS CORPORATION NO 3	04/07/2026	Regular	0.00	195.81	102814
031	CITY OF PORT ANGELES	04/07/2026	Regular	0.00	7,111.16	102815
587	DELL USA LP	04/07/2026	Regular	0.00	7,878.85	102816
982	FASTENAL COMPANY	04/07/2026	Regular	0.00	278.00	102817
435	GALLS PARENT HOLDINGS LLC	04/07/2026	Regular	0.00	341.01	102818
057	GRAINGER	04/07/2026	Regular	0.00	346.09	102819
752	HI-TECH SECURITY, INC.	04/07/2026	Regular	0.00	405.00	102820
036	ROBERT PURCELL	04/07/2026	Regular	0.00	1,084.60	102821
1239	Security Service Northwest, Inc.	04/07/2026	Regular	0.00	1,714.97	102822
863	SUMMIT LAW GROUP PLLC	04/07/2026	Regular	0.00	217.80	102823
1046	UNITE GPS LLC	04/07/2026	Regular	0.00	3,841.45	102824
181	VERIZON WIRELESS,BELLEVUE	04/07/2026	Regular	0.00	1,279.81	102825
509	VESTIS GROUP	04/07/2026	Regular	0.00	114.10	102826
1250	Via Transportation	04/07/2026	Regular	0.00	40,075.20	102827
303	WA DRS - DEPT OF RETIREMENT SRVCS	04/07/2026	Regular	0.00	31.66	102828
746	WEST WASTE & RECYCLING, INC.	04/07/2026	Regular	0.00	120.00	102829
1150	AMAZON CAPITAL SERVICES	04/08/2026	Regular	0.00	709.54	102830
1143	DOBBS HEAVY DUTY HOLDINGS LLC	04/08/2026	Regular	0.00	551.89	102831
1142	EUROFINS TESTOIL, INC	04/08/2026	Regular	0.00	1,100.00	102832
307	FERRELLGAS LP	04/08/2026	Regular	0.00	1,499.90	102833
1224	KBT DISTRIBUTING LLC	04/08/2026	Regular	0.00	49,877.35	102834
322	MOHAWK MFG. & SUPPLY CO.	04/08/2026	Regular	0.00	646.69	102835
221	RACE STREET AUTO PARTS-NAPA	04/08/2026	Regular	0.00	155.35	102836

**Check Report**

Date Range: 03/12/2026 - 04/08/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
664	ROMAINE ELECTRIC CORP.	04/08/2026	Regular	0.00	993.06	102837
<b>Total Regular:</b>				<b>0.00</b>	<b>363,927.22</b>	

**Bank Code 6078 - Checking Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	244	116	0.00	364,123.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-195.81
Bank Drafts	30	6	0.00	206,076.26
EFT's	61	23	0.00	288,630.75
	<b>335</b>	<b>148</b>	<b>0.00</b>	<b>858,634.23</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	244	116	0.00	364,123.03
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-195.81
Bank Drafts	30	6	0.00	206,076.26
EFT's	61	23	0.00	288,630.75
	<b>335</b>	<b>148</b>	<b>0.00</b>	<b>858,634.23</b>

### Fund Summary

Fund	Name	Period	Amount
100	General Fund	3/2026	582,223.40
100	General Fund	4/2026	276,410.83
			<b>858,634.23</b>

**BOARD MEETING MINUTES**

**Wednesday, March 18, 2026**  
Regular Meeting

In-person Meeting:  
830 West Lauridsen Blvd., Port Angeles  
Virtual: 858 1027 6869



**BOARD MEMBERS PRESENT:** Mark Ozias, Clallam County; Mike French, Clallam County; Rachel Anderson, City of Sequim; Kelly Burger, City of Sequim; Navarra Carr, City of Port Angeles; LaTrisha Suggs, City of Port Angeles; and Rick Burton, ATU Local 587 Representative (non-voting)

**STAFF PRESENT:** Jason McNickle, General Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; Taron Lee, Operations Manager; and Hayley Grall, Deputy Clerk to the Board

**1. CALL TO ORDER**

*Anderson called the in-person and virtual meeting to order at 12:00 p.m., with five voting members present. Quorum met.*

**2. ROLL CALL**

Jeff Gingell, City of Forks; Amy Miller, City of Port Angeles; and Kaylan Kimbal, City of Forks were absent.

*The Board held a moment of silence and remembrance of former board member of 13 years, Juanita Weissenfels, City of Forks.*

**3. PUBLIC COMMENT**

None.

**4. CONSENT AGENDA**

**A. Factsheet 2026-017: Consent Agenda – Motion No. M7:2026**

- **Payment Listing** – February 12, 2026, through March 11, 2026
- **Board Meeting Minutes** – February 18, 2026

**FINAL ACTION:** *French moved to approve the consent agenda as presented. Motion passed unanimously.*

*Suggs in attendance at 12:07 p.m. Six voting members present.*

**5. ACTION ITEMS**

**A. Factsheet 2026-018: General Manager Mid-Year Informal Review – Motion No. M8:2026**

Optional general manager mid-year informal review to occur as elected.

**FINAL ACTION:** *Ozias moved by motion M8:2026 to conduct an informal performance review discussion of the CTS General Manager in April at the scheduled board meeting in executive session as appropriate. Motion passed unanimously.*

**6. BOARD STRATEGY PLANNING SESSION – Factsheet 2026-019**

Planning review of the 2026-2031 Transit Development Plan (TDP). Additional discussion will occur. Items for consideration included route expansion, fuel tank replacements, feasibility study, coordination with applicable entities, facility improvements, and financial strategies.

**7. INFORMATIONAL ITEMS CONTINUED**

**A. Executive Report**

- **Rideshare:** Planned increased monitoring to enhance safety.
- **Safety:** All new buses will be equipped with driver safety barriers. Current fleet to be retrofitted.
- **Technology:** Fixed-route technology to enhance stop announcements.
- **Cameras:** Install new bus cameras with remote accessibility.
- **Safety Awards Banquet:** Invitations to be provided to Board for April 12, 2026.

- B. Factsheet 2026-020: Operations Department Report:** Overview provided. Discussed continued route adjustments, software technology expansions integrating services for increased paratransit efficiency, temporary transit stop feedback, reader boards at Gateway Transit Center, and microtransit growth planning.
  - C. Factsheet 2026-021: Finance Department Report:** Overview provided. Discussed reserve options, upcoming meetings, and sales tax projections with pending legislation.
  - D. Maintenance Department Report**
    - **Facility remodel:** Staff working on basement, upstairs offices, and maintenance storage area.
    - **Staffing:** Maintenance staffing levels discussed.
  - E. Factsheet 2026-022: Administrative Services Department Report:** Overview provided. Discussed scheduled Board committee meetings. Agency tour for Board members planned for April 15, 2026.
- 8. BOARD OPEN DISCUSSION**
- French shared positive interaction with current employee.
- 9. MEETING ADJOURNMENT**
- Next regular board meeting, April 15, 2026, at 12:00 p.m. with in-person and remote options.
- There being no further business, the board chairperson adjourned the meeting at 1:03 p.m.*

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Board Chairperson

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Hayley Grall, Deputy Clerk to the Board



## TRANSIT EMPLOYEE APRECIATION DAY PROCLAMATION NO. P2:2026

A proclamation of the Clallam Transit System Board for the purpose of authorizing *Transit Employee Appreciation Day* in celebration of National Transportation Week.

8

9 Whereas, Clallam Transit System employees across all departments, including operations, facilities, maintenance,  
10 finance, and administration, contribute to the safety and well-being of the passengers; and

11

12 Whereas, transit employees provide commendable service to Clallam County community members and visitors alike;  
13 and

14

15 Whereas, transit employees are challenged on a daily basis therefore deserving of recognition for their extraordinary  
16 efforts; and

17

18 Whereas, the Clallam Transit System Board wishes to remind the public of the professionalism and dedication of transit  
19 employees that provide safe, reliable, and courteous service to all of Clallam County and beyond; now, therefore,

20

21 **Be it resolved by the Board that:**

22

23 The Board hereby proclaims Friday, May 1, 2026, as *Transit Employee Appreciation Day* and encourages all citizens  
24 to acknowledge the outstanding service of transit employees. The Board hereby extends their gratitude to all transit  
25 employees for their contributions.

26

27

28 **Passed and adopted by the Board at a regular meeting thereof this 15<sup>th</sup> day of April 2026.**

29

30

31 \_\_\_\_\_  
Board Chairperson

32

33 **Approved as to Content:**

**Attest:**

34

35 \_\_\_\_\_  
Jason McNickle, General Manager

\_\_\_\_\_  
Barb Cox, Clerk to the Board



Title: Rideshare Vehicle Replacement Procurement  
Submitted By: Gary Abrams, Maintenance Manager  
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-024  
Date: April 15, 2026

**Background**

Clallam Transit System (CTS) has a rideshare van in need of replacement due to an accident on March 10, 2026, that resulted in a total loss of the vehicle.

**Discussion**

To maintain the level of service and sufficient reliable vans to meet the CTS Rideshare Program demand, it is necessary for the replacement of the rideshare vehicle that was a total loss. We are requesting procurement authority for this replacement.

Staff have begun the procurement process through the Washington State Department of Enterprise Services (DES) contract for the replacement of the vehicle. The projected cost for one van is ~\$65,000 including applicable taxes and licensing. This would be funded with CTS local funds, with a partial reimbursement from Washington State Transit Insurance Pool (WSTIP).

**Recommended Action**

Move to authorize the CTS general manager by CTS Motion M10:2026, to purchase one rideshare vehicle from the DES contract, as available. CTS local funds would be utilized for a total procurement authority not to exceed \$65,000, including licensing, taxes, and authorize the execution of all related contracts, agreements, and procurement documents related to the vehicle procurement, as presented.

**Attachments**

None.

**Passed and adopted by the Board at a regular meeting by CTS Motion No. M10:2026 thereof this 15<sup>th</sup> day of April 2026.**

\_\_\_\_\_  
Board Chairperson

**Approved as to Content:**

**Attest:**

\_\_\_\_\_  
Jason McNickle, General Manager

\_\_\_\_\_  
Barb Cox, Clerk to the Board



Title: Employee Support Vehicles Procurement  
Submitted By: Gary Abrams, Maintenance Manager  
Authorized By: Jason McNickle, General Manager

Factsheet: 2026-025  
Date: April 15, 2026

**Background**

Clallam Transit System (CTS) has a vehicle replacement schedule as established in the CTS Transit Asset Management Plan (TAMP). There are two service support vehicles in need of replacement in 2026 that will have met or exceeded their useful life benchmarks. The replacement of the vehicles has been approved in the CTS Capital Project Budget.

**Discussion**

We are requesting procurement authority to replace the two support vehicles, that have reached or exceeded their useful life expectancy, from the Washington State Department of Enterprise Services (DES), as available, not to exceed \$100,000 including applicable taxes and licensing. The vehicles would be funded with CTS local funds.

**Recommended Actions**

Move to authorize the CTS general manager by CTS Motion No. M11:2026, to purchase two service support vehicles from DES, as available. CTS local funds would be utilized for a total procurement authority not to exceed \$100,000, including applicable taxes and licensing, and authorize the execution of all related contracts, agreements, and procurement documents related to the vehicle procurement, as presented.

**Attachments**

None.

**Passed and adopted by the Board at a regular meeting by CTS Motion No. M11:2026 thereof this 15<sup>th</sup> day of April 2026.**

\_\_\_\_\_  
Board Chairperson

**Approved as to content:**

**Attest:**

\_\_\_\_\_  
Jason McNickle, General Manager

\_\_\_\_\_  
Barb Cox, Clerk to the Board



**Title:** Heavy Duty Bus Engine Replacement Procurement Authorization  
**Submitted By:** Jason McNickle, Maintenance Manager  
**Authorized By:** N/A

**Factsheet:** 2026-029  
**Date:** April 15, 2026

**Background**

Clallam Transit System (CTS) purchased a replacement bus engine on February 13, 2026, for \$28,961.96. This was for a Gillig bus that required a new engine to maintain service. The engine will extend the useful life of the bus by more than a year therefore it is classified as a capital asset. The cost of the replacement is not included in the 2026 Capital Project Budget.

**Discussion**

After reviewing the *CTS Capital Asset Policy*, it was determined this engine was outside of my procurement authority as the engine for the heavy-duty bus is a capital asset. In accordance with policy, we are requesting Board authorization for the engine.

**Recommended Action**

Move to authorize by CTS Motion No. M12:2026 the CTS general manager procurement authority of the replacement heavy duty bus engine for the total cost of \$28,961.96 as presented.

**Attachments**

Dobbs TRP Parts Invoice

**Passed and adopted by the Board at a regular meeting by CTS Motion No. M12:2026 thereof this 15th day of April 2026.**

\_\_\_\_\_  
Board Chairperson

**Approved as to content:**

**Attest:**

\_\_\_\_\_  
Jason McNickle, General Manager

\_\_\_\_\_  
Barb Cox, Clerk to the Board

# PARTS INVOICE



**Dobbs Peterbilt - Tacoma 1**  
 3443 E 20th St  
 Fife, WA 98424  
 Phone: 844-263-7383  
 Fax: 253-922-6427  
 Email:

1143



Invoice: 025P225755  
 Date: 03/17/2026  
 Parts Order: 225755  
 Customer: 110518  
 Branch: Tac1  
**Invoice Total: \$28,961.96**  
 \*\*\* Open Account - Charge \*\*\*  
 Page 1 of 2

**Bill To:**

Clallam County Public Transportation Benefit  
 830 W Lauridsen Boulevard  
 Port Angeles, WA 98363

**Ship To:** Clallam County Public Transportation Benefit  
 Area dba Clallam Transit System  
 4100 Tumwater Truck Rte  
 Port Angeles, WA 98363-2471  
 Office Phone: 360-452-4511  
 Shop Phone:  
 Fax:  
 Email: ap@clallamtransit.com

**TO VIEW AND PAY ONLINE GO TO:** [dobbstruckgroup.billtrust.com](http://dobbstruckgroup.billtrust.com) **ENROLLMENT TOKEN** **PWQ ZHS HTL**

Customer P/O: 10025731-000      Invoiced By: Jared.Kidd      Delivery Method: Direct Ship  
 Territory:

Supplier	Part / Misc	Description / Ref Number	U/M	Quantity	Price	Ext Price
CUM15	DR6956RX	BLK, LONG ISL 8.9 10 B	EA	1	\$23,320.00	\$23,320.00
	35+ Day ETA					
	Grooming Required					
	Changes needed to match Original ESN Parts Options					
	a. change the gear cover to GG 9900					
	b. change the dipstick to LG90367					
	c. change the cylinder block cover to OB 9414					
	d. change the oil filler to OB 9521					
	e. change the valve cover to VC 9469					
	f. change the water outlet connection to WO 9076					
CUM15	DR6956RX-C	BLK, LONG ISL 8.9 10 B-Core	EA	1	\$2,725.00	\$2,725.00
	Freight	Freight		1	\$550.00	\$550.00

**Customer Tax ID:**

**Detail Tax Info:**  
 Port Angeles WA City Tax      \$638.28  
 Washington WA State Tax      \$1,728.68  
**Total: \$2,366.96** ✓

<b>Total Parts:</b>	<b>\$23,320.00</b>
<b>Total Core Charges:</b>	<b>\$2,725.00</b>
<b>Total Core Returns:</b>	<b>\$0.00</b>
<b>Total Miscellaneous:</b>	<b>\$550.00</b>
<b>Total EHC:</b>	<b>\$0.00</b>
<b>Invoice Subtotal:</b>	<b>\$26,595.00</b>
<b>Total Tax:</b>	<b>\$2,366.96</b> ✓
<b>Invoice Total:</b>	<b>\$28,961.96</b>

**Payment Method:** Open Account - Charge      **Payment Terms:** Net 30 Days      **Due Date:** 04/16/2026



**Title:** March 2026 Operations Report  
**Submitted By:** Taron Lee, Operations Manager  
**Authorized By:** Jason McNickle, General Manager

**Factsheet:** 2026-026  
**Date:** April 15, 2026

**Background**

Clallam Transit System (CTS) provides operational data to inform the board of ridership trends, service performance, vehicle accidents, passenger exclusions, and mobile ticketing usage for the prior month.

**Discussion**

**Fixed-Route:** In March 2026, fixed-route ridership decreased by 2.21% compared to March 2025. CTS recorded 70,944 passenger trips, which is a decrease of 1,604 rides from the previous year. Detailed ridership and performance data are presented in the *CTS Fixed-Route Ridership Statistics and Route Efficiency Reports*.

**Interlink Micro-transit Service:** Customer feedback for interlink services remains highly positive with riders. In March 2026, the average trip quality ratings were 4.99 in Forks and 4.92 in Sequim. Monthly ridership increased by 24.29% in Forks, and 26.63% in Sequim compared to March 2025. On time performance in Forks was 91% and 92% in Sequim.

**Paratransit:** Paratransit ridership rose by 16.54% in March 2026 compared to the same month in 2025. Key performance metrics are summarized in the tables below:

Measure	March 2026	March 2025	YTD 2026	YTD 2025	
Boardings	4,615	3,960	9,219	11,890	
On-Time Performance	96.77%	97.29%	96.94%	97.62%	<i>Higher is better</i>
No-Shows	7.91%	7.12%	7.09%	6.73%	<i>Lower is better</i>
Same-Day Cancellations	4.77%	5.51%	4.63%	6.22%	<i>Lower is better</i>
Newly Approved Applicants	35	79	144	236	

**Vehicle Accidents and Incidents:** For March 2026 there was one reportable accident. Rideshare van 896 was totaled near Lyre River on Highway 112. Both occupants are recovering from injuries.

**Exclusions:** There were eight 30-day exclusions for March 2026.

- One for delay of service aboard an Interlink van at the Sequim Transit Center.
- One for harassing another passenger on a westside bus.
- One for an assault of a person harassing the individual on a westside bus.
- One teen for vaping on the Sequim commuter.
- One teen for vandalism/theft of a seat back.
- One adult for vaping on the bus while parked at the Gateway Transit Center.
- One adult for disruptive and obscene behavior on the Sequim commuter.
- One adult for harassment on the Sequim commuter.

**Mobile Ticketing Program (Token Transit): Monthly Sales Overview – Strait Shot and Hurricane Ridge**

Month	Unique Users	Passes/Tickets	Gross Sales
March 2026	260	470	\$4,280
February 2026	225	413	\$3,830
January 2026	205	390	\$3,635
December 2025	293	480	\$4,470
November	259	488	\$4,605
October 2025	309	596	\$5,490
September 2025	324	584	\$5,284
August 2025	513	1,117	\$7,091
July 2025	543	1,361	\$7,759
June 2025	409	911	\$5,629
May 2025	302	564	\$5,085
April 2025	269	493	\$4,560
March 2025	260	492	\$4,640

February 2026 Sales by Fare Type			
Type of Fare	Fare	Passengers	Revenue
Regular Strait Shot Fare	\$10.00	386	\$3,860.00
Reduced Strait Shot Fare	\$5.00	84	\$420.00
<b>Totals</b>		470	\$4,280.00

**Operations Update:** Operational constraints have been identified and addressed to minimize rider impact and improve reliability. The next service bid is scheduled to begin May 25, 2026, pending operational and staffing conditions, to align with the anticipated opening of Hurricane Ridge.

**Recommended Action**

None.

**Attachments**

CTS Fixed-Route Ridership Statistics  
 Route Efficiency Report



# Ridership Executive Summary

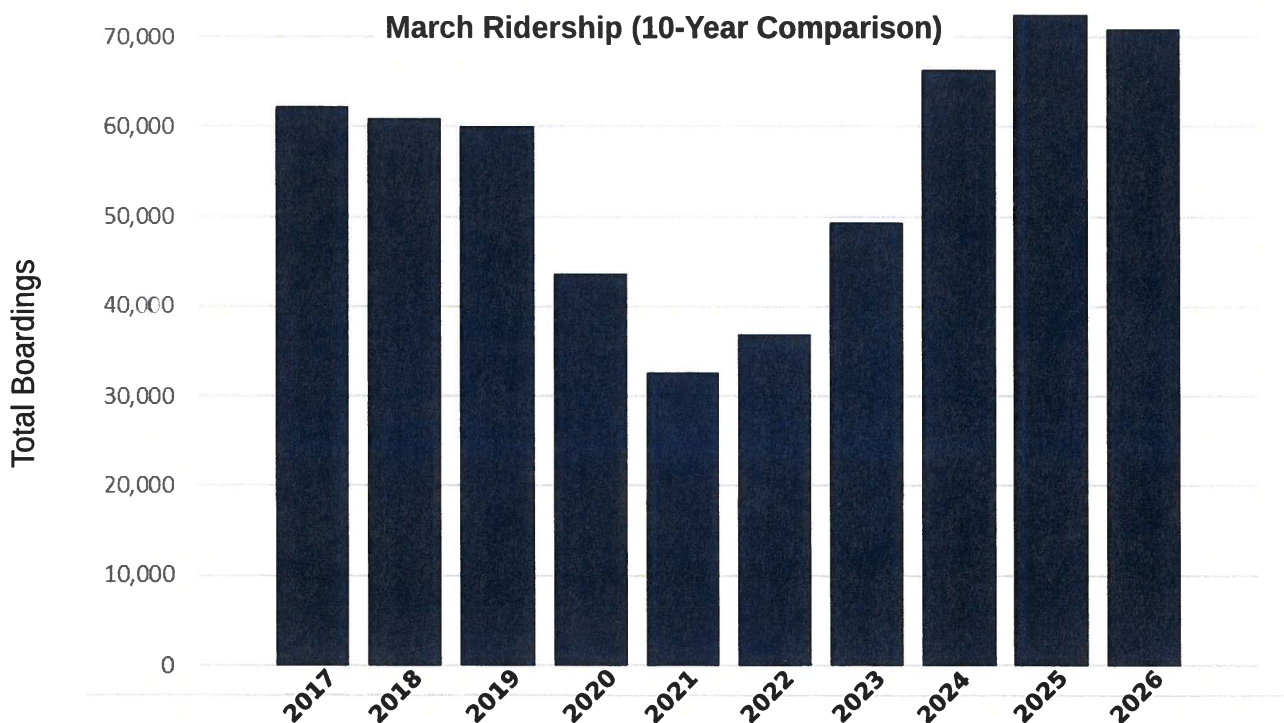
Report for March 2026

## Key Metrics (February 2026)

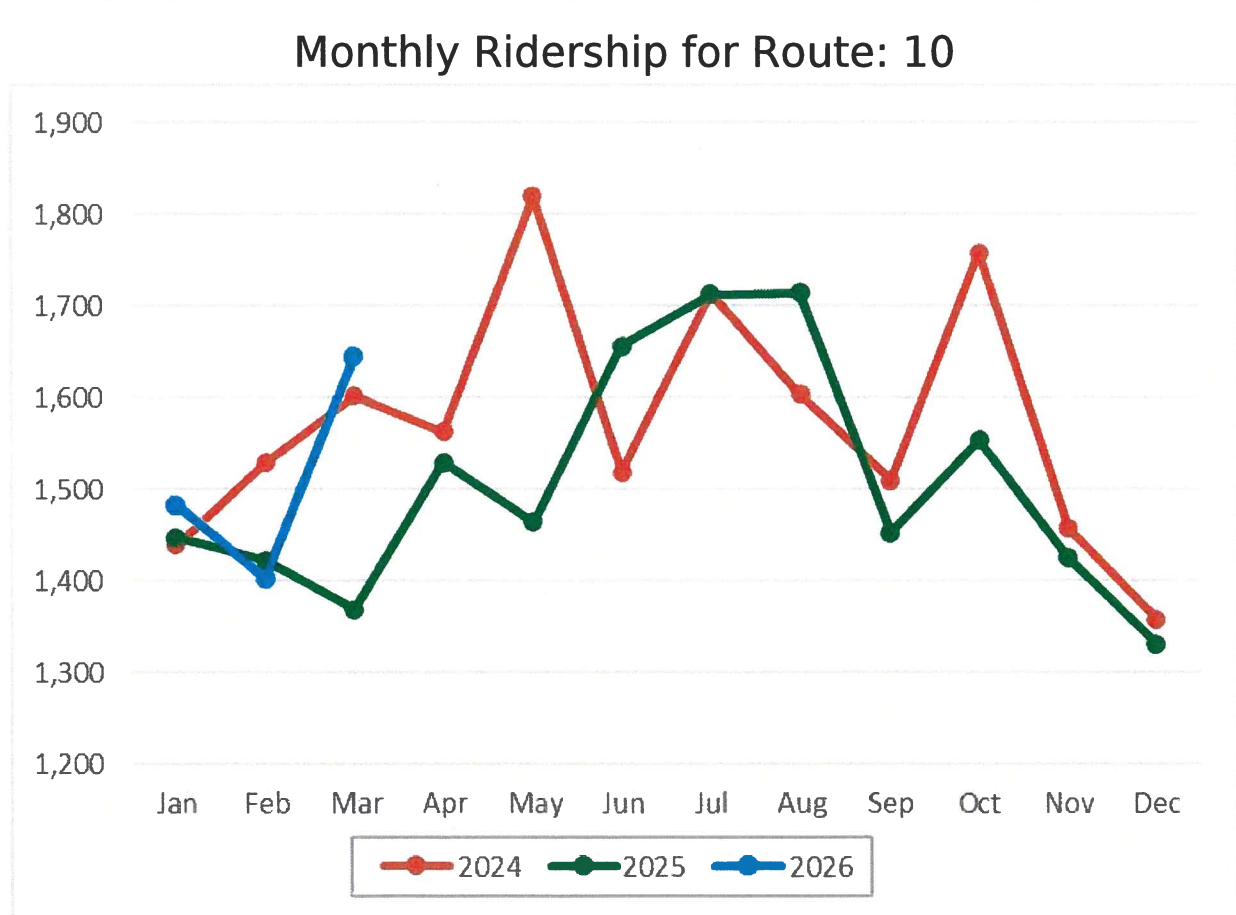
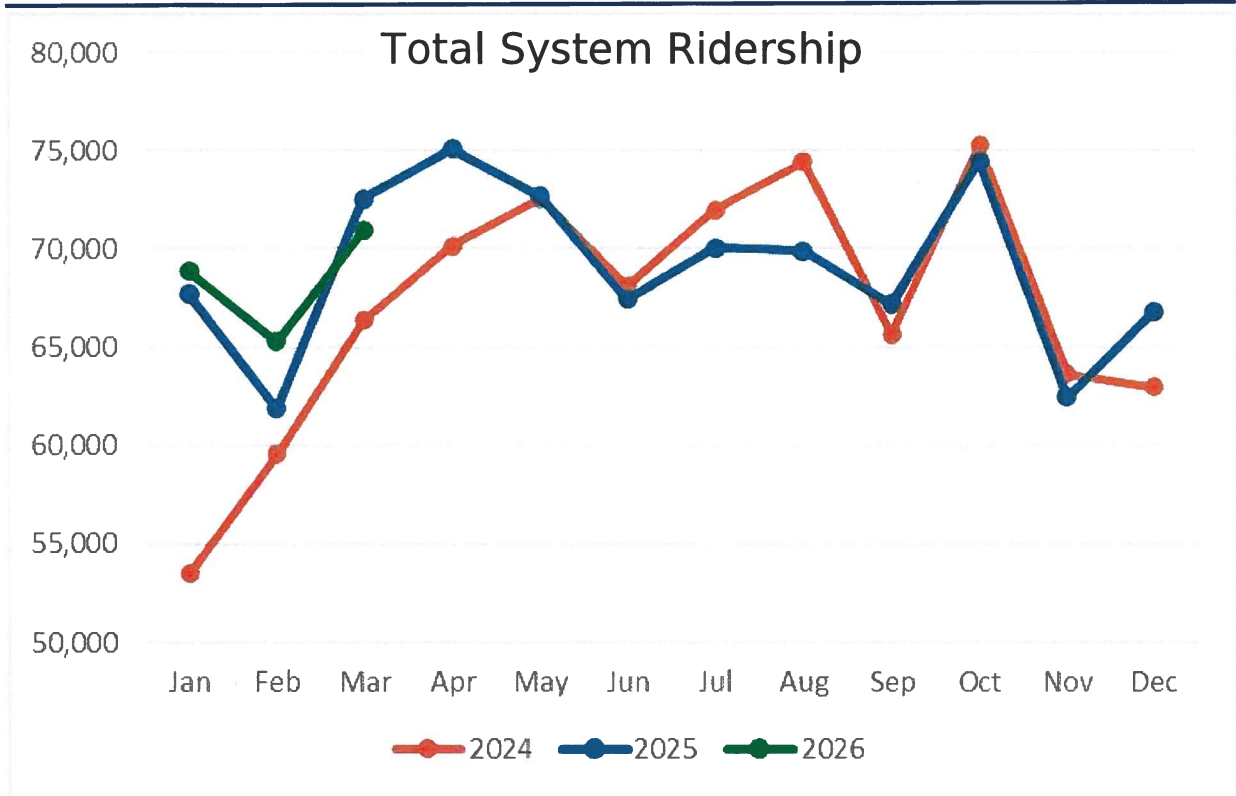
Total Ridership	Month-over-Month Change	Year-over-Year Change
<b>70,944</b>	<b>8.70%</b>	<b>-2.21%</b>

Overall system ridership for March 2026 was **65,264**. This represents a **-2.21%** change from the previous month and a **+8.70%** change from the same month last year.

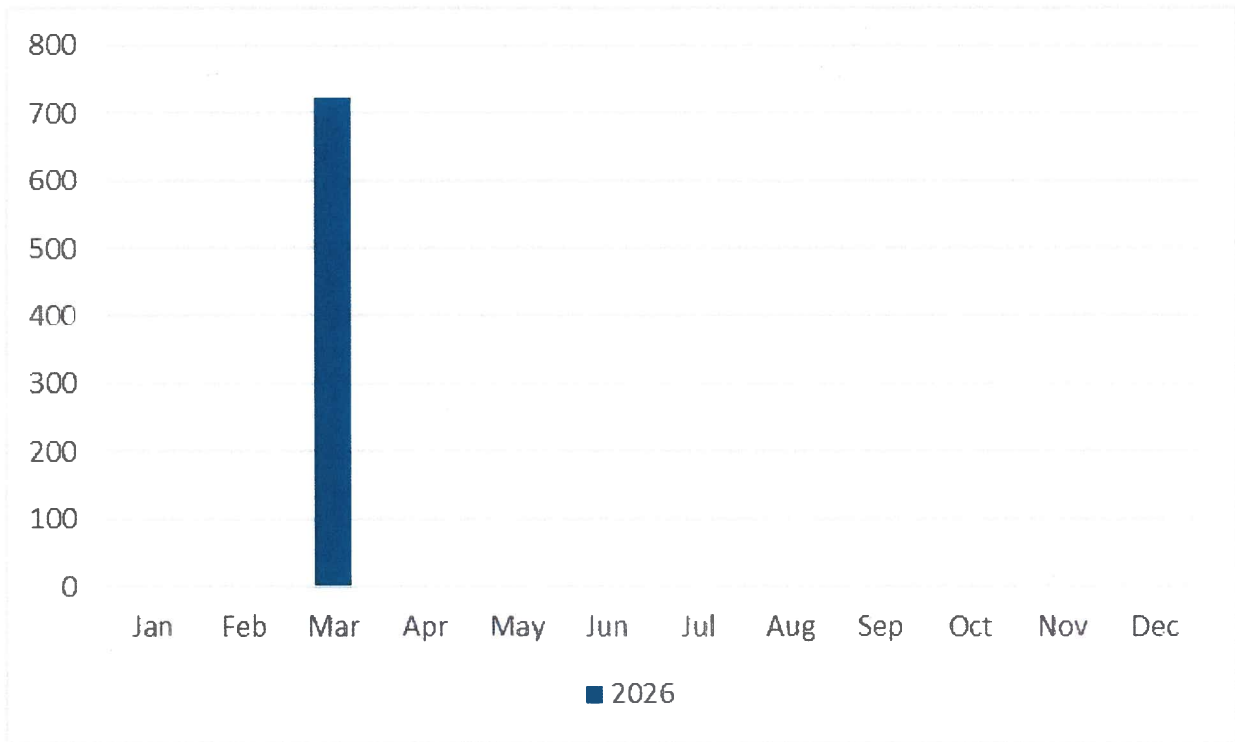
## Long-Term System Context



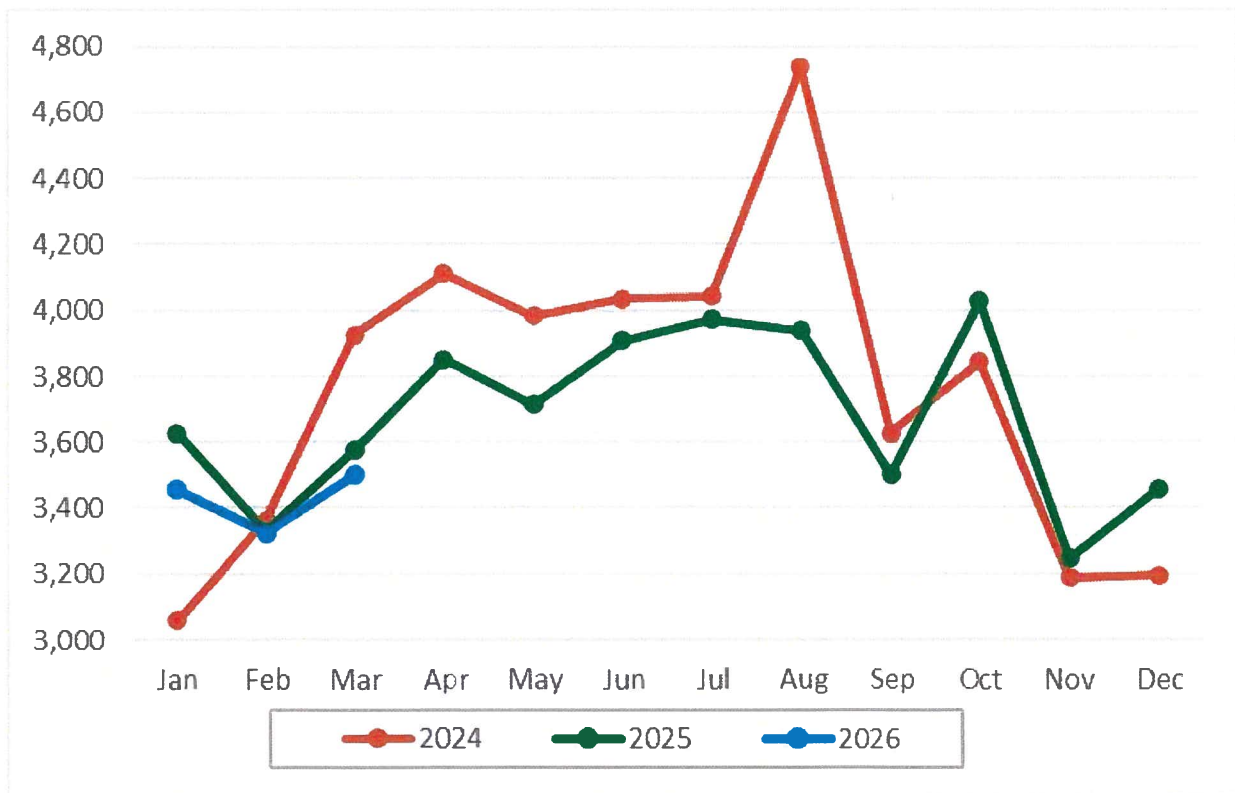
**Detailed Route Performance (3-Year Comparison of Old Routes, Monthly Ridership & Route Comparison of New to Old Routes)**



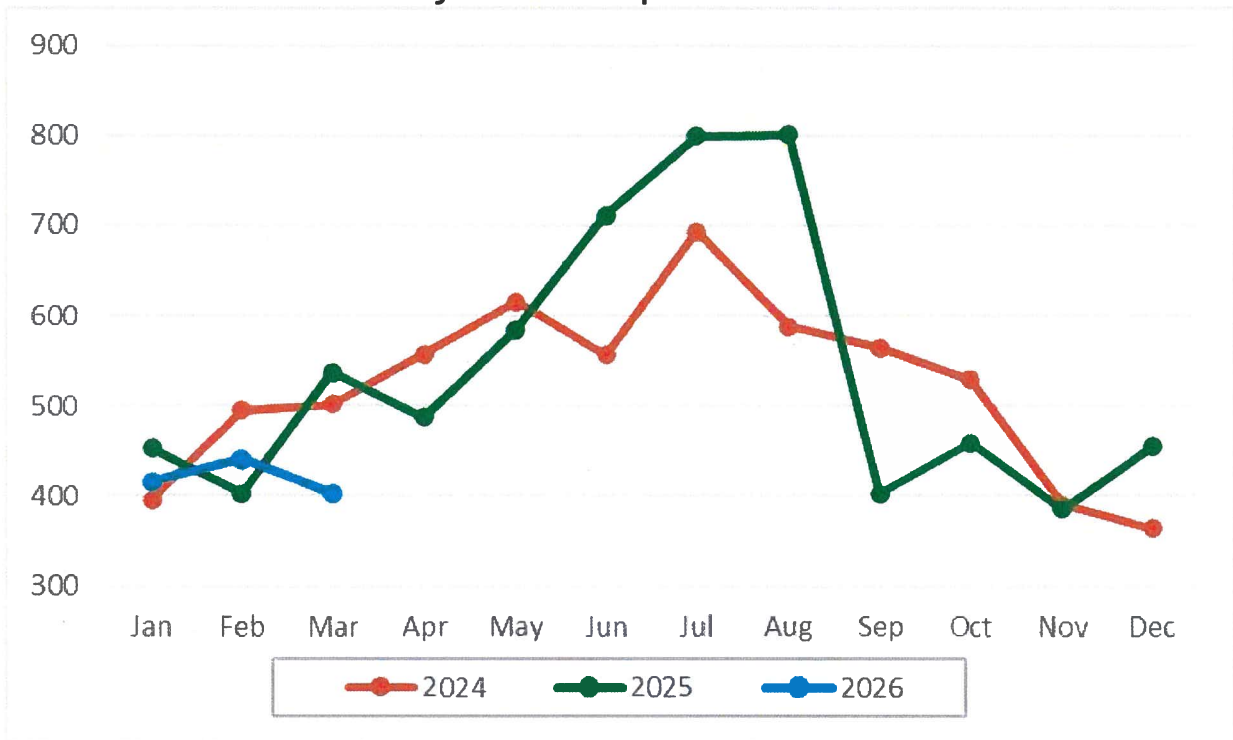
### Monthly Ridership for Route: 12 (March 15-31)



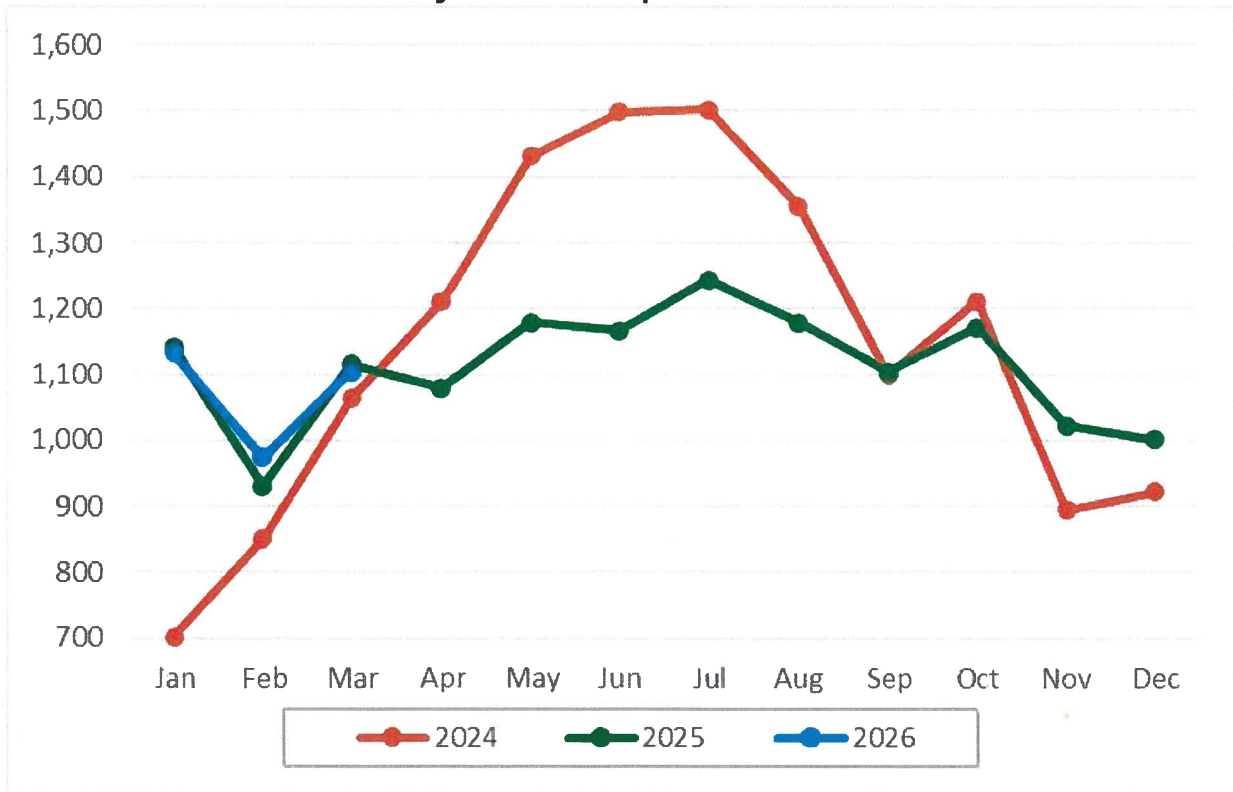
### Monthly Ridership for Route: 14



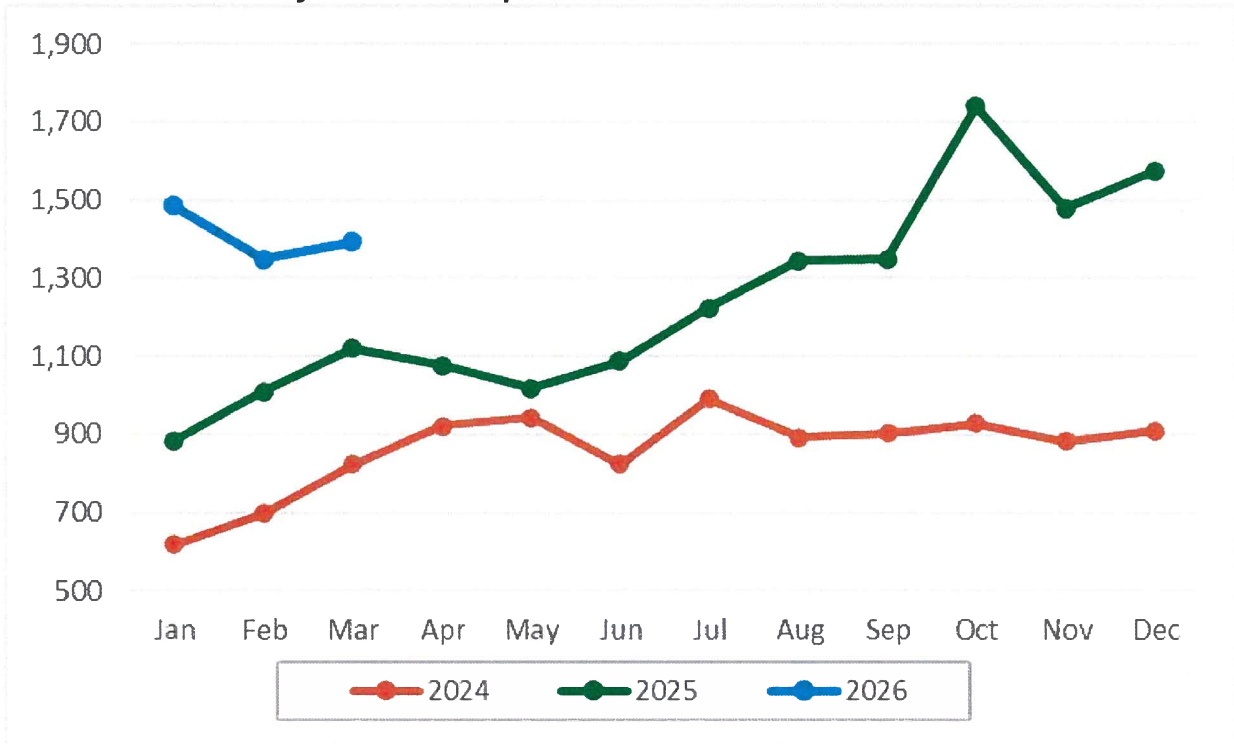
### Monthly Ridership for Route: 15



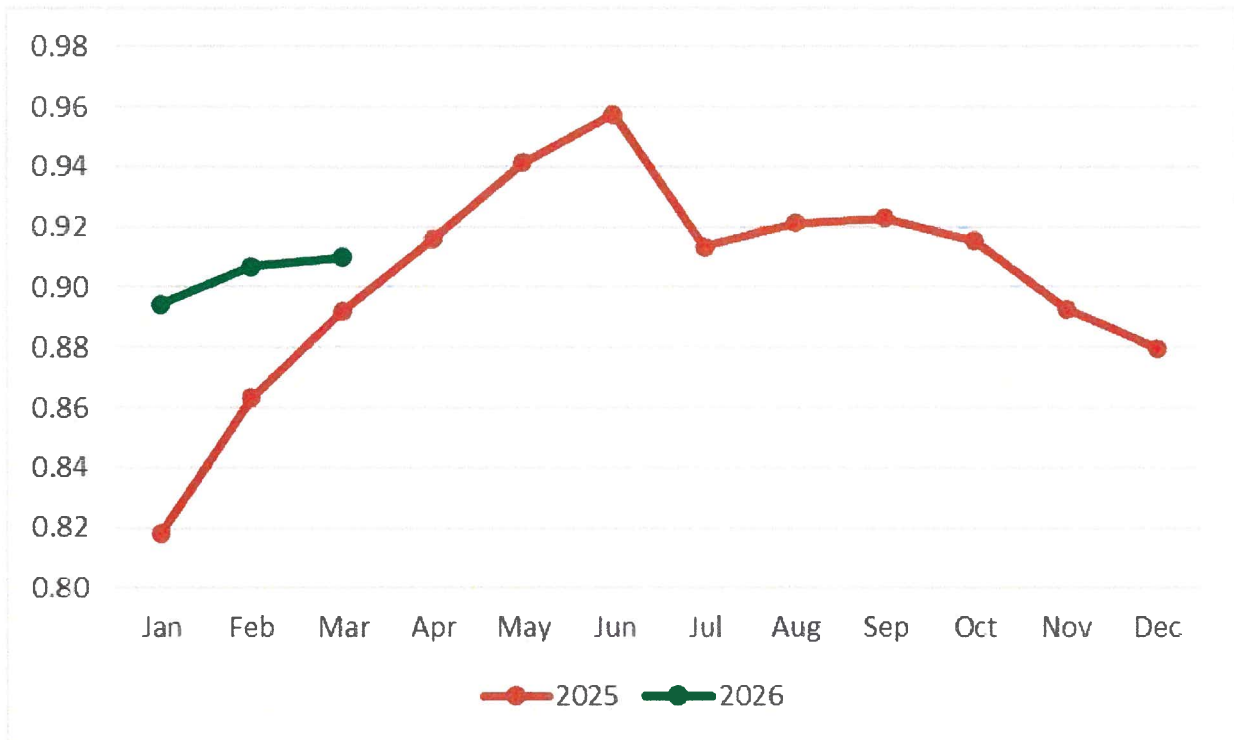
### Monthly Ridership for Route: 16



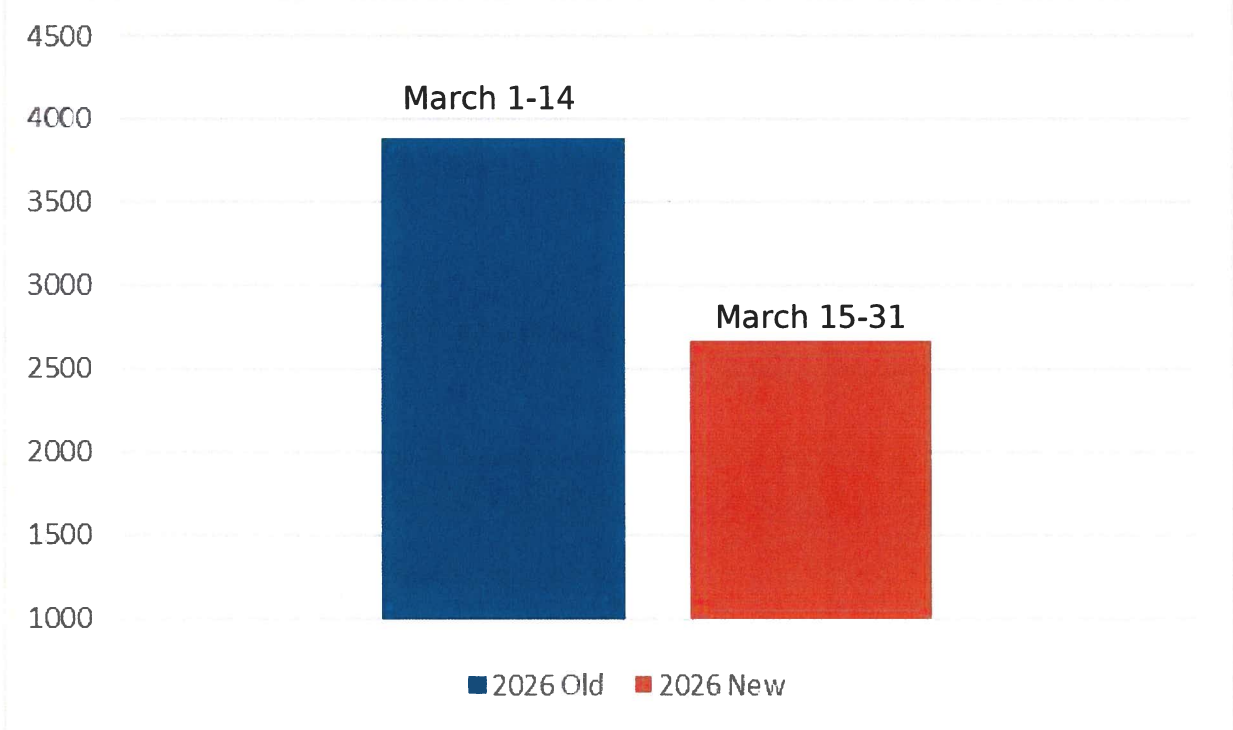
### Monthly Ridership for Route: Forks Interlink



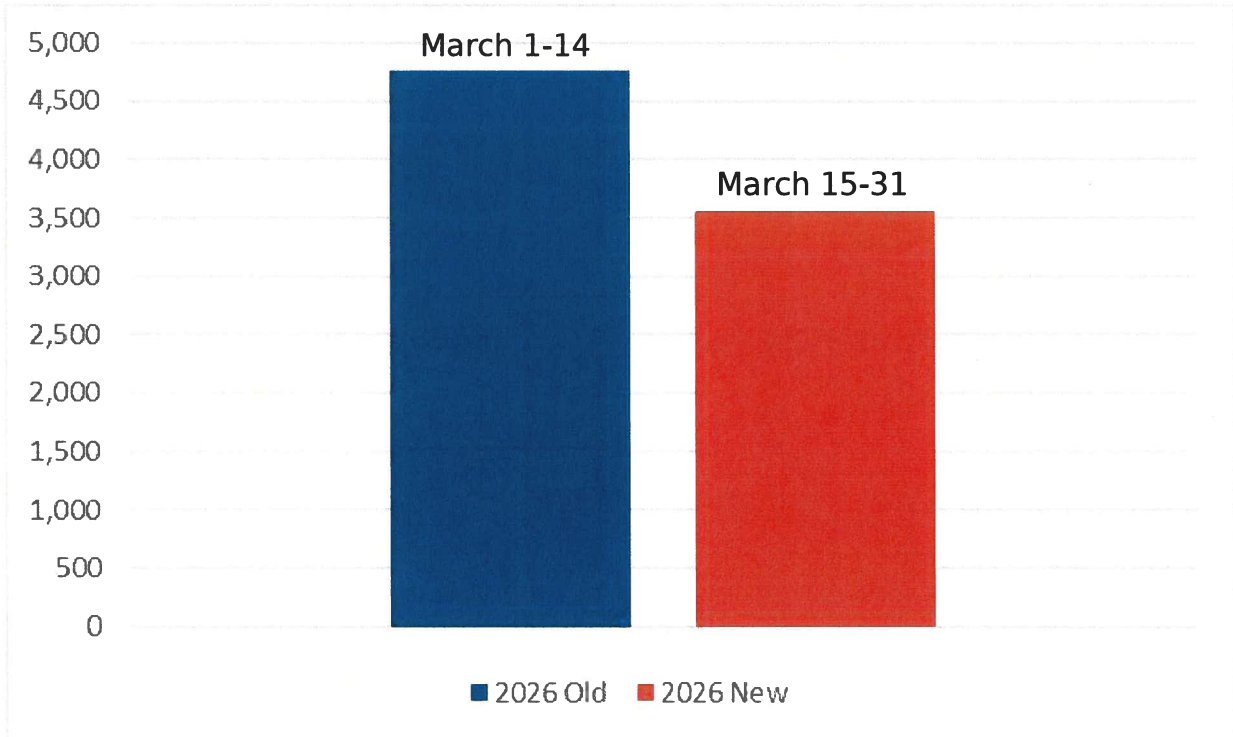
### OTP Percentage Comparison to Last Year for: Forks Interlink



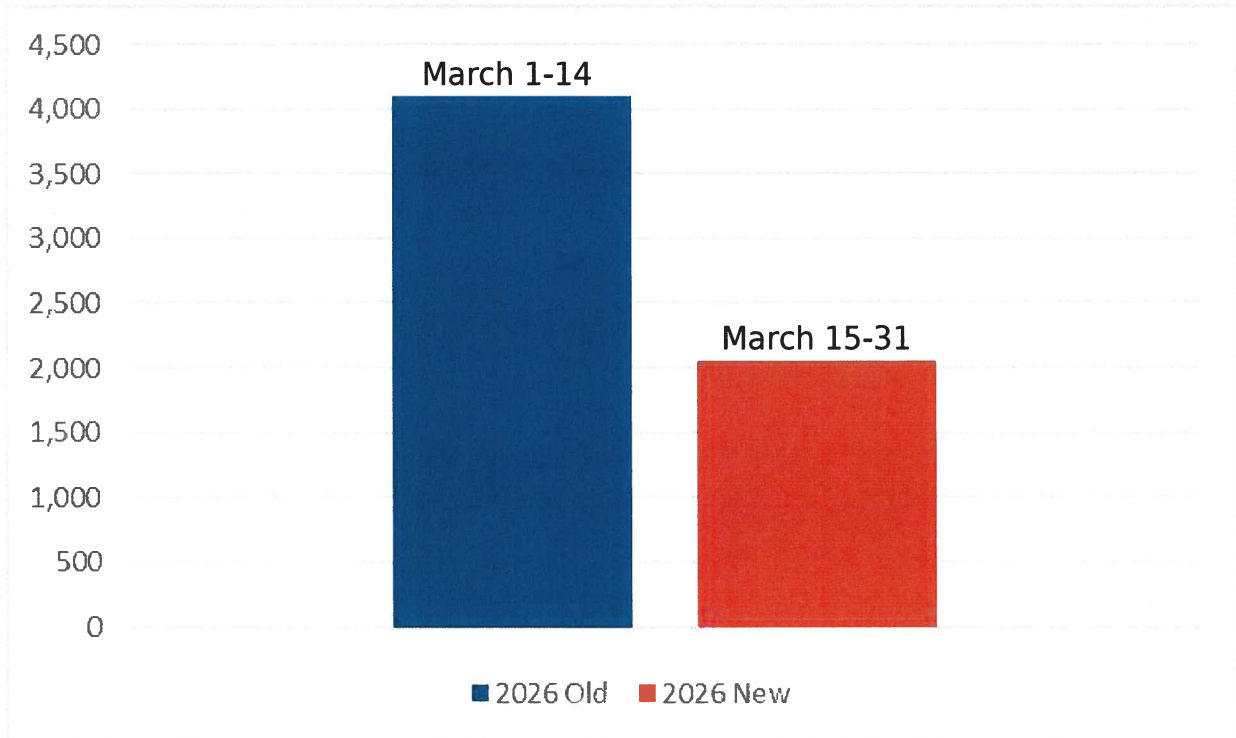
Monthly Ridership Comparison for Route: 20 College/Medical & 20 College (New)



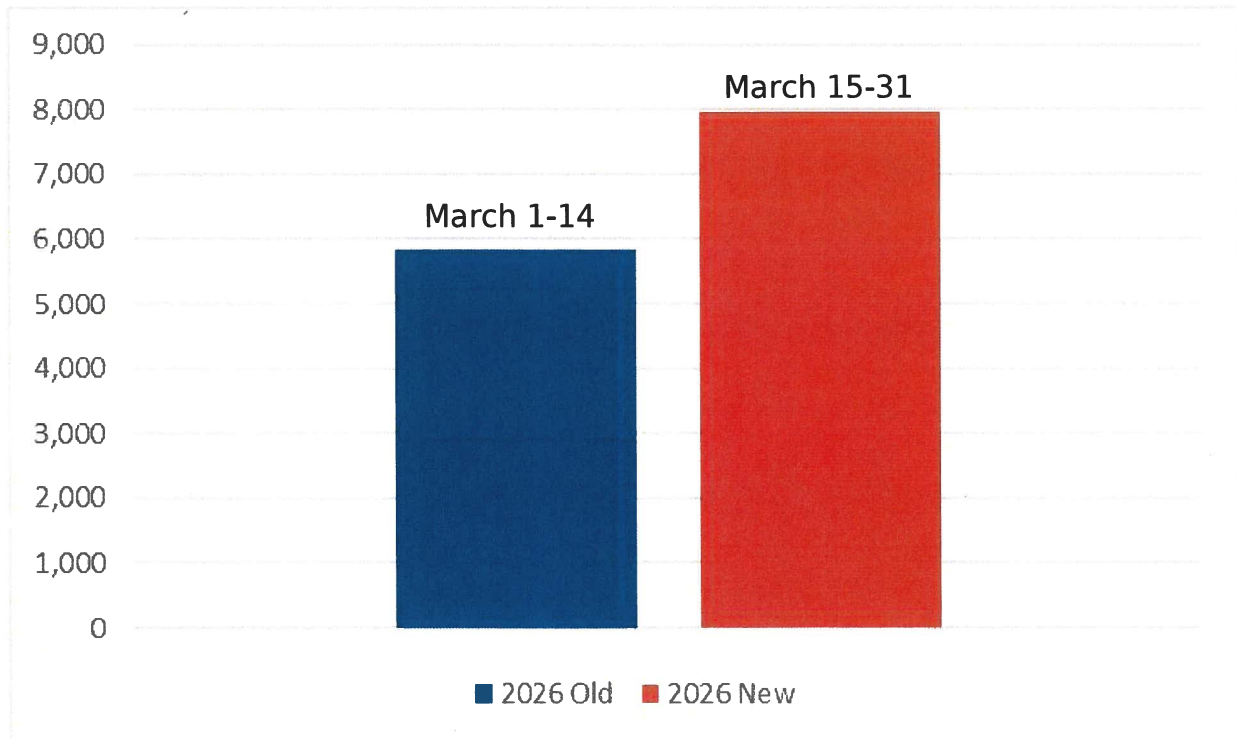
Monthly Ridership Comparison for Route: 22 Lincoln/Peabody & 22 School Zone (New)



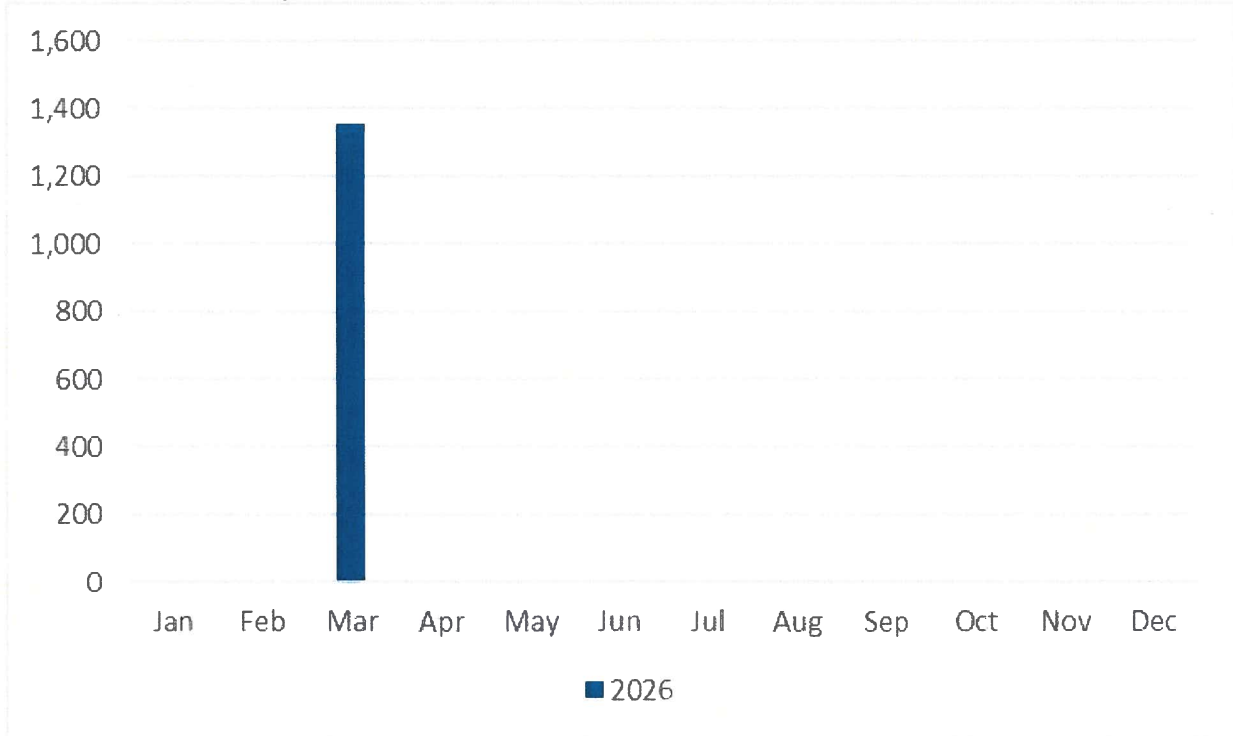
Monthly Ridership Comparison for Route: 24 Cherry Hill & 24 Shane Park (New)



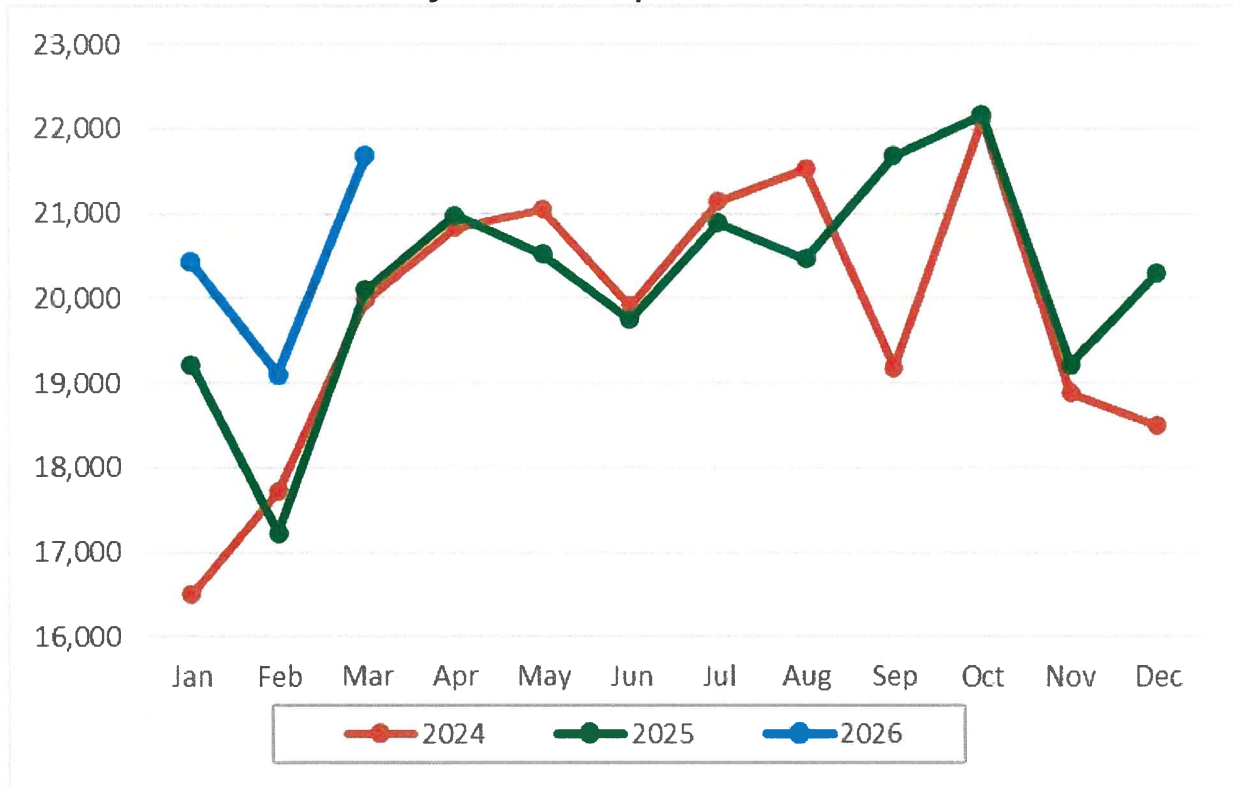
Monthly Ridership Comparison for Route: 26 West Side/Lower Elwha & 26 West Side (New)



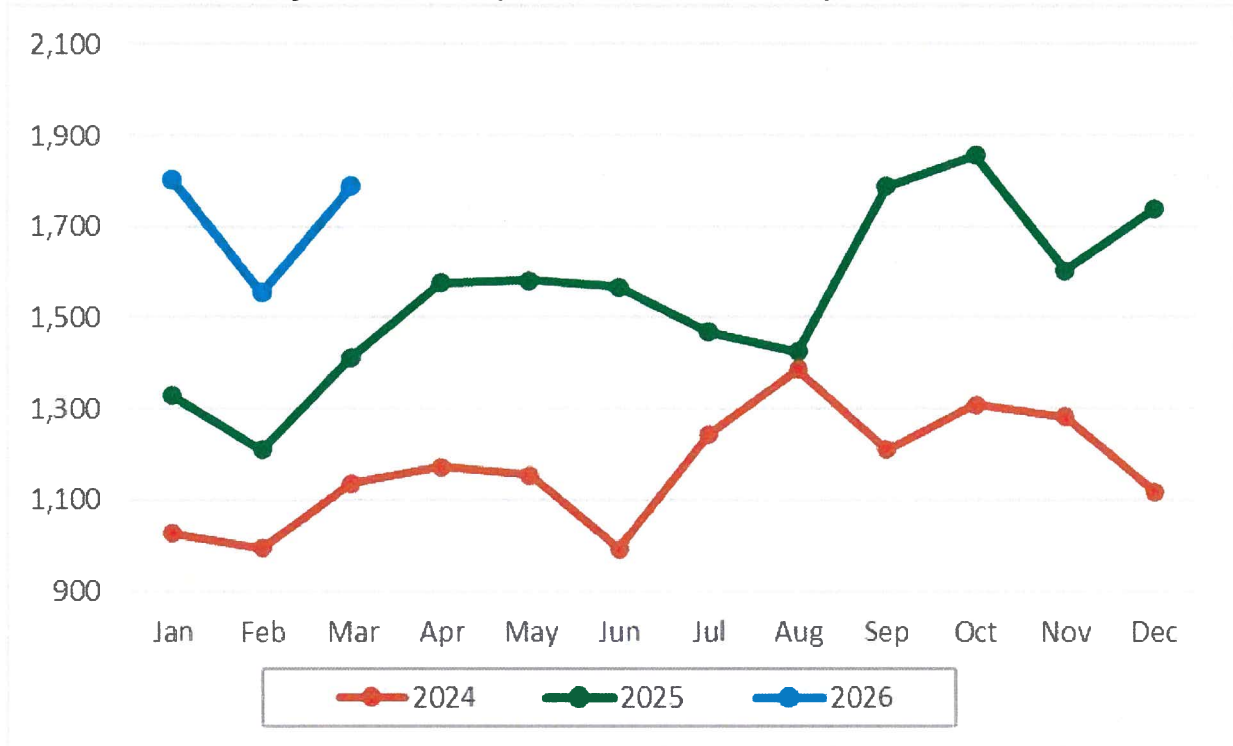
### Monthly Ridership for Route: 28 (March 15-31)



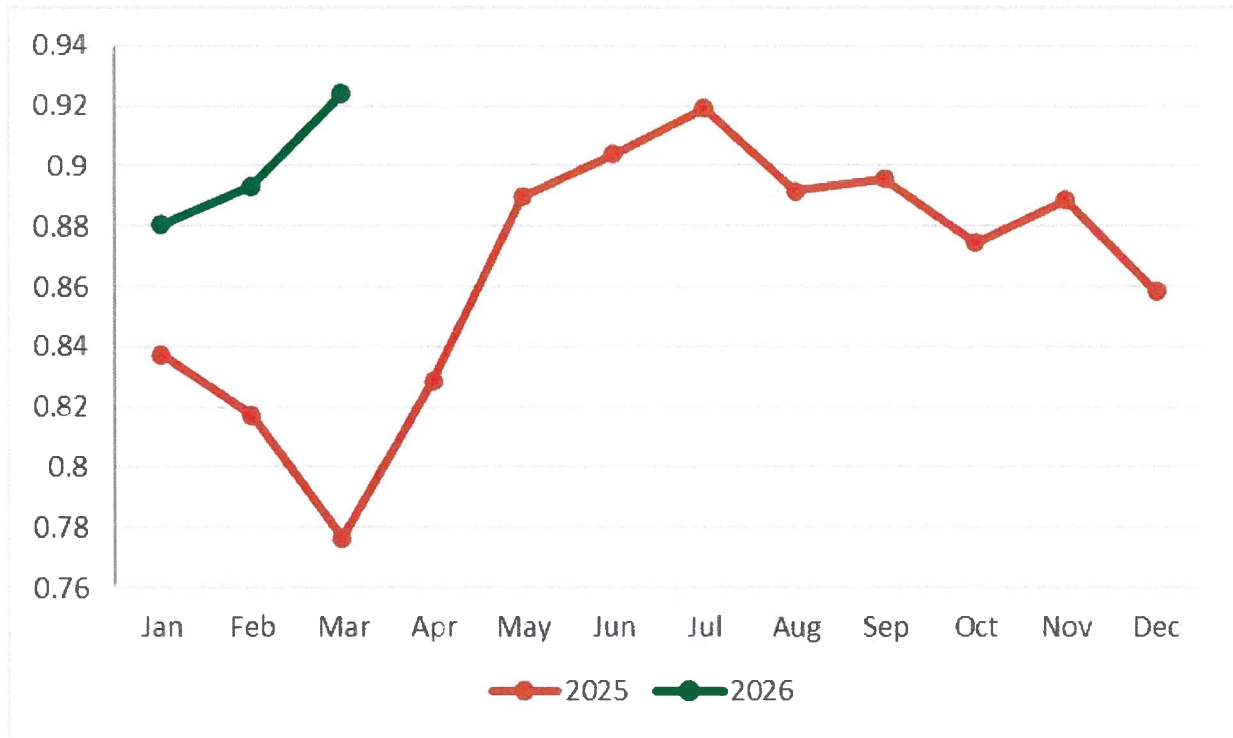
### Monthly Ridership for Route: 30



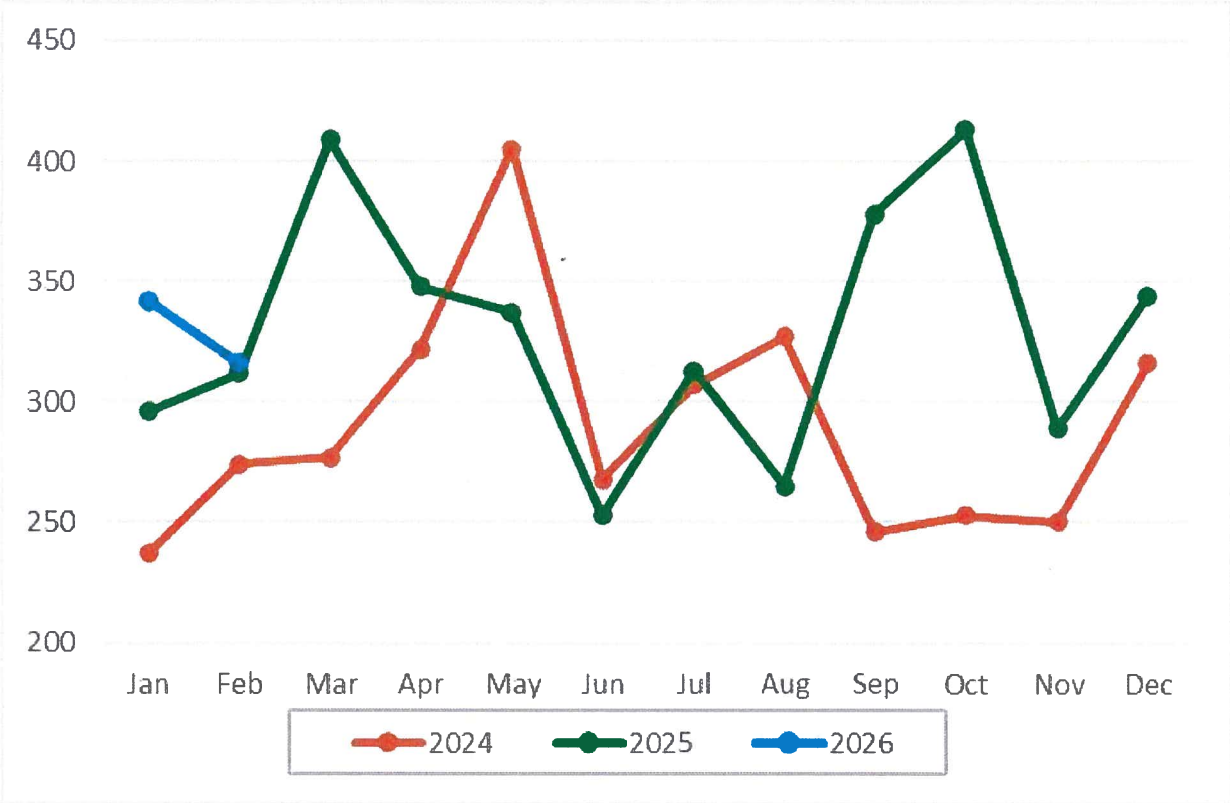
### Monthly Ridership for Route: Sequim Interlink



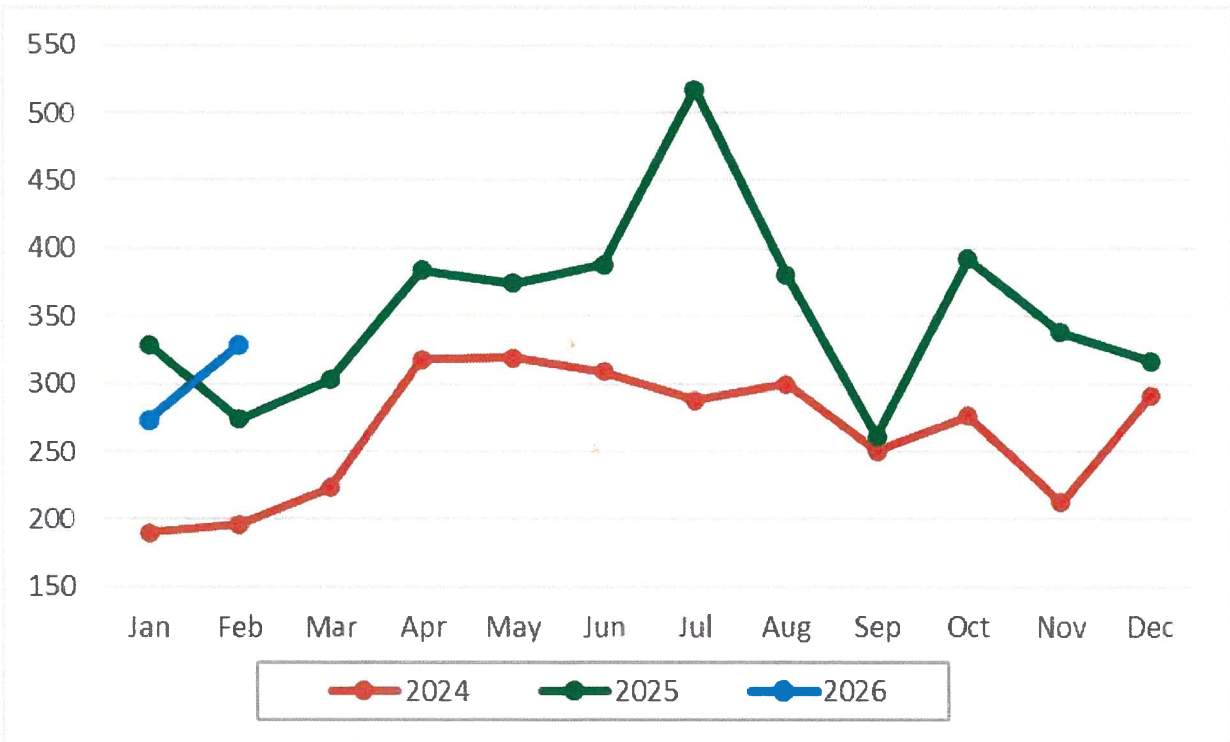
### OTP Percentage Comparison to Last Year for: Sequim Interlink



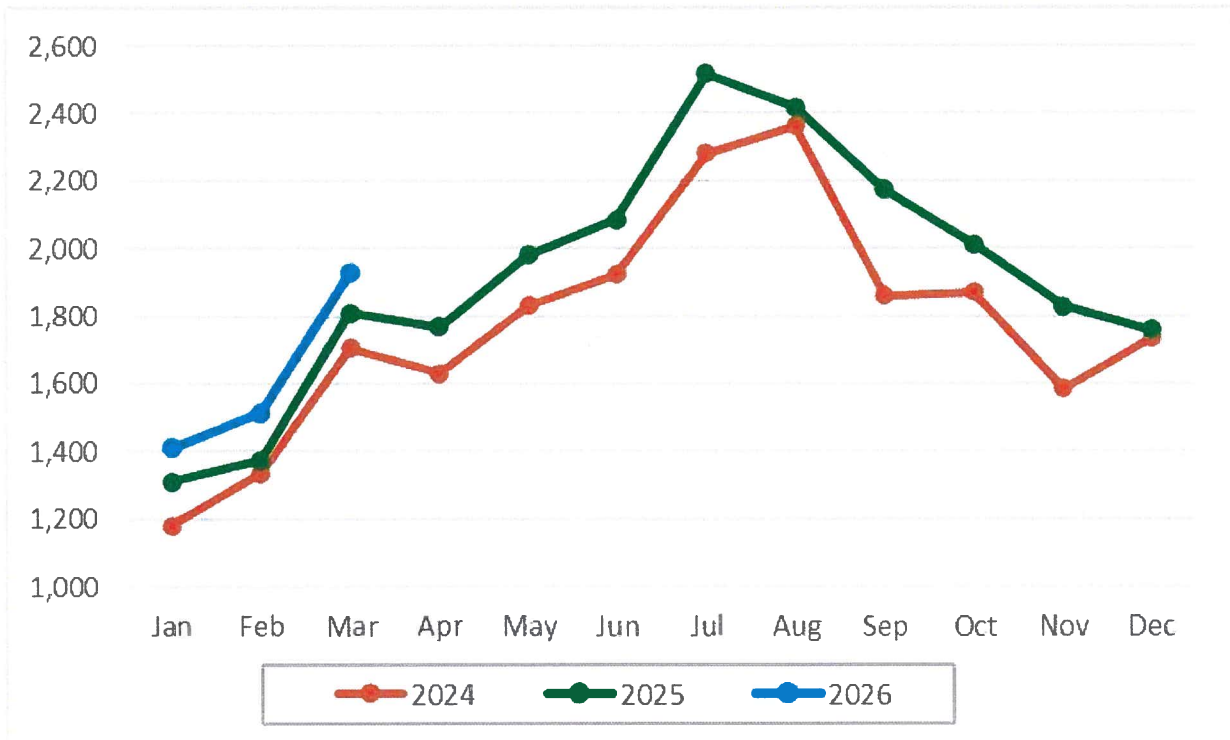
### Monthly Ridership for Route: 50



### Monthly Ridership for Route: 52



## Monthly Ridership for Route: 123



## Monthly Ridership for Route: 123

### Detailed Ridership Performance Year-to-Date (10-Year Comparison)



March 2026 CTS Route Efficiency Report			
Route	Boardings	Rev Hours	Avg. Passengers per hour per route
26 - New West Side	7951	201.97	39.37
26 - West Side	5826	157.28	37.04
22 - Lincoln/Peabody	4759	132.86	35.82
22 -School Zone	3562	124.71	28.56
24 - Cherry Hill	4094	152.78	26.8
20 - College/Medical	3884	163.06	23.82
30 - Commuter	21684	976.77	22.2
24 - Shane Park	2050	120.63	16.99
20 - College	2661	174.49	15.25
12 - Deer Park	722	48.84	14.78
28 - Deer Park	1354	99.71	13.58
10 - Joyce	1644	212.07	7.75
50 - Jamestown	378	99.71	7.51
Forks Interlink	1392	207.03	6.72
14 - Forks	3501	581.15	6.02
123 - The Strait Shot	1926	371.01	5.19
15 - La Push	403	78.16	5.16
Sequim Interlink	1788	352.17	5.08
16 - Neah Bay	1104	271.69	4.06
52 - Diamond Point	261	976.77	3.72
	70,944	5,502.85	12.89



**Title:** March 2026 Financial Report  
**Submitted By:** Cherie Huxtable, Finance Manager  
**Authorized By:** Jason McNickle, General Manager

**Factsheet:** 2026-027  
**Date:** April 15, 2026



## **BACKGROUND**

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

## **DISCUSSION**

**Cash Balances:** The total cash balance as of March 31, 2026, was \$33,569,474. Of those funds, \$26.6 million is unrestricted. Approximately \$10.5 million of those unrestricted funds are currently held in the Separately Managed Account (SMA) for long-term investments.

**Sales Tax Revenue:** The sales tax deposit for March was \$940,558. This was 3.78% over budget for the month. Sales tax receipts are two months behind actual state collections.

**Other Operating Revenue:** Other operating revenue for March includes \$103 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) decreased from 3.74% to 3.71%.

## **RECOMMENDED ACTION**

None.

## **ATTACHMENTS**

Monthly Board Report  
Sales Tax Chart  
Salary, Wages, and Benefits Chart  
Revenue and Expenses Chart  
SMA Net Position  
Treasurer's Report



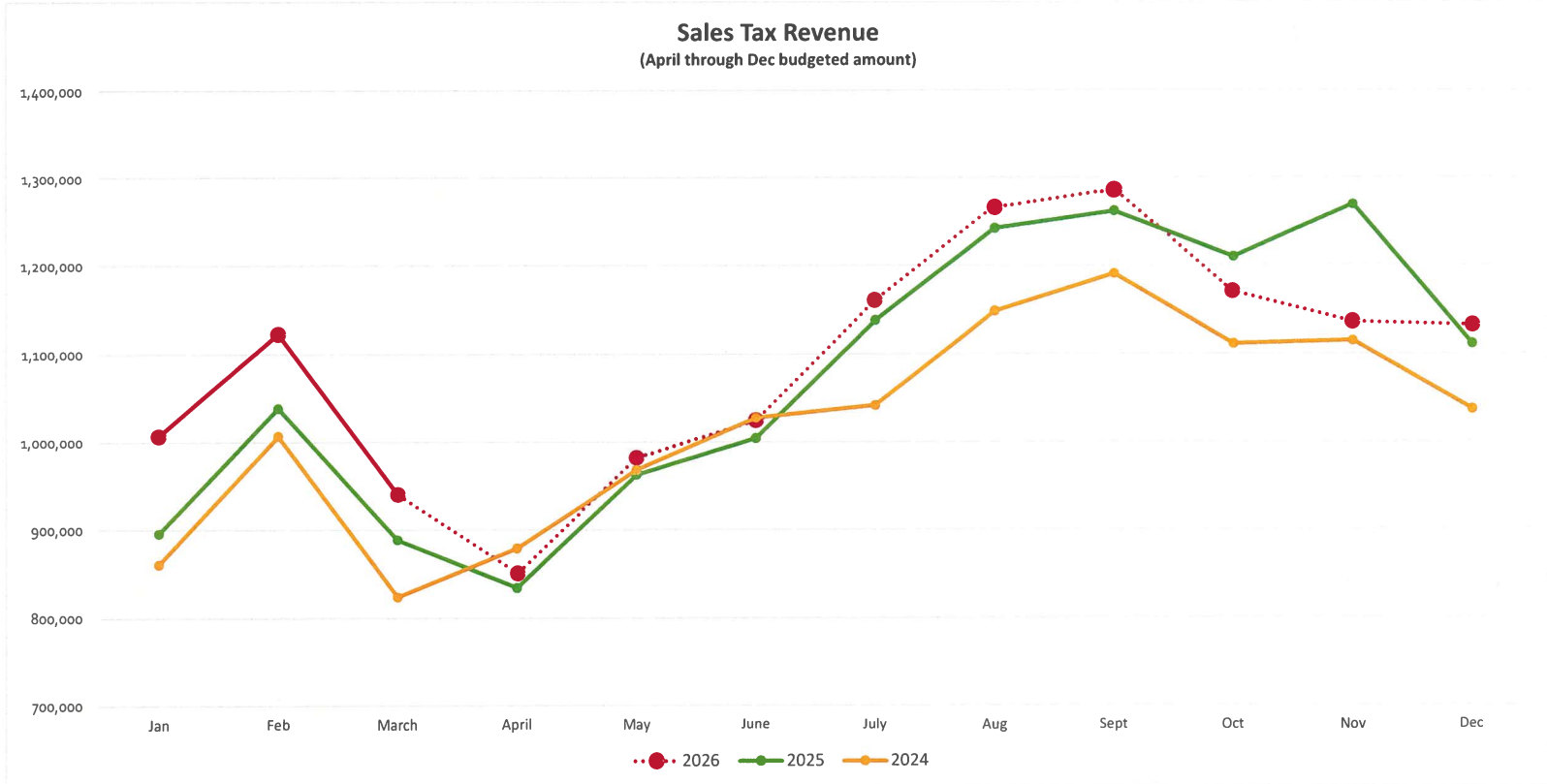
Clallam Transit System

# Monthly Budget Report

## Group Summary

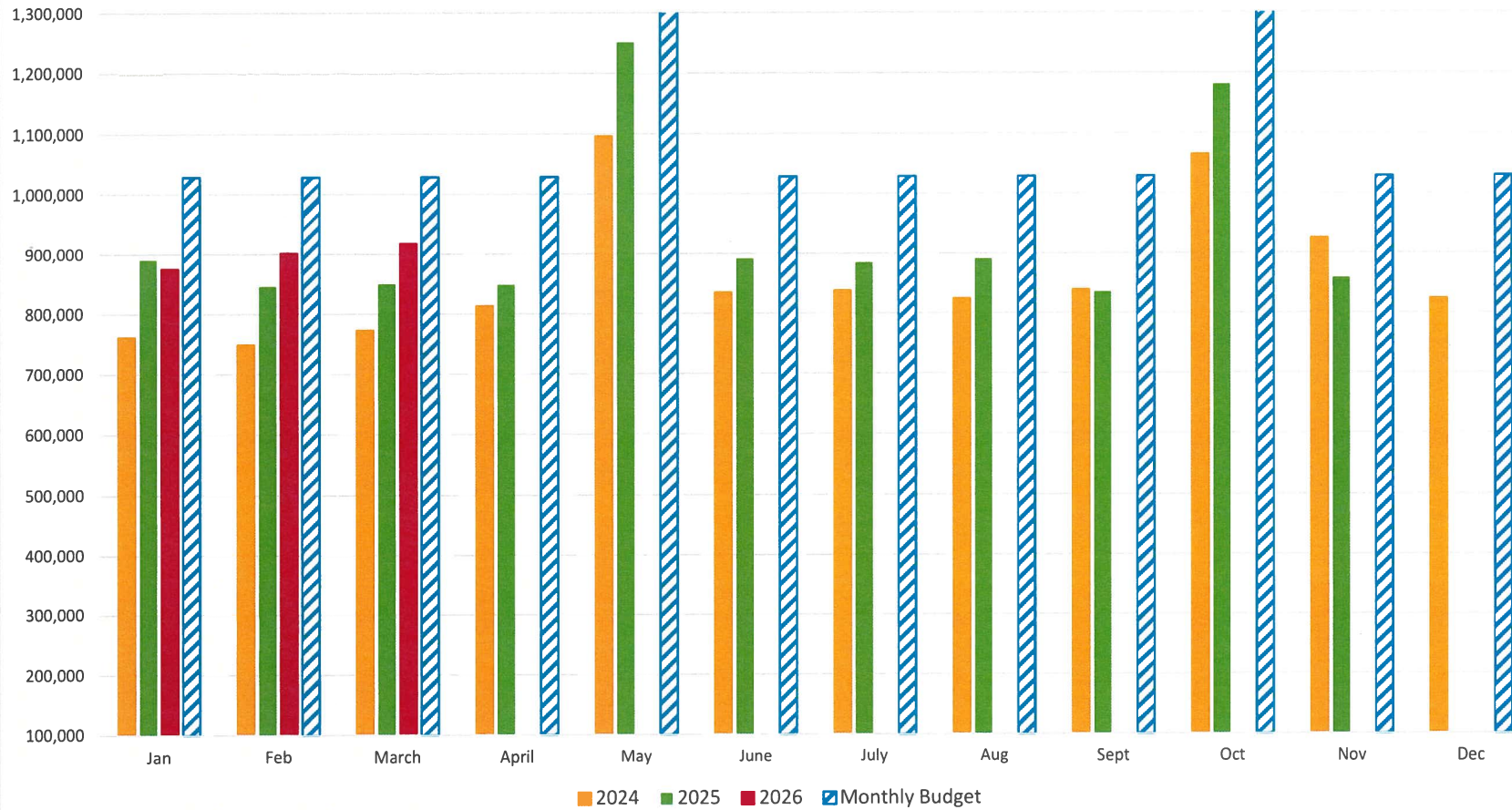
For Fiscal: Current Period Ending: 03/31/2026

ExpCa...	March Budget	March Activity	Variance Favorable (Unfavorable)	Percent Used	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Used	Total Budget
<b>Revenue</b>									
RevType: 10 - Passenger Fare Revenue									
	14,660.80	12,750.41	-1,910.39	-86.97%	43,982.40	36,337.18	-7,645.22	-82.62%	176,000.00
<b>Total RevType: 10 - Passenger Fare Revenue:</b>	<b>14,660.80</b>	<b>12,750.41</b>	<b>-1,910.39</b>	<b>-86.97%</b>	<b>43,982.40</b>	<b>36,337.18</b>	<b>-7,645.22</b>	<b>-82.62%</b>	<b>176,000.00</b>
RevType: 20 - Rideshare Revenue									
	14,244.30	13,850.00	-394.30	-97.23%	42,732.90	27,325.00	-15,407.90	-63.94%	171,000.00
<b>Total RevType: 20 - Rideshare Revenue:</b>	<b>14,244.30</b>	<b>13,850.00</b>	<b>-394.30</b>	<b>-97.23%</b>	<b>42,732.90</b>	<b>27,325.00</b>	<b>-15,407.90</b>	<b>-63.94%</b>	<b>171,000.00</b>
RevType: 30 - Paratransit Revenue									
	1,166.20	931.61	-234.59	-79.88%	3,498.60	2,800.01	-698.59	-80.03%	14,000.00
<b>Total RevType: 30 - Paratransit Revenue:</b>	<b>1,166.20</b>	<b>931.61</b>	<b>-234.59</b>	<b>-79.88%</b>	<b>3,498.60</b>	<b>2,800.01</b>	<b>-698.59</b>	<b>-80.03%</b>	<b>14,000.00</b>
RevType: 40 - Sales Tax Revenue									
	906,288.00	940,558.27	34,270.27	-103.78%	2,879,309.00	3,071,136.99	191,827.99	-106.66%	12,716,406.00
<b>Total RevType: 40 - Sales Tax Revenue:</b>	<b>906,288.00</b>	<b>940,558.27</b>	<b>34,270.27</b>	<b>-103.78%</b>	<b>2,879,309.00</b>	<b>3,071,136.99</b>	<b>191,827.99</b>	<b>-106.66%</b>	<b>12,716,406.00</b>
RevType: 50 - WSDOT Grant Revenue									
	158,353.30	0.00	-158,353.30	0.00%	475,059.90	0.00	-475,059.90	0.00%	1,901,000.00
<b>Total RevType: 50 - WSDOT Grant Revenue:</b>	<b>158,353.30</b>	<b>0.00</b>	<b>-158,353.30</b>	<b>0.00%</b>	<b>475,059.90</b>	<b>0.00</b>	<b>-475,059.90</b>	<b>0.00%</b>	<b>1,901,000.00</b>
RevType: 60 - Other Operating Revenue									
	103,371.13	120,456.65	17,085.52	-116.53%	310,113.39	358,686.86	48,573.47	-115.66%	1,240,950.00
<b>Total RevType: 60 - Other Operating Revenue:</b>	<b>103,371.13</b>	<b>120,456.65</b>	<b>17,085.52</b>	<b>-116.53%</b>	<b>310,113.39</b>	<b>358,686.86</b>	<b>48,573.47</b>	<b>-115.66%</b>	<b>1,240,950.00</b>
<b>Total Revenue:</b>	<b>1,198,083.73</b>	<b>1,088,546.94</b>	<b>-109,536.79</b>	<b>-90.86%</b>	<b>3,754,696.19</b>	<b>3,496,286.04</b>	<b>-258,410.15</b>	<b>-93.12%</b>	<b>16,219,356.00</b>
<b>Expense</b>									
00 - Salaries & Wages	654,861.17	595,276.31	59,584.86	90.90%	1,964,583.51	1,750,872.27	213,711.24	89.12%	8,515,750.00
10 - Personnel Benefits	374,209.95	322,236.27	51,973.68	86.11%	1,122,629.85	944,725.06	177,904.79	84.15%	4,664,800.00
20 - Fuel, Fluids, & Parts	131,551.52	151,764.26	-20,212.74	115.36%	394,654.56	337,965.11	56,689.45	85.64%	1,579,250.00
30 - Other Supplies	36,739.96	47,298.64	-10,558.68	128.74%	110,219.88	86,761.13	23,458.75	78.72%	441,056.11
40 - Professional & Misc Services	69,251.45	59,088.66	10,162.79	85.32%	207,754.35	247,278.97	-39,524.62	119.02%	831,350.00
50 - Maintenance & Repair	27,918.58	14,590.02	13,328.56	52.26%	83,755.74	47,748.42	36,007.32	57.01%	335,157.06
60 - Communications	10,496.20	15,417.93	-4,921.73	146.89%	31,488.60	28,757.24	2,731.36	91.33%	126,005.00
70 - Insurance	45,398.50	44,391.83	1,006.67	97.78%	136,195.50	133,175.53	3,019.97	97.78%	545,000.00
80 - Other Operating Expenses	20,104.45	27,890.39	-7,785.94	138.73%	60,313.35	43,298.34	17,015.01	71.79%	241,350.00
<b>Total Expense:</b>	<b>1,370,531.78</b>	<b>1,277,954.31</b>	<b>92,577.47</b>	<b>93.25%</b>	<b>4,111,595.34</b>	<b>3,620,582.07</b>	<b>491,013.27</b>	<b>88.06%</b>	<b>17,279,718.17</b>
<b>Report Total:</b>	<b>-172,448.05</b>	<b>-189,407.37</b>	<b>-16,959.32</b>		<b>-356,899.15</b>	<b>-124,296.03</b>	<b>232,603.12</b>		<b>-1,060,362.17</b>



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
<b>2026</b>	1,007,147	1,123,432	940,558	850,851	982,077	1,024,411	1,160,781	1,266,938	1,286,965	1,171,153	1,137,400	1,133,689	3,071,137	12,716,406
<b>2025</b>	895,731	1,038,604	888,518	834,168	962,820	1,004,324	1,138,020	1,242,096	1,261,730	1,210,017	1,269,220	1,111,460	11,745,250	12,166,345
<b>2024</b>	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505

## Salary, Wages, and Benefits



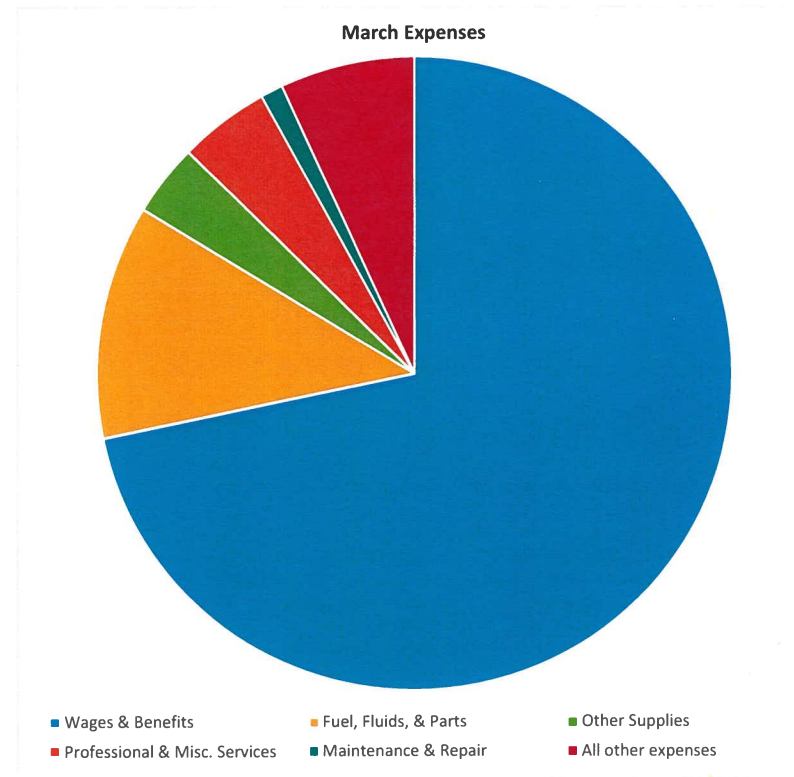
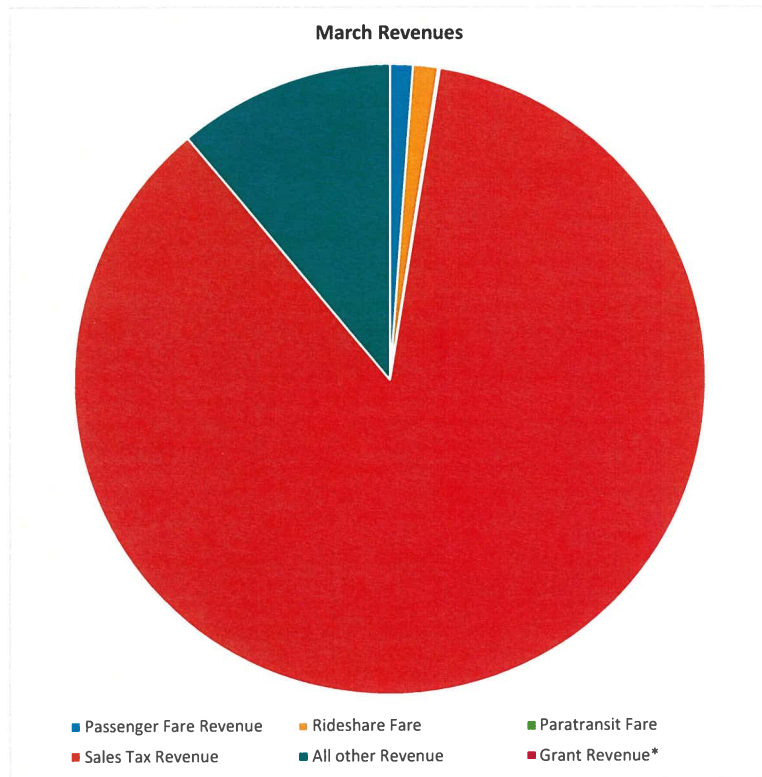
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget
<b>Monthly Budget</b>	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,029,071	1,029,071	1,029,071	1,444,435	1,029,071	1,030,040		13,180,550
<b>2026</b>	875,831	902,254	917,513										2,695,597	13,180,550
<b>2025</b>	891,035	846,596	850,518	849,018	1,251,128	892,175	884,830	890,683	835,636	1,180,225	858,716		10,230,559	11,635,491
<b>2024</b>	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	824,426	10,346,384	11,841,575

Highlighted cells are months with three payrolls.

REVENUES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
	Passenger Fare Revenue	13,216	10,371	12,750										36,337	176,000
Rideshare Fare	875	12,600	13,850										27,325	171,000	15.98%
Paratransit Fare	1,027	842	932										2,800	14,000	20.00%
Sales Tax Revenue	1,007,147	1,123,432	940,558										3,071,137	12,716,406	24.15%
All other Revenue	124,557	113,211	120,457										358,225	1,240,950	28.87%
Grant Revenue*	-	-	-										-	1,901,000	0.00%

\*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Actual	Annual Budget	% of Budget Used
	Wages & Benefits	875,831	902,254	917,513										2,695,597	13,180,550
Fuel, Fluids, & Parts	84,915	101,286	151,764										337,965	1,579,250	21.40%
Other Supplies	15,574	23,889	47,299										86,761	441,056	19.67%
Professional & Misc. Services	59,288	128,902	59,089										247,279	831,350	29.74%
Maintenance & Repair	15,838	17,320	14,590										47,748	335,157	14.25%
All other expenses	51,128	66,403	87,700										205,231	912,355	22.49%



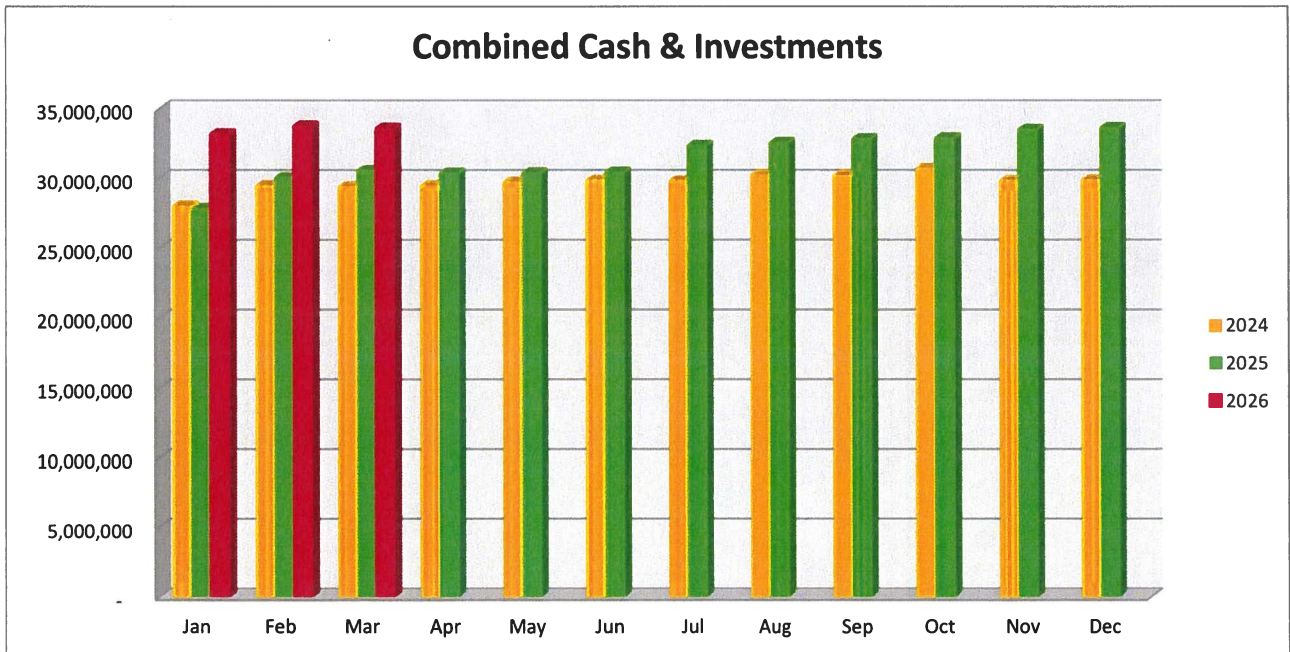
**SMA Net Position**  
**January 2026 - March 2026**

SMA-Clallam Transit	January 2026	February 2026	March 2026	Period Totals
<b>Operations</b>				
ADDITIONS				
Investment Earnings	34,393.91*	31,352.57*	34,576.81*	100,323.29
DEDUCTIONS				
Administrative Expenses	394.48	357.37	396.69	1,148.54
Change in Net Position - Operations	<b>33,999.43</b>	<b>30,995.20</b>	<b>34,180.12</b>	<b>99,174.75</b>
<b>SMA Participant Transactions</b>				
CONTRIBUTIONS	0.00	0.00	0.00	0.00
DISTRIBUTIONS	0.00	0.00	0.00	0.00
Change in Net Position - Part. Txns.	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Change in Net Position</b>	<b>33,999.43</b>	<b>30,995.20</b>	<b>34,180.12</b>	<b>99,174.75</b>
Beginning Net Position	10,377,953.90	10,411,953.33	10,442,948.53	10,377,953.90
Ending Net Position	<b>10,411,953.33</b>	<b>10,442,948.53</b>	<b>10,477,128.65</b>	<b>10,477,128.65</b>
<b>AVERAGE BOOK BALANCE</b>	10,321,534.43	10,352,431.56	10,379,295.84	
<b>GROSS YIELD (Earnings before fee)</b>	3.923%	3.948%	3.922%	
<b>NET YIELD (Net of fee)</b>	3.878%	3.903%	3.877%	
Fee Rate	0.045%	0.045%	0.045%	
<b>Statement of Net Position</b>				
Investment Book Value	10,329,613.85*	10,364,250.50*	10,405,033.25*	
Accrued Interest/Income	81,345.10	77,635.47	72,340.83	
Oustanding PAI	1,388.86	1,419.93	151.26	
Admin. Fee Liability	(394.48)	(357.37)	(396.69)	
Net Position (Amortized Cost)	<b>10,411,953.33</b>	<b>10,442,948.53</b>	<b>10,477,128.65</b>	
Market Value	10,383,021.08	10,462,166.60	10,407,631.58	

\* = Includes Income from Securities Lending  
for prior month

**Clallam Transit System**  
**Treasurer's Report**  
**As of March 31, 2026**

	<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Interest Earned This Month</u>	<u>Balance at Month End</u>	<u>Earnings Rate</u>
<b>INVESTMENTS (Long Term)</b>					
OST Separately Managed Accounts	2/3/2025	Varies	34,180	10,477,129	3.88%
<b>Total Investments</b>			<b>34,180</b>	<b>10,477,129</b>	
<b>CASH &amp; INVESTMENTS</b>					
Front Desk Change Drawer & Petty Cash				100	
Columbia Bank			7	1,601,114	0.01%
Local Government Investment Pool			67,506	21,491,132	3.74%
<b>Total Cash</b>			<b>67,513</b>	<b>23,092,345</b>	
<b>TOTAL CASH &amp; INVESTMENTS BY SOURCE</b>			<b>101,693</b>	<b>33,569,474</b>	
<b>CASH &amp; INVESTMENTS RESTRICTED FOR:</b>				<u>Ending Balance</u>	
Vehicle Replacement Reserve Fund				4,206,131	
Facility Maintenance Reserve Fund				2,728,224	
<b>Total Restricted Cash &amp; Investments</b>				<b>6,934,355</b>	
<b>CASH &amp; INVESTMENTS UNRESTRICTED</b>					
Unrestricted				26,635,119	
<b>Total Unrestricted Cash &amp; Investments</b>				<b>26,635,119</b>	
<b>TOTAL CASH &amp; INVESTMENTS BY RESTRICTION</b>				<b>33,569,474</b>	





**Title:** Administrative Services Department Report  
**Submitted By:** Barb Cox, Human Resources Manager  
**Authorized By:** Jason McNickle, General Manager

**Factsheet:** 2026-028  
**Date:** April 15, 2026

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### **Background**

The Clallam Transit System (CTS) human resources manager provides the CTS Board with information on the activities and operations of the administrative services department.

### **Discussion**

Recruitments included:

- Opened fixed-route operator and closed with 3 new hires and 3 candidates in process to meet the service expansion goal.
- Internal recruitment for relief paratransit CSR/Dispatcher continues.
- Opened paratransit operator and closed with 3 applicants confirmed for an April 17, 2026, hire date.

The CTS Compensation Plan for Non-represented Employees (Plan) and the CTS Performance Evaluation and Merit Compensation Policy (Policy) have been updated at CTS legal counsel's recommendation. This recommendation arose from a temporary appointment in which the employee held status in another position. The Plan and Policy did not adequately address performance evaluations and merit compensation for this situation. The Plan and Policy have been updated to provide clear language in this and have been reviewed by CTS legal counsel. As the Plan and Policy required revision, we took the opportunity to streamline and clarify existing language that does not change the intent of the documents.

### **Recommended Action**

None.

### **Attachments**

*CTS Compensation Plan for Non-represented Employees – redline draft and final policy*  
*CTS Performance Evaluation and Merit Compensation Policy – redline draft and final policy*

# **COMPENSATION PLAN**

## **for Non-Represented Employees**



### **MISSION STATEMENT**

To enhance the quality of life, bolster mobility, and create opportunities through public transit.

### **VISION STATEMENT**

Provide customer-friendly, reliable, economical, and efficient transportation services that encourage residents and visitors to select Clallam Transit System as an integral part of their routine transportation choices.

Resolution No. R23:2023, Exhibit A

Page 1 of 19

<b>Review Responsibility:</b> Barb Cox, Human Resources Manager		<b>Approved By:</b> Jason McNickle, General Manager	
<b>Adopted By:</b> Clallam Transit System Resolution R23:2023 and supersedes all previous resolutions.		<b>Effective Date:</b> 4/15/2026	
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## 1. PURPOSE

- A. Clallam Transit System (CTS) strives to be the best public transportation system in which its employees can work and serve its communities safely and efficiently. As an employer, CTS believes that it is in the best interest of both the organization and its employees to fairly compensate its workforce. This compensation plan details the salary and benefits offered to its non-represented employees.
- B. It is CTS's intention to use a compensation system that will determine the appropriate compensation level of a position based on the skills, knowledge, and behaviors required of a fully competent incumbent. The system used will be objective and nondiscriminatory in theory, application, and practice.
- C. This plan is also intended to attract and retain outstanding employees by offering competitive wages and benefits and great working conditions.
- D. This plan applies to **all employees not covered by the collective bargaining agreement.**

## 2. DEFINITIONS

- A. **Anniversary Date:** The date an employee is appointed to a position that requires the successful completion of a review period to attain regular status.
- B. **At-will:** The right of all employees covered by this plan to terminate their own employment with CTS and the right of CTS to terminate an employee for any, or no, reason. Termination of an employee may be done without any prior notice.
- C. **Benefits Eligibility Date:** The date an employee becomes eligible for the benefits offered by this plan, subject to the provisions of each benefit.
- D. **Employees:** Refers to all employees not covered by an employment contract or the collective bargaining agreement.
- E. **Exempt:** Positions which have been identified as exempt from the Fair Labor Standards Act (FLSA) provisions and not eligible for overtime compensation.
- F. **Full-time:** Employees whose regularly scheduled workweek is 35 hours or more per week and who are eligible for benefits under the provisions of this plan.
- G. **Hire Date:** First day of paid employment with CTS, regardless of employment status.
- H. **Non-exempt:** Positions which have been identified as covered under the FLSA and are eligible for overtime for all hours worked in excess of 40 hours in the designated workweek.
- I. **Non-represented:** Not otherwise covered by an employment contract or collective bargaining agreement.
- J. **Part-time Level 1:** Employees whose regularly scheduled workweek is 20 or more hours per week but less than 35 hours per week and eligible for benefits, under the provisions of this plan.
- K. **Part-time Level 2:** Employees whose regularly scheduled workweek is less than 20 hours per week and not eligible for benefits under this plan except those mandated by statute or as specifically identified in this plan.
- L. **Percent or Percentages:** Numbers referred to by a percentage are close approximations and may not be calculated to the exact percentage, due to rounding or other calculation factors.

- M. Probationary Status:** Employment status of employees upon initial hire or subsequent appointment who are subject to an initial review period of 180-days.
- N. Regular Status:** Employment status of an employee who has been appointed to a position and has successfully completed their designated review period.
- O. Temporary:** A non-status appointment that does not require a review period or evaluation of the employee. Temporary status appointments are not eligible for CTS benefits other than those mandated by statute or as specifically identified in this plan. Temporary appointments are typically made to relieve peak workloads, offset staffing shortages, or for special assignments. Temporary appointments will last no longer than 180 days, without written authorization from the general manager.
- P. Acting or Interim Status:** Employees holding a regular or probationary status position may be temporarily appointed to another position. Acting or interim employees will maintain their regular or probationary status position. The time that an employee is in acting or interim status counts towards that employee's 180-day initial probationary review period. When an employee is placed in an acting or interim status position, their salary may be temporarily adjusted to reflect the additional job duties and responsibilities required of the employee. This appointment is considered temporary and will last no longer than 180-days, without written authorization from the general manager or the CTS board.
- Q. Workweek:** A workweek is a period of 168 hours during 7 consecutive 24-hour periods. CTS has designated the workweek as beginning on Sunday at 12:00 a.m. through Saturday at 11:59 p.m.

### 3. HOURS OF WORK

#### A. Exempt Personnel

- 3.A.1** Exempt employees are not bound by an 8-hour day or a 40-hour workweek and are expected to complete work assignments as required, regardless of the hours worked. This may require working in excess of 40 hours in the workweek without additional compensation.
- 3.A.2** Exempt employees may utilize a flexible work schedule to accommodate workload demands. The general manager may authorize time off due to excessive hours worked and/or significant project demands as deemed appropriate.

#### B. Non-exempt Personnel

- 3.B.1 Schedule:** All non-exempt personnel are bound by the CTS 40-hour designated workweek. A flexible schedule within the workweek may be approved at the discretion of the department manager and subject to further review by the general manager. Any adjustments to the hours of work must occur within the workweek.
- 3.B.2 Overtime:** All hours worked over 40 hours will be paid at the overtime rate of time and one-half the base rate of pay. Paid time off during the designated workweek does not count towards the 40 hours worked for determining overtime.
- 3.B.3 Call Time:** An employee who is called back into work after their regular shift, who has left the work location, and reports back to work or is called in and works on their regular day off will be paid 2.5 hours of extra pay in addition to actual hours worked.
- 3.B.4 Meal Periods**
  - 1) Employees will be allowed an unpaid meal period of 60 minutes commencing no less than two hours nor more than five hours from the beginning of the shift. Meal periods will be unpaid time unless the employee is required to remain on duty on the premises or at a prescribed work site in the interest of the employer and is required to act on behalf of CTS during their meal period.
  - 2) No employee will be required to work more than five consecutive hours without a meal period. Employees working three or more hours longer than a normal workday will be allowed at least one 30-minute meal period prior to or during the overtime period.

- 3) Employees may request to waive their meal period to the department manager for consideration. The request must be in writing and mutually agreed upon by the employee and the department manager
- 3.B.5 Rest Periods**
- 1) Employees will be allowed a paid rest period of not less than 10 minutes for each four hours of working time. Rest periods will be scheduled as near as possible to the midpoint of the work period. No employee will be required to work more than three hours without a rest period.
  - 2) Where the nature of the work allows employees to take intermittent rest periods equivalent to 10 minutes for each four hours worked, scheduled rest periods are not required.
- C. Teleworking:** Employees may be eligible to work offsite through virtual private network (VPN) access or other means. Eligibility and approval for such teleworking is subject to the provisions of the *CTS Teleworking Policy* and the *CTS Information Technology Resources and Security Policy*.

#### 4. SALARIES

##### A. Schedule Development

- 4.A.1** A schedule of salary and wage levels will be used, that includes a system of position-related ranges and steps. The salary schedule applies to all non-represented personnel and is incorporated into this plan as *Appendix A* and referenced as the *CTS Non-represented Salary Schedule*.
- 4.A.2** The non-represented salary schedule will be reviewed at least annually to coincide with the budget year for all salary ranges and steps. The method of adjustment will be to affect the entire grid to maintain a consistent relationship among position classifications and to avoid salary compression and inversion. Adjustments to the non-represented salary schedule grid will be subject to board approval and will be based on the recommendation of the general manager.

**B. Salary Ranges:** Internal assessment of salary ranges will reflect an analysis of the job description duties, responsibilities, supervisory levels, stated job requirements, and qualifications. The ranges should also reflect consideration of proportional relationships among positions within the same department and the organization overall.

**C. Salary Steps:** Salary steps are incremental increases within the salary range that accommodate initial salary placement. Future step increases within the salary range are based on performance evaluations, accomplishment of assignments, and work objectives in accordance with the *CTS Performance Evaluations and Merit Compensation Policy*.

**D. Salary Survey:** A process for periodical review of current and proposed salary schedule will be established and maintained according to the criteria herein. This salary review is outside of the review process identified in section 4.A. This review may include the following:

- 4.D.1** Under the direction of the general manager, a study for the assessment of the non-represented salary schedule for the determination of internal and external proportional comparability.
- 4.D.2** An external assessment will reflect consideration of relevant positions by comparable analysis of rural transit systems of relative size and other public agencies within the same geographical area.
- 4.D.3** The general manager will be the final administrative authority in recommending to the CTS Board changes to the non-represented salary schedule, if any.

**E. Placement on the CTS Salary Schedule:** Salaries for new and existing employees will be made in accordance with this plan and the Washington State Equal Pay and Opportunities Act. Salary decisions will be based on the qualifications the individual possesses for the position they are being appointed to, as determined by the general manager, and in consultation with the human resources manager.

- 4.E.1 New Employees:** New employees will be placed on the range of the position appointed to at a step that reflects the degree of qualifications.

- 4.E.2 Current Employees:** Supervisors will follow the *CTS Performance Evaluations and Merit Compensation Policy* for performance step increases within the range.
- 4.E.3 Promotions:** Employees placed on the schedule due to a promotion from one CTS job classification to a different job classification with a higher maximum salary range, will be compensated based on their qualifications but no less than the entry step of the range of the new job classification.
- 4.E.4 Lateral Transfers:** Transferring from one job classification to another job classification within the same range on the schedule may result in no change in step or pay range, as determined to be appropriate.
- 4.E.5 Demotions:** Employees placed on the schedule due to a demotion from one job classification to a different job classification with a lower maximum salary range will be compensated at their current wage, if within the new lower job classification's range. If the employee's current compensation is higher than the range of the new job classification the employee will be compensated at the top step of the new range.
- 4.E.6 Temporary, Acting, and Interim Appointments:** Employees will be placed on the pay range of the position appointed to and at a step that reflects the individual's qualifications.
- 4.E.7 Relief Work:** Employees assigned relief duties will be compensated at 115% of their current base range and step, or the highest base wage for the position requiring relief, whichever is less, for all hours of relief work performed.

## 5. HEALTHCARE BENEFITS

- A. Medical, Dental, Life, and Disability Insurance Plans:** CTS will provide healthcare benefits through the Public Employees Benefits Board (PEBB), as administered by the Washington State Health Care Authority (HCA), until such time as CTS utilizes a new healthcare plan administrator.
  - 5.A.1 Healthcare Plans:** CTS will provide medical insurance coverage that includes prescription, vision, dental, long-term disability, and life insurance coverages. The benefits offered at a minimum will be comparable to the healthcare plans offered through PEBB.
- B. Healthcare Premiums**
  - 5.B.1 Full-time Employees:** CTS will pay 100% of the premium for employee coverage and 80% of the premium for spouse and dependent coverage. Employees are responsible for the remaining 20% of spouse and dependent coverage premium costs, using pre-tax employee compensation.
  - 5.B.2 Part-time Level 1 Employees:** CTS will pay 100% of the premium for employee coverage and 65% of the premium for spouse and dependent coverage. Employees are responsible for the remaining 35% of spouse and dependent coverage premium costs, using pre-tax employee compensation.
- C. Life and Disability Insurance:** CTS will pay 100% of the premium costs for basic life and disability insurances for full-time and part-time level 1 employees. When offered, employees may elect optional coverages for the employee, spouse, and dependent children. The employee will be responsible for 100% of the premium costs of elective coverages.

## 6. HEALTH REIMBURSEMENT ACCOUNT

CTS will sponsor a healthcare reimbursement account (HRA) administered by a trustee.

- A. Full-time Employees:** Each payday employee's will contribute \$25.00 to their HRA. CTS will provide a match contribution of \$28.00 to each employee's HRA.
- B. Part-time Level 1 Employees:** Each payday employee's will contribute \$15.00 to their HRA. CTS will provide a match contribution of \$15.00 to each employee's HRA.

An employee who does not make their required contribution through payroll deduction due to a lack of earnings will not be eligible for this CTS match contribution. Employees may not self-pay contributions outside of a deduction

from earned wages.

**7. MEDICAL COVERAGE HRA WAIVER CONTRIBUTIONS**

- A. Eligibility:** CTS will provide additional HRA contributions for a full-time or part-time level 1 employee who elects to waive their own medical coverage, or for their eligible dependents, with proof of other qualified comprehensive medical coverage.
- B. Contributions:** HRA waiver contributions will begin the first day of the month following the date the proof of other qualifying coverage is received by CTS. The following designated amounts are provided in lieu of medical coverage and will be deposited into the employee's HRA.

Individuals Who Waived Coverage	Employer Monthly Contribution
Employee Only	\$ 150.00
Spouse or Child Only	\$ 100.00
Children Only	\$ 100.00
Spouse and Children Only	\$ 150.00
Employee and Spouse or Child	\$ 200.00
Employee and all Children	\$ 250.00
Employee, Spouse, and Child/Children	\$ 300.00

- C. Re-Enrollment After Waiver:** After waiving medical coverage, an employee and/or dependents may not re-enroll in CTS medical coverage until a special open enrollment event occurs or the next annual open enrollment period, whichever occurs first, subject to the medical plan provisions as administered by HCA.

**8. FLEXIBLE SAVINGS ACCOUNTS**

Flexible savings accounts (FSA), also known as section 125 cafeteria plans, are offered as an optional benefit to full-time and part-time level 1 employees for qualifying medical and dependent care expenses. The plans are managed by CTS's third-party administrator, according to the provisions of each plan. The employee pays 100% of the pre-tax contributions to this plan.

**9. RETIREMENT PLAN**

- A. Administration:** The retirement plan provisions are determined by Washington State Public Employees Retirement Systems (PERS) as administered by Washington State Department of Retirement Systems (DRS).
- B. Eligibility**
  - 9.B.1** All full-time and part-time level 1 employees will participate in the CTS-sponsored retirement plan beginning on their first day of CTS benefits eligibility, unless eligible for enrollment waiver as defined by DRS.
  - 9.B.2** Employees in a position that requires five months of 70 or more hours of compensated employment in a month during each of two consecutive years will be eligible for retirement benefits and be required to participate.
- C. Contributions**
  - 9.C.1** Contribution rates for both CTS and the employee are determined by the Washington State Pension Funding Council, as defined by each employee's retirement plan election and are on a pre-tax basis.
  - 9.C.2** If the PERS employer contribution falls below 9.9%, the difference will be added to the employee's 401(a) plan. Employee's 401(a) contributions begin on the first payday after 180-days from the hire date. PERS and 401(a) plan documents control all provisions relating to administration, vesting, distribution, and investment choices except the contribution rates as specified above.

**10. 457 RETIREMENT PLAN**

Full-time and part-time level 1 employees may enroll in a CTS-sponsored 457 deferred compensation plan. The maximum amount that an employee may contribute is controlled by statute and the 457 plan documents. Personal loans under this plan will not be granted until the employee’s initial review period has been successfully completed.

**11. SUPPLEMENTAL POST-EMPLOYMENT HEALTHCARE BENEFIT PROGRAM**

**A. Plan Administration:** The CTS *Supplemental Post-employment Healthcare Benefit Program (SPHBP)* and any formal subsequent amendments define this benefit and its administration. Language in the SPHBP is deemed to control in the case of any conflict or interpretation of this plan.

**B. Eligibility:** Employees separating from CTS service with 10 years of continuous service are eligible for this benefit.

**C. Accrual:** Each employee will accrue one Healthcare Insurance Coverage Credit (HICC) for every six months of full PERS service credit, after January 1, 2007, up to a maximum of 60 coverage credits. Upon separation from employment the number of participant coverage credits (PCC)s will be calculated and fixed.

**D. Redemption Options:** The following options are available, based on the employee’s age:

**11.D.1 Premium Reimbursement Plan:** Employees under age 65, at separation, may be reimbursed the cost of post-employment medical coverage, up to \$300 per month, using their available PCCs. Reimbursements will cease once all credits have been exhausted or age 65 is reached, whichever occurs first.

**11.D.2 Post-employment Healthcare Savings Plan (PHS):** Employees 65 or older, at the time of separation, will have their PCCs converted and deposited into their HSA. Employees becoming age 65, after separation, will have their PCC deposited into their HSA the following January.

**12. GENERAL LEAVE**

**A. Eligibility:** Full-time and part-time level 1 employees will begin accruing general leave as of their CTS benefits eligibility date.

**B. Accruals:**

Employees follow the accrual plan as defined below. All general leave accrual rates apply to paid hours only.

HOURLY ACCRUAL OF GENERAL LEAVE *		
Years of Continuous Service	Non-Exempt	Exempt
Hire through Year 4 (month 48)	.073 per hour – 19 days	.098 per hour – 25.5 days
Year 5 through 9	.085 per hour – 22 days	.110 per hour – 8.5 days
Year 10 through 15	.096 per hour – 25 days	.121 per hour – 31.5 days
Year 16 through 25	.108 per hour – 28 days	.133 per hour – 34.5 days
Year 26 or more	.116 per hour – 30 days	.141 per hour – 36.5 days

\* Actual accrual rates are calculated on a per-hour basis. The listed days are an estimate based on working 2080 hours per year.

The CTS general manager may authorize an adjusted placement on the general leave accrual schedule for newly hired employees and current employees, as deemed appropriate.

Exempt employees hired on or before January 1, 2015, entered the general leave accrual schedule at the rate of 0.125. Non-exempt employees hired on or before January 1, 2015, entered the general leave accrual schedule with the hourly rate of 0.100.

- C. **Birthday Accrual:** Full-time employees will accrue eight hours of general leave and part-time level 1 employees will accrue four hours in the pay period of their birthday.
  - D. **Maximum Accrual:** The maximum general leave accrual is 580 hours. The cash value of the general leave hours over 580 will be deposited into the employee's HRA, as of the last day in the pay period ending in June and December.
  - E. **Usage:** Employees will be eligible to use accrued general leave 30-calendar days following their CTS benefits eligibility date. It will be the responsibility of the employee to use accumulated general leave responsibly. General leave will be taken at the employee's convenience with advance approval from the department manager/designee. Department managers are responsible for setting and communicating attendance expectations for their employees. The use of general leave may be categorized as emergency general leave if use is unscheduled or for reasons for use of sick leave. Requests for general leave may be denied based on CTS operational needs. The maximum amount of general leave that can be taken in one workday is an amount equal to the employee's regular hours scheduled.
  - F. **Pay in Lieu of General Leave**
    - 12.F.1 **Eligibility:** As of the last day in the pay period immediately prior to November 1st, an employee must have a net accrual (current balance less any future leave requests) of 180 hours of general leave and the election must be made during the annual benefits open enrollment period.
    - 12.F.2 **Election:** Employees may irrevocably elect for the following calendar year to receive additional pay in lieu of 25%, 50%, or 100% of the general leave to be accrued in the following calendar year.
    - 12.F.3 **Cash Value:** The cash value of the selected accrued general leave will be paid each pay period to the employee in lieu of the equivalent general leave accruals. The election is effective only for the following calendar year and once made, cannot be changed by the employee.
    - 12.F.4 **Involuntary Cancellation:** The election of the cash payment of general leave accruals will be automatically cancelled and the full accrual of general leave will resume for the remainder of the year if the employee's general leave balance falls below 40 hours at the end of any pay period.
  - G. **Separation From Employment:** The cash value of the employee's remaining general leave balance will be deposited into the employee's HRA upon separation.
  - H. **Extended Separation Date:** An employee may request, with 14-calendar days' written notice to voluntarily separate from employment with CTS, to extend their last paid day using their accrued general leave. The request must be made using the *CTS Employment Separation Form*, seeking approval of the agreed separation date. General leave usage will be based on the employee's work schedule until the general leave balance is exhausted, the date of separation is reached, or 90 calendar days from the last day worked, whichever occurs first. Employees will not accrue any general, holiday, sick, or birthday leave after their last day working.
- 13. HOLIDAY LEAVE**
- A. **Eligibility:** To be eligible for holiday pay or to accrue holiday leave, full-time and part-time level 1 employees must be in pay status their last regularly scheduled workday immediately preceding and their first regularly scheduled workday immediately following the holiday.
  - B. **Designated Holidays:** Unless operationally necessary or as required by their position, all employees will not work on designated holidays without prior authorization from their department manager or general manager, as applicable. All employees are authorized the following paid holidays.

New Year's Day	Veterans Day
Memorial Day	Labor Day
Independence Day	Thanksgiving Day

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Presidents' Day  
Martin Luther King Jr. Day  
Juneteenth

Day after Thanksgiving Day  
Christmas Day

**C. Holiday Not Worked**

**13.C.1 Full-time:** Employees will receive holiday pay at their base rate of pay for the number of hours they would have been scheduled to work on the designated holiday; or eight hours, whichever is greater.

**13.C.2 Part-time Level 1:** Employees will receive holiday pay at their base rate of pay for the number of hours they would have been scheduled to work on the designated holiday; or four hours, whichever is greater. Employees will receive four hours of holiday leave for holidays that fall on a regular day off.

**D. Work on a Holiday:** Employees who work on a designated holiday will accrue holiday leave for all hours worked at their base rate of pay.

**E. Holiday Leave in Lieu of Holiday Pay:** Employees may elect to bank their holidays in the holiday leave bank in lieu of receiving the holiday in pay. The decision to bank will be made in writing to the supervisor in advance of the holiday.

**F. Usage:** Employees will request and use banked holiday leave using the same process as general leave.

**G. Cash Outs:** The cash value of all holiday leave accrued over 40 hours will be deposited into the employee's HRA.

**H. Separation From Employment:** The cash value of the employee's remaining holiday leave balance will be cashed out to the employee on their final paycheck with CTS.

**14. SICK LEAVE**

**A. Purpose:** The provisions of this section are in accordance with Washington Administrative Code (WAC) 296-128-600 through WAC 296-128-770 and only apply to sick leave earned.

**B. Eligibility:** All non-exempt employees will be eligible to use accrued sick leave after 90 days of CTS employment, in accordance with this section. Exempt employees are not eligible to earn sick leave.

**C. Accrual:** All eligible employees will begin accruing paid sick leave at a rate of 0.025 hours, for every one hour paid, including overtime hours.

**D. Maximum Accrual and Annual Carryover:** There is no maximum accrual of sick leave within the calendar year. On the last day of the last pay period in December, all sick leave hours over 40 in the employee's sick leave bank will be transferred into the employee's general leave bank.

**E. Overtime-eligible Status Change:** Accruals will be adjusted for overtime eligibility status changes. Employees in a non-exempt position appointed to an exempt position will have any sick leave balance converted and transferred to their general leave bank. Employees in an exempt position appointed to non-exempt position will begin accruing sick leave on their appointment date. General leave accrual rates will not be affected.

**F. Usage:** The maximum sick leave hours that can be taken in any one day will be the scheduled work for that day less time worked. The minimum hours of sick leave that can be taken in any one day will be the scheduled work for that day or eight hours, whichever is less. Employees may use their accumulated sick leave for any of the following:

**14.F.1** The employee's personal mental or physical illness, injury, or health condition; to accommodate the

employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or an employee's need for preventative medical care.

- 14.F.2 To care for a family member with mental or physical illness, injury or health condition, medical diagnosis, or preventative care.
- 14.F.3 The CTS Main Facility, school, or place of care of the employee's child is closed by order of a public official for health-related reasons or after the declaration of an emergency by a local, state, or federal government or agency.
- 14.F.4 To prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.
- 14.F.5 Sick leave may also be used for absences due to domestic violence, sexual assault, or stalking as defined in RCW 49.76 and includes the following:
  - 1) Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
  - 2) Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
  - 3) Attending healthcare treatment for a victim who is the employee's family member.
  - 4) Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
  - 5) To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
  - 6) Participating, for the employee or for the employee's family member(s), in safety planning; temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

**G. Family Members:** For the purposes of the sick leave section, family members include:

- 14.G.1 Child: Biological, adoptive, or foster child, a stepchild, a child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
- 14.G.2 Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse, or an individual who stood in loco parentis to an employee with the employee was a child.
- 14.G.3 Spouse: Husband or wife or a state registered domestic partner.
- 14.G.4 Grandparent: Parent of the employee's parent.
- 14.G.5 Grandchild: Child of an employee's child.
- 14.G.6 Sibling.

Family members also include any individual who regularly resides in the employee's home, or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. It does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

**H. Restrictions**

Employees are prohibited from using sick leave for absences for which they are receiving time-loss benefits due to a worker's compensation claim.

**I. Unauthorized Use**

If the use of sick leave by an employee is found to be for an unauthorized purpose, CTS may deny payment

of the requested sick leave and the employee may be subject to disciplinary action.

**J. Notice Requirements**

**14.J.1 Foreseeable Need:** If the need for sick leave is foreseeable, employees are required to provide 10 calendar days' notice or as early as practicable.

**14.J.2 Unforeseeable Need:** If the need for sick leave is unforeseeable, employees are to notify their immediate supervisor as soon as practicable. If necessary, another individual may provide the required notice on behalf of the employee if it is impracticable for the employee to do so.

**14.J.3 Domestic Violence:** If domestic violence leave is taken which precludes advance notice, the employee must provide notice by the end of the first day the sick leave commences.

**K. Verification of Absences**

**14.K.1 Exceeds Three Workdays:** If an employee is seeking to use or has used sick leave for authorized purposes for more than three consecutive scheduled workdays, the employee may be required to provide verification that confirms the use of sick leave is authorized. CTS may choose not to pay an employee for sick leave taken in excess of three work consecutive days until verification is provided.

**14.K.2 Verification of Compliance:** This verification will only verify the absences comply with the provisions of the sick leave. Verification does not require an explanation of any health condition, unless otherwise required by law. Verification must be provided to CTS within 10 calendar days of the first day an employee used sick leave.

**14.K.3 Unreasonable Burden:** If an employee believes that obtaining verification for use of sick leave would result in an unreasonable burden or expense, the employee will provide human resources, in writing, an explanation of how the sick leave was for an authorized purpose and how providing verification of the sick leave would cause an unreasonable burden or expense. Within 10 calendar days, CTS will notify the employee of its decision to waive the verification requirement, mitigate the burden, or reject the assertion of unreasonable burden.

**L. Separation From Employment**

The cash value of the employee's remaining sick leave balance will be cashed out to the employee on their final paycheck with CTS.

**15. FAMILY CARE LEAVE**

**A. Purpose**

In accordance with WAC 296-130, leave without pay, general leave, or sick leave may be granted for childcare or eldercare emergencies and is limited to a maximum of three workdays per calendar year.

**B. Eligibility**

This leave benefit applies to all employees.

**C. Use**

Family care emergencies are defined as minor/dependent childcare emergencies such as unexpected absence or regular care provider, unexpected closure of child's school, or unexpected need to pick up a child at school earlier than normal; and eldercare emergencies, such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.

**16. FAMILY AND MEDICAL LEAVE ACT LEAVE**

**A. Purpose**

The Family and Medical Leave Act entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Employees are entitled to up to 12 workweeks of unpaid leave in a 12-month period pursuant to the provisions of the Family Medical Leave Act (FMLA).

**B. Eligibility**

This leave benefit applies to all employees. To be eligible for FMLA leave, an employee must have been employed by CTS for 12 months or more and have worked a minimum of 1,250 hours in the preceding 12 months. The 1,250-hour eligibility requirement noted above includes only hours worked.

**C. Employee's Notification Requirement**

The employee will provide CTS with a minimum of 30 calendar days' notice prior to start of FMLA leave. If the need for the leave is unforeseeable the employee will provide notice as soon as feasible.

**D. Leave Period Designation**

The FMLA leave period will be a rolling 12-month period measured forward from the date an employee begins FMLA leave. Each time an employee takes FMLA leave during the 12-month period, the leave will be subtracted from 480 hours of available leave.

**E. Designation and Paid Leave**

CTS has the authority to designate absences that meet the criteria of the FMLA leave. The use of any paid or unpaid leave for a FMLA leave qualifying event will run concurrently with, not in addition to, the use of the FMLA leave for that event. Except for sick leave, employees are required to use accrued leave before entering leave without pay.

**F. Healthcare Benefits**

CTS will continue the employee's existing employer-paid health insurance benefits during the period of leave covered by FMLA leave, subject to WAC 182-12. The employee will be required to pay their portion of monthly healthcare premiums.

**G. Return to Work**

Upon returning to work after the employee's own FMLA leave, the employee may be required to provide a release to work with no restrictions from their healthcare provider. This does not apply to intermittent use of FMLA leave.

**17. WASHINGTON PAID FAMILY AND MEDICAL LEAVE**

**A. Purpose**

Washington Paid Family and Medical Leave (PFML) provides paid leave benefits and job protection for eligible workers. It is administered by the Employment Security Department (ESD), allowing workers to take up to 16 weeks of paid leave, to care for their own serious health condition, care for a new child, or care for a family member with a serious health condition and attend certain military-related events. Additional information on PMFL can be found at <https://paidleave.wa.gov/>

**B. Eligibility**

This benefit applies to all employees. To be eligible for PFML, an employee must have worked in Washington State for at least 820-hours in the preceding 12 months for monetary eligibility. For job protection eligibility an employee must have worked for CTS for a minimum of 180-days.

**C. Premiums**

Employees will pay PFML premiums equal to the maximum amount allowed under PFML law.

**D. Administration**

The provisions of the PFML Program are governed by the CTS *Paid Family and Medical Leave Policy*.

**18. PERSONAL HEALTH LEAVE**

**A. Purpose**

Personal health leave (PHL) is unpaid leave for up to an additional 90 calendar days from the last day of FMLA Leave and will be granted in conjunction with the birth or adoption of a child, or for an employee with a serious illness, injury, or disability as defined by FMLA. CTS may grant an additional 180 calendar days of personal health leave, for a total leave period of 270 calendar days, for an employee's medical condition, provided the employee is expected to return to work with no restrictions before or at the conclusion of the personal health leave.

**B. Eligibility**

Full-time and part-time level 1 employees who were approved for, and subsequently exhausted their FMLA leave in accordance with Section 16, become eligible for PHL.

**C. Periods of Leave**

For the purposes of calculating the 90- and 180-calendar day periods, PHL is inclusive of absences and paid time performing modified duty or other assigned work outside of their job classification due to the employee's own illness or injury. Approval of the 180-day extension is contingent upon the expectation that the employee is able to return to work with no restrictions before or, at the conclusion of, the PHL.

**D. Medical Verification**

CTS may, require an employee to provide documentation to substantiate the request for PHL and if the employee is expected to return to full duty with no restrictions at the conclusion of the PHL.

**E. Use of Accrued Leave**

Employees may elect to use their available accrued leave during their period of approved PHL, in accordance with the leave provisions defined by this plan.

**F. Healthcare Benefits**

CTS will continue to offer healthcare benefits for an employee and qualifying dependents while on approved PHL and make the employer healthcare contributions, provided the employee pays their portion of the premiums, as required. Healthcare benefits include medical, vision, dental, basic life, and basic long-term disability coverages. Employee eligibility requirements for continued healthcare benefits and employer contributions are administered by and in accordance with (WAC) 182-12.

**G. Additional Periods of Leave**

Paragraph A of this section covers the initial entry into the PHL period. If within 24 months of returning to full duty, an employee enters into PHL for a second time, they must pay 20% of the total healthcare benefit premiums over and above the employee's share of the premium. On the third or any-additional occasions, an employee must pay 30% of the total healthcare benefit premiums over and above the employee's share of the premium.

**H. Reestablish Eligibility**

An employee's PHL eligibility for benefits provided in paragraph F will reset when they work for 24 consecutive months without utilizing personal health leave.

**I. Concurrence With Other Leaves**

Except for **FMLA and PFML leave**, PHL will run concurrently with other paid and unpaid leave benefits, as allowed by the provisions of each leave type.

**19. DOMESTIC VIOLENCE LEAVE**

**A. Purpose**

An employee who is the victim of domestic violence, sexual assault, or stalking, or who is the family member of such a victim, may use general, sick, holiday leaves, or leave without pay to obtain treatment or seek help

pursuant to the Domestic Violence Leave Act.

**B. Eligibility**

This leave benefit applies to all employees.

**C. Use**

The employee has an obligation to inform CTS in accordance with RCW 49.76.040 of their need for domestic violence leave. For the purposes of domestic violence leave, a family member includes child, spouse, or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, parent, parent-in-law, grandparent, or a person the employee is dating. CTS may require the employee requesting leave to provide verification. At the employee's choice, the verification may include a police report, court order of protection, documentation from a healthcare provider, advocate, clergy or attorney, or an employee's written statement that the employee or employee's family member is a victim and needs assistance.

**20. BEREAVEMENT LEAVE**

**A. Purpose**

Bereavement leave is a leave period following the death of a member of the employee's immediate family or the immediate family of the employee's spouse or domestic partner. Bereavement leave will not be deducted from any accrued leave bank. As used in this section, the term "immediate family" is defined as spouse, domestic partner, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, and stepchild.

**B. Eligibility and Use**

Employees will receive three workdays of paid bereavement leave subject to the provisions of Section 20.

**20.B.1 Full-time:** Employees will receive paid bereavement leave at their base rate of pay equal to the number of hours they would have been scheduled to work; or eight hours, whichever is greater.

**20.B.2 Part-time Level 1:** Employees will receive paid bereavement leave at their base rate of pay equal to the number of hours they would have been scheduled to work, or four hours, whichever if greater.

**C. Additional Unpaid Bereavement Leave**

An additional two days of unpaid leave may be considered on a case-by-case basis. Employees may elect to use general holiday leave for the additional days of unpaid bereavement leave. Five days of unpaid leave may be considered on a case-by-case basis for bereavement purposes for other employees' family members or persons the employee has had a close personal relationship with other than those listed in subsection 20.A.

**D. Verification of Paid Leave**

Employees may be asked to provide documentation to validate the use of paid bereavement leave.

**21. SHARED LEAVE**

Employee eligibility to participate in the shared leave program is administered in accordance with the provisions of the CTS *Shared Leave Policy*.

**22. MILITARY LEAVE**

**A. Purpose**

All employees who are called into, or enlist in, the Armed Forces of the United States or its allies, will be given a leave of absence in accordance with applicable laws affecting military leave.

**B. Eligibility**

This leave benefit applies to all employees.

**C. Use**

Employees will be granted necessary time off for military training as provided under RCW 38.40.060, as applicable to CTS. Employees will provide the military orders documenting the need for leave under this section.

## **23. HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE**

### **A. Purpose**

In accordance with WAC 357-31-052, employees are entitled to two unpaid holidays per calendar year for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, including holy days, Sabbath days or religious holidays where an employee is to refrain from working—or where there is a service or mass.

### **B. Eligibility**

This leave benefit applies to all employees.

### **C. Usage**

With prior notice to their respective supervisor, employees request to take up to two unpaid holidays. Requests for this type of leave will follow the same process as other leaves. Partial day absences are not allowed. If an employee seeks a partial day absence, the time off will count as the hours the employee was scheduled to work that day or eight hours, whichever is less.

### **D. Undue Hardship**

Employees will be authorized to take each unpaid holiday on the requested dates, unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term “undue hardship” has the meaning contained in the rule established by WAC 82-56-020. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; and do not carry over from one year to the next.

## **24. JURY DUTY LEAVE**

### **A. Eligibility**

This leave benefit applies to all employees.

### **B. Use**

All employees required to perform jury duty during their regular workday will be granted leave with pay. Their pay will be the same as if the employee had worked their regular schedule for that day, less the amount received for jury duty on that day. Any funds received by the employee for serving on a jury and travel expenses will be retained by the employee.

## **25. COURT AND LEGAL PROCEEDINGS LEAVE**

### **A. General**

All employees will promptly inform their department manager when they receive a court order or subpoena to appear at a legal proceeding and will provide a copy of the notice. All employees will be authorized time off, including travel time, for the purposes of complying with a subpoena or other court order, subject to the provisions of this section.

### **B. CTS Business**

The time spent by an employee for legal matters on behalf of CTS will be considered time worked. Travel time and travel expenses will be paid by CTS.

### **C. Personal Business**

CTS will authorize unpaid leave for court orders to appear where the employee is not representing CTS, is a party in the matter, or has an economic interest in the matter. Unpaid leave may be granted for all other legal

matters, subject to operational needs. For any authorized unpaid leave under this section, the employee may use their available general leave, holiday bank, or leave without pay.

## **26. MISCELLANEOUS LEAVE OF ABSENCE**

### **A. Purpose**

After an employee exhausts their general leave bank, unpaid personal leave may be granted by the employee's department manager for up to 30 calendar days. Extension of a 30-calendar day personal leave of absence may be granted by the CTS general manager. Failure to return to work following the approved personal leave may result in termination of employment.

### **B. Eligibility**

This benefit applies to all employees.

### **C. Use**

Employees must request a leave of absence in writing at least five business days in advance of the first day of the desired absence unless circumstances prevent advance notice.

## **27. WELLNESS PROGRAM**

### **A. Purpose**

An employee wellness program is provided to encourage healthy lifestyles by reimbursing employees and their qualifying dependents for participating in programs and activities that are designed to improve their physical and mental wellbeing.

### **B. Eligibility**

Full-time and part-time level 1 employees will be reimbursed up to \$200 for their personal qualifying expenses or up to \$400 for employees, qualifying spouses or registered domestic partners, and qualifying child(ren) for eligible expenses submitted for reimbursement.

### **C. Administration**

The provisions of the wellness program are governed by the *CTS Employee Wellness Policy*.

## **28. STATE INDUSTRIAL INSURANCE PROGRAM**

CTS may assign light/modified duty, if available, to all employees who would otherwise be absent due to illness or injury that is covered by State Industrial Insurance. CTS reserves the right to self-insure in place of the State Industrial Insurance Program.

## **29. UNEMPLOYMENT COMPENSATION**

Unemployment compensation is offered to all employees in accordance with existing state laws.

## **30. SAFETY AND FOUL WEATHER GEAR**

**A.** All employees required to work outside in inclement weather or in hazardous areas will be provided foul weather and personal protective equipment as necessary by CTS at no cost to the employee. Suitable footwear will be provided to employees performing work that may be hazardous to the employee's health or safety.

**B.** CTS will provide and maintain such foul weather and-safety gear and will hold employees blameless for any accidental loss or damage, or normal wear and tear in the performance of their duties. The gear will remain the property of CTS and will be returned upon separation from employment.

## **31. UNIFORMS**

CTS will provide an allotment of uniforms for any employee required to wear a uniform as part of their duties.

Employees will be responsible for cleaning the uniform. Uniforms will be maintained and replaced to ensure compliance with the *CTS Dress Code and Personal Appearance Policy*.

### **32. CTS BRANDED CLOTHING**

At the discretion of the department manager or general manager, as appropriate, non-uniformed employees may be provided CTS branded clothing.

### **33. TRANSIT PASSES**

#### **A. Current Employees**

All employees will receive a transit pass. The employee's CTS identification serves as the transit pass. The employee's spouse or registered domestic partner, and eligible dependents will receive a transit pass upon request by the employee. For the purposes of this section, the term dependent includes unmarried dependent children up to age 26 and children with disabilities.

#### **B. Separation From Employment**

Employees retiring with at least five years of continuous employment from their hire date with CTS at the time of separation are eligible to receive a lifetime transit pass. Employees must request their lifetime passes, for the employee and spouse, with their written notice of their intent to separate from CTS.

#### **C. Unauthorized Use**

In the event evidence indicates a transit pass issued in accordance with this section is being used by an unauthorized person, that pass may be subject to surrender at the request of CTS.

### **34. REQUIRED LICENSES AND CERTIFICATIONS**

#### **A. Licensure**

CTS will reimburse an employee for the renewal of their commercial driver's license (CDL) endorsement when required by their job classification, or as otherwise authorized by the CTS general manager or designee.

#### **B. Medical Certification**

When required by an employee's job classification, or as otherwise authorized by the CTS general manager or designee, CTS will pay for the entire cost of a Department of Transportation (DOT) driver medical examination conducted by CTS's designated DOT-certified medical examiner (CME), annually. Employees who elect to use another CME will be reimbursed up to the amount of the designated CME's current fee. Any additional cost will be the responsibility of the employee. The cost of any other DOT medical exams will be the responsibility of the employee.

### **35. TRAINING AND TUITION REIMBURSEMENT**

#### **A. Training**

Training must be approved in advance by the department manager prior to incurring any associated costs. Attendance at approved training will be considered time worked and the applicable travel and per diem expenses will be paid by CTS.

#### **B. Tuition Reimbursement**

Full-time and part-time level 1 employees may seek reimbursement for educational courses through accredited institutions of higher education that support the employee's work-related goals within CTS. Individual coursework must be pre-approved by the general manager prior to any enrollment or registration and will occur on a case-by-case basis, subject to CTS budget restraints. Upon approval, tuition for approved courses will be reimbursed, including course materials and fees, contingent upon receipt of proof of successful completion of the course with at least a 2.0 grade point average (GPA) and proof of payment.

### **36. INCENTIVES**

CTS may compensate any employee in the form of money or other consideration to recognize safety achievements, performance accomplishments, or for participation in CTS-sponsored events, as deemed appropriate by the general manager.

### **37. RELOCATION EXPENSES**

CTS may pay a specified level of relocation expenses for exempt employees to accept employment, as determined by the general manager in accordance with the applicable statutes.

### **38. REGULATORY AND ADMINISTRATIVE CHANGES**

A. To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the plan that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all plan changes.

B. In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the plan which are deemed appropriate to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all plan changes.

C. All other changes to this plan require approval by the CTS Board.

### **39. REFERENCES**

- A. Appendix A: CTS Salary Schedule
- B. Fair Labor Standards Act
- C. Family and Medical Leave Act
- D. Washington Equal Pay and Opportunities Act
- E. Washington Minimum Wage Act
- F. Washington Domestic Violence Leave Act
- G. Washington Family and Medical Leave
- H. Washington Substitute Senate Bill 5173
- I. RCW 38.40.060, Military Leave for Public Employees
- J. WAC 296-130, Family Care
- K. CTS Employee Wellness Policy
- L. CTS Dress Code and Personal Appearance Policy
- M. CTS Paid Family and Medical Leave Policy
- N. CTS Performance Evaluations and Merit Compensation Policy
- O. CTS Supplemental Post-employment Healthcare Benefit Program
- P. CTS Teleworking Policy

# **COMPENSATION PLAN**

## **for Non-Represented Employees**



### **MISSION STATEMENT**

To enhance the quality of life, bolster mobility, and create opportunities through public transit.

### **VISION STATEMENT**

Provide customer-friendly, reliable, economical, and efficient transportation services that encourage residents and visitors to select Clallam Transit System as an integral part of their routine transportation choices.

<b>Review Responsibility:</b> Barb Cox, Human Resources Manager		<b>Approved By:</b> <del>James I. Fetzer</del> Jason McNickle, General Manager	
<b>Adopted By:</b> Clallam Transit System Resolution R23:2023 and supersedes all previous resolutions.		<b>Effective Date:</b> <del>01/01/2025</del> 04/15/2026	
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## 1. PURPOSE

- A. Clallam Transit System (CTS) strives to be the best public transportation system in which its employees can work and serve its communities safely and efficiently. As an employer, CTS believes that it is in the best interest of both the organization and its employees to fairly compensate its workforce. This compensation plan details the salary and benefits offered to its non-represented employees.
- B. It is CTS's intention to use a compensation system that will determine the appropriate compensation level of a position based on the skills, knowledge, and behaviors required of a fully competent incumbent. The system used will be objective and nondiscriminatory in theory, application, and practice.
- C. This plan is also intended to attract and retain outstanding employees by offering competitive wages and benefits and great working conditions.
- D. This plan applies to **all employees not covered by the collective bargaining agreement**.

## 2. DEFINITIONS

- A. **Anniversary Date:** The date an employee is appointed to a position that requires the successful completion of a review period to attain regular status.
- B. **At-will:** The right of all employees covered by this plan to terminate their own employment with CTS and the right of CTS to terminate an employee for any, or no, reason. Termination of an employee **may** be done without any prior notice.
- C. **Benefits Eligibility Date:** The date an employee becomes eligible for the benefits offered by this plan, subject to the provisions of each benefit.
- D. **Employees:** Refers to all employees not covered by **an employment contract or the** collective bargaining agreement.
- E. **Exempt:** Positions which have been identified as exempt from the Fair Labor Standards Act (FLSA) provisions and not eligible for overtime compensation.
- F. **Full-time:** Employees whose regularly scheduled workweek is 35 hours or more per week and **who are** eligible for benefits under the provisions of this plan.
- G. **Hire Date:** First day of paid employment with CTS, regardless of employment status.
- H. **Non-exempt:** Positions which have been identified as covered under the FLSA and **are** eligible for overtime for all hours worked in excess of 40 hours in the designated workweek.
- I. **Non-represented:** Not otherwise covered by an employment contract or collective bargaining agreement.
- J. **Part-time Level 1:** Employees whose regularly scheduled workweek is 20 or more hours per week but less than 35 hours per week and eligible for benefits, under the provisions of this plan.
- K. **Part-time Level 2:** Employees whose regularly scheduled workweek is less than 20 hours per week and not eligible for benefits under this plan except those mandated by statute or as specifically identified in this plan.
- L. **Percent or Percentages:** Numbers referred to by a percentage are close approximations and may not be calculated to the exact percentage, due to rounding or other calculation factors.

- M. **Probationary Status:** Employment status of employees upon initial hire or subsequent appointment who are subject to an initial review period of 180-days.
- N. **Regular Status:** Employment status of an employee who has been appointed to a position and has successfully completed their designated review period.
- O. **Temporary Status:** A non-status appointment that does not require a review period or evaluation of the employee. Temporary status appointments are not eligible for CTS benefits other than those mandated by statute or as specifically identified in this plan. Temporary appointments are typically made to relieve peak workloads, offset staffing shortages, or for special assignments. Temporary appointments will last no longer than 180 days, without written authorization from the general manager.
- P. **Acting or Interim Status:** Employees holding a regular or probationary status position may be temporarily appointed to another position. Acting or interim employees will maintain their regular or probationary status position. The time that an employee is in acting or interim status counts towards that employee's 180-day initial probationary review period. When an employee is placed in an acting or interim status position, their salary may be temporarily adjusted to reflect the additional job duties and responsibilities required of the employee. This appointment is considered temporary and will last no longer than 180-days, without written authorization from the general manager or the CTS board.
- Q. **Workweek:** A workweek is a period of 168 hours during 7 consecutive 24-hour periods. CTS has designated the workweek as beginning on Sunday at 12:00 a.m. through Saturday at 11:59 p.m.

### 3. HOURS OF WORK

#### A. Exempt Personnel

- 3.A.1 Exempt employees are not bound by an 8-hour day or a 40-hour workweek and are expected to complete work assignments as required, regardless of the hours worked. This may require working in excess of 40 hours in the workweek without additional compensation.
- 3.A.2 Exempt employees may utilize a flexible work schedule to accommodate workload demands. The general manager may authorize time off due to excessive hours worked and/or significant project demands as deemed appropriate.

#### B. Non-exempt Personnel

- 3.B.1 **Schedule:** All non-exempt personnel are bound by the CTS 40-hour designated workweek. A flexible schedule within the workweek may be approved at the discretion of the department manager and subject to further review by the general manager. Any adjustments to the hours of work must occur within the workweek.
- 3.B.2 **Overtime:** All hours worked ~~in excess of~~ over 40 hours will be paid at the overtime rate of time and one-half the base rate of pay. ~~Hours of~~ Paid time off during the designated workweek ~~does~~ not count towards the 40 hours worked for ~~the purposes of~~ determining overtime.
- 3.B.3 **Call Time:** An employee ~~who is~~ called back ~~into~~ work after their regular shift ~~who has left the work location once gone home,~~ and ~~reporting for~~ back to work or ~~is~~ called ~~and works in-to-work~~ on their regular day off, will be ~~paid guaranteed at least~~ 2.5 hours of ~~call time extra~~ pay in addition to the actual hours worked.
- 3.B.4 **Meal Periods**
  - 1) Employees will be allowed an unpaid meal period of 60 minutes ~~commencing~~ no less than two hours nor more than five hours from the beginning of the shift. Meal periods will be unpaid time unless the employee is required to remain on duty on the premises or at a prescribed work site in the interest of the employer and is required to act on behalf of CTS during their meal period.
  - 2) No employee will be required to work more than five consecutive hours without a meal period. Employees working three or more hours longer than a normal workday will be allowed at least

one 30-minute meal period prior to or during the overtime period.

- 3) Employees may request to waive their meal period to the department manager for consideration. ~~The request must be in writing and mutually agreed upon by the employee and the department manager~~

### 3.B.5 Rest Periods

- 1) Employees will be allowed a ~~paid~~ rest period of not less than 10 minutes, ~~on CTS's time~~, for each four hours of working time. Rest periods will be scheduled as near as possible to the midpoint of the work period. No employee will be required to work more than three hours without a rest period.
- 2) Where the nature of the work allows employees to take intermittent rest periods equivalent to 10 minutes for each four hours worked, scheduled rest periods are not required.

C. **Teleworking:** Employees may be eligible to work offsite through virtual private network (VPN) access or other means. Eligibility and approval for such ~~telecommuting teleworking~~ is subject to the provisions of the CTS *Teleworking Policy* and the CTS *Information Technology Resources and Security Policy*.

## 4. SALARIES

### A. Schedule Development

4.A.1 A schedule of salary and wage levels will be used, ~~which that~~ includes a system of position-related ranges and steps. ~~with such~~ The salary schedule ~~to apply~~ applies to all non-represented personnel and is incorporated into this plan as *Appendix A* and referenced as the CTS *Non-represented Salary Schedule*.

4.A.2 The non-represented salary schedule will be reviewed at least annually to coincide with the budget year for all salary ranges and steps. The method of adjustment will be to affect the entire grid to maintain a consistent relationship among position classifications and to avoid salary compression and inversion. Adjustments to the non-represented salary schedule grid will be subject to board approval and will be based ~~up~~ upon the recommendation of the general manager.

B. **Salary Ranges:** Internal assessment of salary ranges will reflect an analysis of the job description ~~as to~~ duties, responsibilities, ~~reporting and~~ supervisory levels, ~~and~~ stated job requirements, and qualifications. The ranges should also reflect consideration of proportional relationships among positions within the same department and the organization overall.

C. **Salary Steps:** Salary steps are incremental increases within the salary range that accommodate initial salary placement ~~upon hire~~. Future step increases within the salary range are based ~~upon~~ performance evaluations, ~~and the~~ accomplishment of assignments, and work objectives in accordance with the CTS *Performance Evaluations and Merit Compensation Policy*.

D. **Salary Survey:** A process for periodical review of current and proposed salary schedule will be established and maintained according to the criteria herein. This salary ~~plan~~ review is outside of the review process identified in section 4.A. ~~Such a~~ This review may include the following:

4.D.1 Under the direction of the general manager, a study for the assessment of the non-represented salary schedule for the determination of internal and external proportional comparability.

4.D.2 An external assessment will reflect consideration of relevant positions by comparable analysis of rural transit systems of relative size and other public agencies within the same geographical area.

4.D.3 The general manager will be the final administrative authority in recommending to the CTS Board changes to the non-represented salary schedule ~~if any. -including the option to recommend no change.~~

E. **Placement on the CTS Salary Schedule:** Salaries for new and existing employees will be made in accordance with this plan and the Washington State Equal Pay and Opportunities Act. Salary decisions will

be based upon the ~~degree of~~ qualifications the individual possesses for the position they are being appointed to, as determined by the general manager, and in consultation with the human resources manager.

- 4.E.1 **New Employees:** New employees will be placed on the range of the position appointed to ~~and~~ at a step that reflects the degree of qualifications.
- 4.E.2 **Current Employees:** Supervisors will follow the CTS *Performance Evaluations and Merit Compensation Policy* for performance step increases within the range.
- 4.E.3 **Promotions:** Employees placed on the schedule due to a promotion from one CTS job classification ~~within CTS~~ to a different job classification with a higher maximum ~~compensation salary~~ range, will be compensated based upon their qualifications but no less than the entry step of the range of the new job classification.
- 4.E.4 **Lateral Transfers:** Transferring from one job classification to another job classification within the same range on ~~the CTS Non-represented Salary Schedule~~ schedule ~~will may~~ result in no change in step or pay range, ~~as determined to be appropriate. (no change in pay).~~
- 4.E.5 **Demotions:** Employees placed on the schedule due to a demotion from one job classification ~~within CTS~~ to a different job classification with a lower maximum ~~compensation salary~~ range will be compensated at their current ~~salary/wage~~, if within the new lower job classification's range. If the employee's current compensation is higher than the range of the new job classification the employee will be compensated at the top ~~step~~ of the new range.
- 4.E.6 **Temporary, Acting, and Interim Appointments:** Employees will be placed on the pay range of the position appointed to and at a step that reflects the ~~individual's degree of~~ qualifications. ~~of that individual.~~
- 4.E.7 **Relief Work:** Employees assigned relief duties will be compensated at 115% of their current base range and step, or the highest base wage for the position requiring relief, whichever is less, for all hours of relief work performed.

## 5. HEALTHCARE BENEFITS

- A. **Medical, Dental, Life, and Disability Insurance Plans:** CTS will provide ~~its~~ healthcare benefits through the Public Employees Benefits Board (PEBB), as administered by the Washington State Health Care Authority (HCA), until such time as CTS utilizes a new healthcare plan administrator.
  - 5.A.1 **Healthcare Plans:** CTS will provide ~~a~~ medical insurance ~~coverage program which also that~~ includes prescription, ~~and~~ vision, ~~coverages,~~ a dental ~~insurance program~~, long-term disability ~~program~~, and life insurance ~~coverages program~~. The benefits offered ~~under these programs~~ at a minimum will be comparable to the healthcare plans offered through PEBB.
- B. **Healthcare Premiums**
  - 5.B.1 **Full-time Employees:** CTS will pay 100% of the premium for employee coverage and 80% of the premium for ~~the~~ spouse and dependent coverage. Employees are responsible for the remaining 20% of ~~the~~ spouse and dependent coverage premium costs, using pre-tax employee compensation.
  - 5.B.2 **Part-time Level 1 Employees:** CTS will pay 100% of the premium for employee coverage and 65% of the premium for ~~the~~ spouse and dependent coverage. Employees are responsible for the remaining 35% of ~~the~~ spouse and dependent coverage premium costs, using pre-tax employee compensation.
- C. **Life and Disability Insurance:** CTS will pay 100% of the premium costs for basic life and disability insurances for full-time and part-time level 1 employees. When offered, employees may elect optional coverages for the employee, spouse, and dependent children. The employee will be responsible for 100% of the premium costs of elective coverages. ~~using pre-tax employee compensation.~~

**6. HEALTH REIMBURSEMENT ACCOUNT**

CTS will sponsor a healthcare reimbursement account (HRA) administered by a trustee.

- A. **Full-time Employees:** Each payday employee's will contribute \$25.00 to their HRA. CTS will provide a match contribution of \$28.00 to each employee's HRA.
- B. **Part-time Level 1 Employees:** Each payday employee's will contribute \$15.00 to their HRA. CTS will provide a match contribution of \$15.00 to each employee's HRA.

An employee who does not make their required contribution through payroll deduction ~~as a result of~~ due to a lack of earnings will not be eligible for this CTS match contribution. Employees may not self-pay contributions outside of a deduction from earned wages.

**7. MEDICAL COVERAGE HRA WAIVER CONTRIBUTIONS**

- A. **Eligibility:** CTS will provide additional HRA contributions for a full-time or part-time level 1 employee who elects to waive their ~~own~~ medical coverage, or ~~medical coverage~~ for their ~~eligible qualifying spouses and dependents~~, with proof of other qualified comprehensive medical coverage.
- B. **Contributions:** HRA waiver contributions will begin the first day of the month following the date the proof of other qualifying coverage is received by ~~the~~ CTS. The following designated amounts are provided in lieu of medical coverage and will be deposited into the employee's HRA.

Individuals Who Waived Coverage	Employer Monthly Contribution
Employee Only	\$ 150.00
Spouse or Child Only	\$ 100.00
Children Only	\$ 100.00
Spouse and Children Only	\$ 150.00
Employee and Spouse or Child	\$ 200.00
Employee and all Children	\$ 250.00
Employee, Spouse, and Child/Children	\$ 300.00

- C. **Re-Enrollment After Waiver:** After waiving medical coverage, an employee and/or ~~their eligible~~ dependents may not re-enroll in CTS medical coverage until a special open enrollment event occurs or the next annual open enrollment period, whichever occurs first, subject to the medical plan provisions as administered by HCA.

**8. FLEXIBLE SAVINGS ACCOUNTS**

Flexible savings accounts (FSA), also known as section 125 cafeteria plans, are offered as an optional benefit to full-time and part-time level 1 employees for qualifying medical and dependent care expenses. The plans are managed by CTS's third-party administrator, according to the provisions of each plan. The employee pays 100% of the pre-tax contributions to this plan.

**9. RETIREMENT PLAN**

- A. **Administration:** The retirement plan provisions are determined by the Washington State Public Employees Retirement Systems (PERS) as administered by the Washington State Department of Retirement Systems (DRS).

**B. Eligibility**

- 9.B.1** All full-time and part-time level 1 employees will participate in the CTS-sponsored retirement plan beginning on their first day of CTS benefits eligibility, unless eligible for enrollment waiver as defined by DRS.

- 9.B.2 Employees in a position that requires five months of 70 or more hours of compensated employment in a month during each of two consecutive years will be eligible for retirement benefits and be required to participate.

**C. Contributions**

- 9.C.1 Contribution rates for both CTS and the employee are determined by the Washington State Pension Funding Council, as defined by each employees' retirement plan election and are on a pre-tax basis.
- 9.C.2 If the PERS employer contribution falls below 9.9%, the difference will be added to the employee's individual 401(a) plan. Employee's 401(a) contributions begin on the first payday after 180-days have elapsed from the hire date. PERS and 401(a) plan documents control all provisions relating to administration, vesting, distribution, and investment choices except the contribution rates as specified above.

**10. 457 RETIREMENT PLAN**

Full-time and part-time level 1 employees may enroll in a CTS-sponsored 457 deferred compensation plan. The maximum amount that an employee may contribute is controlled by statute and the 457 plan documents. Personal loans under this plan will not be granted until the employee's initial review period has been successfully completed.

**11. SUPPLEMENTAL POST-EMPLOYMENT HEALTHCARE BENEFIT PROGRAM**

- A. **Plan Administration:** The CTS *Supplemental Post-employment Healthcare Benefit Program (SPHBP)* and any formal subsequent amendments define this benefit and its administration. Language in the SPHBP is deemed to control in the case of any conflict or interpretation of this plan.
- B. **Eligibility:** Employees separating from CTS service with ~~who have~~ 10 years of continuous service, ~~inclusive of any periods of paid or unpaid leave, upon separation from CTS~~ are eligible for this benefit.
- C. **Accrual:** Each employee will accrue one Healthcare Insurance Coverage Credit (HICC) for every six months of full PERS service credit, ~~after January 1, 2007~~, up to a maximum of 60 coverage credits. ~~Upon separation from employment the number of participant coverage credits (PCC)s will be calculated and fixed. A coverage credit can be converted into either of the following benefits, depending upon age:~~
  - ~~1) Reimbursement of premiums paid for post-employment medical coverage for the employee under the Premium Reimbursement Plan through the SPHBP.~~
  - ~~2) Funding for reimbursement of healthcare expenses for post-employment expenses.~~
- D. **Benefit Redemption Options:** The following ~~benefit~~ options are available, based ~~upon~~ the employee's age: ~~at the time of separation:~~
  - ~~11.D.1 Premium Reimbursement Plan Age 65 or Older:~~ Employees under age 65, at separation, may be reimbursed the cost of post-employment medical coverage, up to \$300 per month, using their available PCCs. Reimbursements will cease once all credits have been exhausted or age 65 is reached, whichever occurs first. ~~Receive a lump-sum amount added to their HRA for each HICC equal to the lesser of one of the following:~~
    - ~~1) \$300 per month.~~
    - ~~2) The monthly premium for an individual under PEBB's current Medicare supplemental plan during the calendar year of conversion.~~
  - ~~11.D.2 Post-employment Healthcare Savings Plan (PHS) Under Age 65:~~ Employees 65 or older, at the time of separation, will have their PCCs converted and deposited into their HSA. Employees becoming age 65, after separation, will have their PCC deposited into their HSA the following January. ~~Beginning the first of the month following the date of separation, the lesser of one of the following:~~

- ~~1) \$300 per month.~~
- ~~2) Actual cost of the premium paid to a single health provider.~~
- ~~3) If the employee is a Medicare-eligible participant, the cost per month under PEBB's current Medicare supplemental plan as of January 1 of the plan year.~~

~~At any time up to age 65, an employee may submit qualifying insurance premiums for reimbursement through the SPHPB. Any remaining, unused credits will automatically be paid to the employee's HRA in January of the year following the employee's 65<sup>th</sup> birthday.~~

**12. GENERAL LEAVE**

**A. Eligibility:** Full-time and part-time level 1 employees will begin accruing general leave as of their CTS benefits eligibility date.

**B. Accruals:**

Employees follow the accrual plan as defined below. All general leave accrual rates apply to paid hours only.

HOURLY ACCRUAL OF GENERAL LEAVE *		
Years of Continuous Service	Non-Exempt	Exempt
Hire through Year 4 (month 48)	.073 per hour – 19 days	.098 per hour – 25.5 days
Year 5 through 9	.085 per hour – 22 days	.110 per hour – 8.5 days
Year 10 through 15	.096 per hour – 25 days	.121 per hour – 31.5 days
Year 16 through 25	.108 per hour – 28 days	.133 per hour – 34.5 days
Year 26 or more	.116 per hour – 30 days	.141 per hour – 36.5 days

\* Actual accrual rates are calculated on a per-hour basis. The listed days are an estimate based upon working 2080 hours per year.

The CTS general manager may authorize an adjusted placement on the general leave accrual schedule for newly hired employees and current employees, as deemed appropriate.

Exempt employees hired on or before January 1, 2015, entered the general leave accrual schedule at the rate of 0.125. Non-exempt employees hired on or before January 1, 2015, entered the general leave accrual schedule with the hourly rate of 0.100.

**C. Birthday Accrual:** Full-time employees will ~~receive a birthday accrual of~~ accrue eight hours of general leave and part-time level 1 employees will accrue four hours in the pay period ~~that includes~~ of their birthday.

**D. Maximum Accrual:** The maximum general leave accrual is 580 hours. The cash value of the general leave hours over 580 will be deposited into the employee's HRA, as of the last day in the pay period ending in June and December.

**E. Usage:** Employees will be eligible to use accrued general leave 30-calendar days following their CTS benefits eligibility date. It will be the responsibility of the employee to use accumulated general leave ~~in a responsibly manner. All~~ General leave will be taken at the employee's convenience ~~and~~ with advance approval from the department manager/designee. Department managers are responsible for setting ~~and communicating~~ attendance expectations for their employees ~~and clearly communicating them~~. The use of general leave may be categorized as emergency general leave if use is unscheduled or for reasons for use of sick leave. Requests for general leave may be denied based on ~~the CTS~~ operational needs. ~~of CTS~~. The maximum amount of general leave that can be taken in one workday is an amount equal to the employee's regular ~~number of~~ hours scheduled.

**F. Pay in Lieu of General Leave**

- 12.F.1 Eligibility:** As of the last day in the pay period immediately prior to November 1st, an employee must have a net accrual (current balance less any future leave requests) of 180 hours of general leave and the election must be made during the annual benefits open enrollment period.
- 12.F.2 Election:** Employees may irrevocably elect for the following calendar year to receive additional pay in lieu of 25%, 50%, or 100% of the general leave to be accrued in the following calendar year.
- 12.F.3 Cash Value:** The cash value of the selected accrued general leave will be paid each pay period to the employee in lieu of the equivalent general leave accruals. The election is effective only for the following calendar year and once made, cannot be changed by the employee.
- 12.F.4 Involuntary Cancellation:** The election of the cash payment of general leave accruals will be automatically cancelled and the full accrual of general leave will resume for the remainder of the year if the employee's general leave balance falls below 40 hours at the end of any pay period.

**G. Separation From Employment:** The cash value of the employee's remaining general leave balance will be deposited into the employee's HRA upon separation.

**H. Extended Separation Date:** ~~If An employee may request, gives with 14-calendar days' written notice, to voluntarily separate from their employment with CTS an employee will be granted to extend their last paid day, using their accrued general leave. of absence The request must be made using the CTS Employment Separation Form, seeking approval of upon the agreed separation date. employee will use their accrued General leave usage will be based on the employee's work schedule at the rate equal to the employee's regular scheduled number of hours scheduled per workday until the general leave balance is exhausted, the date of separation is reached, or 90 calendar days from the last day worked, whichever occurs first. Employees will not accrue any general, holiday, sick, or birthday leave additional time off while running out their general leave after their last day working. Employees who resign in lieu of termination are prohibited from exercising this option, except as authorized by the CTS general manager.~~

**13. HOLIDAY LEAVE**

**A. Eligibility:** To be eligible for holiday pay or to accrue holiday leave, full-time and part-time level 1 employees must be in pay status their last regularly scheduled workday immediately preceding and their first regularly scheduled workday immediately following the holiday.

**B. Designated Holidays:** Unless operationally necessary or as required by their position, all employees will not work on designated holidays without prior authorization from their department manager or general manager, as applicable. All employees are authorized the following paid holidays. ~~with pay each calendar year:~~

New Year's Day	Veterans Day
Memorial Day	Labor Day
Independence Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving Day
Martin Luther King Jr. <del>Birthday Day</del>	Christmas Day
Juneteenth	

**C. Holiday Not Worked**

**13.C.1 Full-time:** Employees will receive holiday pay at their base rate of pay ~~equal to~~ for the number of hours they would have ~~otherwise~~ been ~~regularly~~ scheduled to work on the designated holiday; or eight hours, whichever is greater.

**13.C.2 Part-time Level 1:** Employees will receive holiday pay at their base rate of pay ~~equal to~~ for the number of hours they would have ~~otherwise~~ been ~~regularly~~ scheduled to work on the designated holiday; or four hours, whichever is greater. Employees will receive four hours of holiday leave for

holidays that fall on a regular day off.

- D. **Work on a Holiday:** Employees who work on a designated holiday will accrue holiday leave for all hours worked at their base rate of pay.
- E. **Holiday Leave in Lieu of Holiday Pay:** Employees may elect to bank their holidays in the holiday leave bank in lieu of receiving the holiday in pay. The decision to bank will be made in writing to the supervisor in advance of the holiday.
- F. **Usage:** Employees will request and use banked holiday leave ~~in the same manner and using the same process~~ as general leave.
- G. **Cash Outs:** The cash value of all ~~hours of~~ holiday leave ~~accrued~~ over 40 hours will be deposited into the employee's HRA.
- H. **Separation From Employment:** The cash value ~~of~~ the employee's remaining holiday leave balance will be cashed out to the employee on their final paycheck with CTS.

#### 14. SICK LEAVE

- A. **Purpose:** The provisions of this section are ~~incorporated in this compensation plan~~ in accordance with Washington Administrative Code (WAC) 296-128-600 through WAC 296-128-770 and only apply to ~~the paid~~ sick leave earned. ~~as a result thereof.~~
- B. **Eligibility:** All non-exempt employees will be eligible to use accrued sick leave after 90 days of CTS employment ~~with CTS~~, in accordance with this section. Exempt employees are not eligible ~~for to earn~~ sick leave. ~~accruals.~~
- C. **Accrual:** All eligible employees will begin accruing paid sick leave at a rate of 0.025 hours, ~~equivalent to one hour for every 40 hours paid~~, for every one hour paid, including overtime hours.
- D. **Maximum Accrual and Annual Carryover:** There is no maximum accrual of sick leave within the calendar year. ~~As of~~ On the last day of the ~~last~~ pay period ~~ending~~ in December, all sick leave hours over 40 in the employee's sick leave bank will be transferred into the employee's general leave bank.
- E. **Overtime-eligible Status Change:** Accruals will be adjusted for overtime eligibility status changes. Employees ~~in appointed from~~ a non-exempt position ~~appointed~~ to an exempt position will have any sick leave balance converted and ~~added transferred~~ to their general leave bank. Employees ~~appointed from in an exempt position appointed~~ to non-exempt position will begin ~~accruing~~ sick leave ~~as of on~~ their appointment date. ~~to exempt status. Years of service for General leave accrual rates purposes~~ will not be affected. ~~by overtime eligibility status changes.~~
- F. **Usage:** The maximum ~~hours of~~ sick leave ~~hours~~ that can be taken in any one day will be the scheduled work for that day less time worked. The minimum hours of sick leave that can be taken in any one day will be the scheduled work for that day or eight hours, whichever is less. Employees may use their accumulated sick leave for any of the following:
  - 14.F.1 The employee's personal mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment ~~of a mental or physical illness, injury, or health condition, or an employee's need for preventative medical care.~~
  - 14.F.2 To care for a family member with mental or physical illness, injury or health condition, medical diagnosis, or preventative care.
  - 14.F.3 The CTS Main Facility, ~~or~~ school ~~or place of care~~ of the employee's child is closed by order of a

public official for health-related reasons or after the declaration of an emergency by a local, state, or federal government or agency.

**14.F.4** ~~To prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.~~

**14.F.5** Sick leave may also be used for absences due to domestic violence, sexual assault, or stalking as defined in RCW 49.76 and includes the following:

- 1) Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
- 2) Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- 3) Attending healthcare treatment for a victim who is the employee's family member.
- 4) Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
- 5) To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- 6) Participating, for the employee or for the employee's family member(s) in safety planning; temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

**G. Family Members:** For the purposes of the sick leave section, family members include:

**14.G.1** Child: Biological, adoptive, or foster child, a stepchild, a child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

**14.G.2** Parent: Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse, or an individual who stood in loco parentis to an employee with the employee was a child.

**14.G.3** Spouse: Husband or wife, ~~as the case may be~~, or a state registered domestic partner.

**14.G.4** Grandparent: Parent of the employee's parent.

**14.G.5** Grandchild: Child of an employee's child.

**14.G.6** Sibling

Family member also includes any individual who regularly resides in the employee's home, or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. It does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

**H. Restrictions**

Employees are prohibited from using sick leave for absences for which they are receiving time-loss benefits due to a worker's compensation claim. ~~Sick leave may be donated or otherwise transferred to other employees or CTS personnel.~~

**I. Unauthorized Use**

If the use of sick leave by an employee is found to be for an unauthorized purpose, CTS may deny payment of the requested sick leave and the employee may be subject to disciplinary action.

**J. Notice Requirements**

**14.J.1 Foreseeable Need:** If the need for sick leave is foreseeable, employees are required to provide 10

calendar days' notice or as early as practicable.

**14.J.2 Unforeseeable Need:** If the need for sick leave is unforeseeable, employees are to notify their immediate supervisor as soon as practicable. If necessary, another individual may provide the required notice on behalf of the employee if it is impracticable for the employee to do so.

**14.J.3 Domestic Violence:** If domestic violence leave is taken which precludes advance notice, the employee must provide notice by the end of the first day the sick leave commences.

#### K. Verification of Absences

**14.K.1 Exceeds Three Workdays:** If an employee is seeking to use or has used sick leave for authorized purposes for more than three consecutive ~~days during which the employee is/was required to scheduled~~ work days, the employee may be required to provide verification that ~~establishes or confirms that~~ the use of sick leave is ~~for an~~ authorized ~~purpose~~. CTS may choose not to pay an employee for sick leave taken in excess of three work consecutive days until verification is provided.

**14.K.2 Verification of Compliance:** ~~Such~~ This verification will only ~~certify~~ verify ~~that~~ the absences comply ~~will comply~~ with the provisions of the sick leave. Verification does not require an explanation of any health condition, unless otherwise required by law. Verification must be provided to CTS within 10 calendar days of the first day an employee used sick leave.

**14.K.3 Unreasonable Burden:** If an employee believes that obtaining verification for use of sick leave would result in an unreasonable burden or expense, the employee will provide to human resources, in writing, an explanation of how the sick leave ~~is/was~~ for an authorized purpose and how providing verification of the sick leave would cause an unreasonable burden or expense. Within 10 calendar days, CTS will notify the employee of its decision to waive the verification requirement, mitigate the burden, or reject the assertion of unreasonable burden.

#### L. Separation From Employment

The cash value of the employee's remaining sick leave balance will be cashed out to the employee on their final paycheck with CTS.

### 15. FAMILY CARE LEAVE

#### A. Purpose

In accordance with ~~Washington Administrative Code (WAC)~~ 296-130, leave without pay, general leave, or sick leave may be granted for childcare or eldercare emergencies and is limited to a maximum of three workdays per calendar year.

#### B. Eligibility

This leave benefit applies to all employees.

#### C. Use

Family care emergencies are defined as minor/dependent childcare emergencies such as unexpected absence or regular care provider, unexpected closure of child's school, or unexpected need to pick up a child at school earlier than normal; and eldercare emergencies, such as the unexpected absence of a regular care provider or unexpected closure of an assisted living facility.

### 16. FAMILY AND MEDICAL LEAVE ACT LEAVE

#### A. Purpose

The Family and Medical Leave Act entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. Employees are entitled to up to 12 workweeks of unpaid leave in a 12-month period pursuant to the provisions of the Family Medical Leave Act (FMLA).

#### B. Eligibility

This leave benefit applies to all employees. To be eligible for FMLA leave, an employee must have been employed by CTS for 12 months or more and have worked a minimum of 1,250 hours in the preceding 12 months. The 1,250-hour eligibility requirement noted above ~~includes only hours worked. does not count paid time off such as time used as general leave, sick leave, paid holidays, or shared leave.~~

**C. Employee's Notification Requirement**

The employee will provide CTS with ~~not less than a minimum of 30 calendar days' notice before prior to the start of FMLA leave is to begin.~~ If the need for the leave is unforeseeable ~~30 calendar days in advance, then~~ the employee will provide notice as soon as feasible.

**D. Leave Period Designation**

The FMLA leave ~~entitlement~~ period will be a rolling 12-month period measured forward from the date an employee begins FMLA leave. Each time an employee takes FMLA leave during the 12-month period, the leave will be subtracted from 480 hours of available leave.

**E. Designation and Paid Leave**

CTS has the authority to designate absences that meet the criteria of the FMLA leave. The use of any paid or unpaid leave for a FMLA leave qualifying event will run concurrently with, not in addition to, the use of the FMLA leave for that event. Except for sick leave, employees are required to use accrued leave before entering leave without pay.

**F. Healthcare Benefits**

CTS will continue the employee's existing employer-paid health insurance benefits during the period of leave covered by FMLA leave, subject to ~~Washington Administrative Code (WAC) 182-12.~~ The employee will be required to pay their portion of ~~monthly~~ healthcare premiums, ~~on a monthly basis.~~

**G. Return to Work**

Upon returning to work after the employee's own FMLA leave, the employee ~~will~~ **may** be required to provide a ~~fitness-for-duty certification or release to work with no restrictions~~ from their healthcare provider. This does not apply to intermittent use of FMLA leave.

**17. WASHINGTON PAID FAMILY AND MEDICAL LEAVE**

**A. Purpose**

~~The Washington Paid Family and Medical Leave (WPFML) Program is funded by premiums paid by both employees and many employers and provides paid leave benefits and job protection for eligible workers. It is administered by the Employment Security Department (ESD). This insurance program allowing workers to take up to 12 16 weeks of paid leave to (480 hours), as needed, when they care for their own serious health condition, care for a new child, or care for a family member with a serious health condition. welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and attend for certain military-connected related events. If an employee experiences multiple events in a given benefit year, they may be eligible to receive up to 16 weeks, or up to 18 weeks if the employee experiences a serious health condition with a pregnancy that results in incapacity. Additional information on PMFL can be found at <https://paidleave.wa.gov/>.~~

**B. Eligibility**

This benefit applies to all employees. To be eligible for ~~WPFML~~, an employee must have worked in Washington State for at least 820-hours in the preceding 12 months ~~for monetary eligibility. For job protection eligibility an employee must have worked for CTS for a minimum of 180-days. The 820-hour eligibility requirement noted above does not count paid time off such as time used as general leave, sick leave, paid holidays, or shared leave.~~

**C. Premiums**

Employees will pay ~~W~~PFML premiums equal to the maximum amount allowed under PFML law.

**D. Administration**

The provisions of the ~~W~~PFML Program are governed by the CTS *Paid Family and Medical Leave Policy*.

**18. PERSONAL HEALTH LEAVE**

**A. Purpose**

Personal health leave (PHL) is unpaid leave for up to an additional 90 calendar days from the last day of FMLA Leave and will be granted in conjunction with the birth or adoption of a child, or for an employee with a serious illness, injury, or disability as defined by FMLA. CTS may grant an additional 180 calendar days of personal health leave, for a total leave period of 270 calendar days, for an employee's medical condition, provided the employee is expected to return to work with no restrictions before or at the conclusion of the personal health leave.

**B. Eligibility**

Full-time and part-time level 1 employees who were approved for, and subsequently exhausted their FMLA leave in accordance with Section 16, become eligible for PHL.

**C. Periods of Leave**

For the purposes of calculating the 90- and 180-calendar day periods, PHL is inclusive of absences and paid time performing modified duty or other assigned work outside of their job classification due to the employee's own illness or injury. Approval of the 180-day extension is contingent upon the expectation that the employee is able to return to work with no restrictions before or, at the conclusion of, the PHL.

**D. Medical Verification**

CTS may, ~~at their discretion,~~ require an employee to provide documentation to substantiate the request for PHL and ~~for~~ if the employee is expected to return to full duty with no restrictions at the conclusion of the PHL.

**E. Use of Accrued Leave**

Employees may elect to use ~~any and all their~~ available accrued leave during their period of approved PHL, in accordance with the leave provisions defined by this plan.

**F. Healthcare Benefits**

CTS will continue to offer healthcare benefits for an employee and qualifying dependents while on approved PHL and make the employer healthcare contributions, provided the employee pays their portion of the premiums, as required. Healthcare benefits include medical, ~~vision~~, dental, basic life, and ~~basic~~ long-term disability coverages. Employee eligibility requirements for continued healthcare benefits and employer contributions are administered by and in accordance with (WAC) 182-12.

**G. Additional Periods of Leave**

Paragraph A of this section covers the initial entry into the PHL period. If within 24 months of returning to full duty, an employee enters into PHL for a second time, they ~~will~~**must** pay 20% of the total healthcare benefit premiums over and above the employee's share of the premium. On the third or any ~~further~~**additional** occasions, an employee ~~will~~**must** pay 30% of the total healthcare benefit premiums over and above the employee's share of the premium.

**H. Reestablish Eligibility**

An employee's PHL eligibility for benefits provided in paragraph F will reset when they work for 24 consecutive months without utilizing personal health leave.

**I. Concurrence With Other Leaves**

Except for FMLA and PFML leave, PHL will run concurrently with other paid and unpaid leave benefits, as allowed by the provisions of each leave type.

**19. DOMESTIC VIOLENCE LEAVE**

**A. Purpose**

An employee who is the victim of domestic violence, sexual assault, or stalking, or who is the family member of such a victim, may use general, sick, holiday leaves, or leave without pay to obtain treatment or seek help pursuant to the Domestic Violence Leave Act.

**B. Eligibility**

This leave benefit applies to all employees.

**C. Use**

The employee has an obligation to inform CTS in accordance with RCW 49.76.040 of their need for domestic violence leave. For the purposes of domestic violence leave, a family member includes child, spouse, or state registered domestic partner as defined by RCW 26.60.020 and 26.60.030, parent, parent-in-law, grandparent, or a person the employee is dating. CTS may require the employee requesting leave to provide verification. At the employee's choice, the verification may include a police report, court order of protection, documentation from a healthcare provider, advocate, clergy or attorney, or an employee's written statement that the employee or employee's family member is a victim and needs assistance.

**20. BEREAVEMENT LEAVE**

**A. Purpose**

Bereavement leave is a leave period following the death of a member of the employee's immediate family or the immediate family of the employee's spouse/ or domestic partner. Bereavement leave ~~shall~~ will not be deducted from any accrued leave bank. As used in this section, the term "immediate family" is defined as spouse, domestic partner, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, and stepchild.

**B. Eligibility and Use**

Employees will receive three workdays of paid bereavement leave subject to the provisions of Section 20.

**20.B.1 Full-time:** Employees will receive paid bereavement leave at their base rate of pay equal to the number of hours they would have ~~otherwise~~ been ~~regularly~~ scheduled to work; or eight hours, whichever is greater.

**20.B.2 Part-time Level 1:** Employees will receive paid bereavement leave at their base rate of pay equal to the number of hours they would have ~~otherwise~~ been ~~regularly~~ scheduled to work, or four hours, whichever if greater.

**C. Additional Unpaid Bereavement Leave**

An additional two days of unpaid leave may be considered on a case-by-case basis. Employees may elect to use general ~~or~~ holiday leave for the additional days of unpaid bereavement leave. Five days of unpaid leave may be considered on a case-by-case basis for bereavement purposes for other employees' family members or persons the employee has had a close personal relationship with other than those listed in subsection 20.A.

**D. Verification of Paid Leave**

Employees may be asked to provide documentation to validate the use of paid bereavement leave.

**21. SHARED LEAVE**

Employee eligibility to participate in the shared leave program is administered in accordance with the provisions of the *CTS Shared Leave Policy*.

## 22. MILITARY LEAVE

### A. Purpose

All employees who are called into, or enlist in, the Armed Forces of the United States or its allies, will be given a leave of absence in accordance with applicable laws affecting military leave.

### B. Eligibility

This leave benefit applies to all employees.

### C. Use

Employees will be granted necessary time off for military training as provided under RCW 38.40.060, as applicable to CTS. Employees will provide the military orders ~~documenting~~ the need for leave under this section.

## 23. HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

### A. Purpose

In accordance with WAC 357-31-052, employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, including holy days, Sabbath days or religious holidays where an employee is ~~supposed~~ to refrain from working, or where there is a service ~~and~~ or mass.

### B. Eligibility

This leave benefit applies to all employees.

### C. Usage

With prior notice to their respective supervisor, employees ~~request to may~~ take up to two unpaid holidays. Requests for ~~this type of~~ leave will follow the same process as other leaves. Partial day absences are not allowed. If an employee seeks a partial day absence, the time off will count as the hours the employee was scheduled to work that day or eight hours, whichever is less.

### D. Undue Hardship

Employees will be ~~allowed~~ ~~authorized~~ to take each unpaid holiday on the ~~dates they~~ requested ~~dates~~, unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by WAC 82-56-020. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; ~~they and~~ do not carry over from one year to the next.

## 24. JURY DUTY LEAVE

### A. Eligibility

This leave benefit applies to all employees.

### B. Use

All employees required to perform jury duty during their regular workday will be granted leave ~~of absence~~ with pay. ~~Such~~ Their pay will be the same as if the employee had worked ~~in accordance with~~ their regular schedule for ~~such that~~ day, less the amount received for jury duty on ~~such that~~ day. ~~Any except as a specified reimbursement funds received by the employee~~ for ~~servicing on a jury and~~ travel expenses will be retained by the employee.

## 25. COURT AND LEGAL PROCEEDINGS LEAVE

### A. General

All employees will promptly inform their department manager when they receive a court order or subpoena to appear at a legal proceeding and will provide a copy of the notice. All employees will be authorized time off, including travel time, for the purposes of complying with a subpoena or other court order, subject to the provisions of this section.

### B. CTS Business

The time spent by an employee for legal matters on behalf of CTS will be considered time worked. Travel time and ~~per diem travel~~ expenses will be paid by CTS.

### C. Personal Business

CTS will authorize unpaid leave for court orders to appear where the employee is not representing CTS, is a party in the matter, or has an economic interest in the matter. Unpaid leave may be granted for all other legal matters, subject to operational needs. For any authorized unpaid leave under this section, the employee may use their available general leave, holiday bank, or leave without pay.

## 26. MISCELLANEOUS LEAVE OF ABSENCE

### A. Purpose

After an employee exhausts their general leave bank, unpaid personal leave may be granted by the employee's department manager for up to 30 calendar days. Extension of a 30-calendar day personal leave of absence may be granted by the CTS general manager. Failure to return to work following the approved personal leave may result in termination of employment.

### B. Eligibility

This benefit applies to all employees.

### C. Use

Employees must request ~~such a leaves~~ of absence in writing at least five business days in advance of the first day of the desired absence unless circumstances prevent ~~such~~ advance notice.

## 27. WELLNESS PROGRAM

### A. Purpose

An employee wellness program is provided to encourage healthy lifestyles by reimbursing employees and their qualifying dependents for participating in programs and activities that are designed to improve their physical and mental wellbeing.

### B. Eligibility

Full-time and part-time level 1 employees will be reimbursed up to \$200 for their personal qualifying expenses or up to \$400 for employees, ~~and their~~ qualifying spouses ~~or~~ registered domestic partners, and ~~or~~ qualifying child(ren) for ~~qualifying eligible~~ expenses ~~incurred and~~ submitted for reimbursement.

### C. Administration

The provisions of the Wellness Program are governed by the CTS *Employee Wellness Policy*.

## 28. STATE INDUSTRIAL INSURANCE PROGRAM

CTS may assign light/modified duty, if available, to all employees who would otherwise be absent due to illness or injury that is covered by State Industrial Insurance. CTS reserves the right to self-insure in place of the State Industrial Insurance Program.

## 29. UNEMPLOYMENT COMPENSATION

Unemployment compensation is offered to all employees in accordance with existing state laws.

### 30. SAFETY AND FOUL WEATHER GEAR

- A. All employees ~~who are~~ required to work outside in inclement weather or ~~to work~~ in hazardous areas will be provided foul weather and personal protective equipment as necessary by CTS at no cost to the employee. Suitable footwear ~~gear~~ will be provided to employees ~~engaged in~~ performing work that may be hazardous to the employee's health or safety.
- B. CTS will provide and maintain such foul weather and ~~for~~ safety gear and will hold employees blameless for any accidental loss or ~~accidental~~ damage, or normal wear and tear ~~as a result of usage in the performance of their duties.~~ ~~Such~~ The gear will remain the property of CTS and will be returned upon separation from employment.

### 31. UNIFORMS

CTS will provide an allotment of uniforms for any employee required to wear a uniform as part of their duties. Employees will be responsible for cleaning the uniform. Uniforms will be maintained and replaced to ensure compliance with the CTS *Dress Code and Personal Appearance Policy*.

### 32. CTS BRANDED CLOTHING

At the discretion of the department manager or general manager, as appropriate, non-uniformed employees may be provided CTS branded clothing.

### 33. TRANSIT PASSES

#### A. Current Employees

All employees will receive a transit pass. The employee's CTS identification serves as the transit pass. The employee's spouse ~~or~~ registered domestic partner, and ~~legal~~ eligible dependents will receive a transit pass upon ~~written~~ request by the employee. For the purposes of this section, the term "dependent" ~~will include~~ unmarried dependent children ~~up to age 19, full-time students~~ up to age 26; and children with disabilities; ~~living at the employee's residence.~~

#### B. Separation From Employment

Employees ~~who~~ retiring with at least five years of continuous employment from their hire date with CTS at the time of separation ~~from CTS~~ are eligible to receive a lifetime transit pass. Employees must request their lifetime passes, ~~for the employee and spouse, (employee and spouse)~~ with their written notice of their intent to separate from CTS.

#### C. Unauthorized Use

In the event evidence indicates a transit pass issued in accordance with this section is being used by an unauthorized person, that pass may be subject to surrender at the request of CTS.

### 34. REQUIRED LICENSES AND CERTIFICATIONS

#### A. Licensure

CTS will reimburse ~~any~~ employee for the renewal of their commercial driver's license (CDL) endorsement when required by their job classification, or as otherwise authorized by the CTS general manager or designee.

#### B. Medical Certification

When required by an employee's job classification, or as otherwise authorized by the CTS general manager or designee, CTS will pay for the entire cost of a Department of Transportation (DOT) driver/~~carrier~~ medical examination conducted by CTS's designated DOT-certified medical examiner (CME) ~~every annually two~~ ~~years.~~ Employees who elect to use another CME will be reimbursed up to the amount of the designated

CME's current fee. Any ~~excess additional~~ cost will be the responsibility of the employee. ~~If an employee is required to have a medical exam on a more frequent basis than every two years, CTS will reimburse the employee up to 100% of the cost of one additional exam.~~ The cost of any other DOT medical exams will be the responsibility of the employee.

### 35. TRAINING AND TUITION REIMBURSEMENT

#### A. Training

Training must be approved in advance by the department manager prior to incurring any associated costs. Attendance at approved training will be considered time worked and the applicable travel and per diem expenses will be paid by CTS.

#### B. Tuition Reimbursement

Full-time and part-time level 1 employees may seek reimbursement for educational courses through accredited institutions of higher education that support the employee's work-related goals within CTS. Individual coursework must be pre-approved by the general manager prior to any enrollment or registration and will occur on a case-by-case basis, subject to CTS budget restraints. Upon approval, tuition for approved courses will be reimbursed, including course materials and fees, contingent upon receipt of proof of successful completion of the course with at least a 2.0 grade point average (GPA) and proof of payment.

### 36. INCENTIVES

CTS may compensate any employee in the form of money or other consideration to recognize safety achievements, performance accomplishments, or for participation in CTS-sponsored events, as deemed appropriate by the general manager.

### 37. RELOCATION EXPENSES

CTS may pay a specified level of relocation expenses for exempt employees ~~in order~~ to accept employment, as determined by the general manager in accordance with the applicable statutes.

### 38. REGULATORY AND ADMINISTRATIVE CHANGES

A. To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the plan that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all plan changes.

B. In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the plan which are deemed appropriate to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all plan changes.

C. All other changes to this plan require approval by the CTS Board.

### 39. REFERENCES

- A. Appendix A: CTS Salary Schedule
- B. Fair Labor Standards Act
- C. Family and Medical Leave Act
- D. Washington Equal Pay and Opportunities Act
- E. Washington Minimum Wage Act
- F. Washington Domestic Violence Leave Act
- G. Washington Family and Medical Leave
- H. Washington Substitute Senate Bill 5173
- I. RCW 38.40.060, Military Leave for Public Employees

- J.** WAC 296-130, Family Care
- K.** CTS Employee Wellness Policy
- L.** CTS Dress Code and Personal Appearance Policy
- M.** CTS Paid Family and Medical Leave Policy
- N.** CTS Performance Evaluations and Merit Compensation Policy
- O.** CTS Supplemental Post-employment Healthcare Benefit Program
- P.** CTS Teleworking Policy



<b>Policy Title:</b> <b>PERFORMANCE EVALUATIONS AND MERIT COMPENSATION</b>		<b>Policy No.:</b> 10-700
<b>Review Responsibility:</b> Barb Cox, Human Resources Manager	<b>Approved By:</b> Jason McNickle, General Manager	
<b>Adopted By:</b> Clallam Transit System Resolution No. R2:2020, original resolution		<b>Effective Date:</b> 04/15/2026

**1. PURPOSE**

- A. Clallam Transit System (CTS) is committed to providing an effective evaluation process for discussing, assessing, and reviewing the performance of its employees. The effective and timely review of employee performance supports CTS in its efforts to continue to advance the mission, vision, and values.
- B. The performance evaluation provides supervisors and managers (supervisors) a formal means of communicating job performance to the employees, as well as establishing future goals and expectations.
- C. This policy establishes a consistent standard to award merit pay based on performance and outstanding service.

**2. POLICY**

- A. This policy applies to the performance evaluation and merit compensation process for **non-represented employees only**.
- B. Performance evaluations influence salaries, promotions, and transfers. It is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings. Each supervisor is responsible for the timely and equitable assessment of their employees' performance. Supervisors will use the designated CTS *Employee Performance Evaluation Form* to conduct performance reviews and provide thoughtful feedback to their employees.
- C. Performance evaluations should detail the attainment of performance objectives as well as any areas identified for improvement to be addressed during the next review period. Any performance information presented to the employee should have already been, at a minimum, discussed with the employee prior to its inclusion in the evaluation. The evaluation may also recommend future educational and promotional opportunities for the employee to consider.
- D. Full-time and part-time status non-represented employees will receive performance evaluations in accordance with this policy. Acting, interim, or temporary status employees who retain a position in a non-represented regular or probationary status, as defined in the CTS *Compensation Plan for Non-represented Employees*, will receive initial reviews and/or performance evaluations and be eligible for merit-based increases, in accordance with the employee's regular or probationary status position.

### 3. PERFORMANCE REVIEW PERIOD

#### A. Initial Review

The first review period for all full-time, part-time, and probationary status employees will occur after the first 180 calendar days following the employee's date of hire or subsequent appointment to another position in a probationary status.

#### B. Annual Review

Following the initial probationary review period, the annual review period is for the 12 months following the employee's appointment date to their regular status position and each 12-month period thereafter.

#### C. Subsequent Appointment Review

If an employee is subsequently appointed to a new non-represented position as their regular or probationary status position, the new appointment date will become their new anniversary date. The employee will receive a performance review 180 calendar days following their new anniversary date.

#### D. Informal Reviews

More frequent informal reviews are encouraged and may occur throughout the performance review period.

### 4. ADMINISTRATION

#### A. Draft Evaluation

The supervisor will prepare the draft evaluation using the CTS *Employee Performance Evaluation* Form and provide the employee with the opportunity to review the draft performance evaluation, preferably before the formal performance review meeting.

#### B. Self-Evaluation

The employee is encouraged to complete a self-evaluation for consideration in the performance review process, that identifies accomplishments, areas of improvement, goals for the next review period, and any training or resources that may assist them in accomplishing their goals in support of CTS's mission and vision.

#### C. Position Description

The supervisor is also encouraged to review the most recent position description with the employee that is applicable for the review period and any updates, as needed.

#### D. Performance Review Meeting

The supervisor will arrange a time and confidential location to discuss the employee's performance, the draft evaluation, and self-evaluation with the employee. Both parties recognize that open, honest, and constructive communication is critical to the success of the evaluation process. Neither party will unduly delay the meeting. Following the meeting, the supervisor will finalize the evaluation.

#### E. Consultation

Supervisors and employees are encouraged to discuss the process and any concerns regarding a performance review with the human resources manager (HRM). The HRM may assist during the performance meeting at the request of either the supervisor or the employee. A performance evaluation with an overall rating of less than "3.00 – Meets Standards," must be reviewed by the HRM prior to finalizing the evaluation and presenting it to the employee.

#### F. Completion

Performance evaluations will be completed as soon as practicable following the conclusion of the review period. The supervisor and the employee will sign the final evaluation that is retained in the employee's personnel file. A signed copy of the evaluation will be provided to the employee.

## 5. PERFORMANCE STANDARDS RATINGS

The performance standards ratings in the evaluation form are broadly defined as follows and not intended to be inclusive of all rating criteria.

- |          |   |   |
|----------|---|---|
| <b>5</b> | <b>Far Exceeds Standards</b>                  | Truly exemplary performance and demonstration of the highest degree of achievement in the work. Performance and contributions are of such a high level that they produce a significantly positive impact on the performance of others and the overall service to the public.  |
| <b>4</b> | <b>Exceeds Standards</b>                      | Results achieved are clearly beyond what could be reasonably expected. A proven, highly effective leader who builds trust and instills confidence in the organizational leadership, peers, and employees. Consistently exceeds performance expectations and timelines.  |
| <b>3</b> | <b>Meets Standards</b>                        | Results achieved are those that can be reasonably expected to achieve assigned responsibilities adequately and fully under minimal supervision. Performs major aspects of the job well. Consistently supports the mission and values. Meets the scope of the job requirements. Can occasionally exceed or fall short of expectations. |
| <b>2</b> | <b>Needs to Improve to Meet Standards</b>     | Consistently not meeting all job requirements. Demonstrates limited ability in work production, personal responsibility, and accountability. Requires frequent guidance and assistance.   |
| <b>1</b> | <b>Unacceptable – Fails to Meet Standards</b> | Significant performance-related problem(s). Consistently fails to meet established performance standards. Does not perform in a manner which consistently supports CTS's mission and values. Requires extensive supervision and guidance.   |

## 6. MERIT COMPENSATION

- A. A performance review does not automatically result in a salary increase. An employee whose pay is at the maximum of the salary range may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position.
- B. An employee with an overall performance rating of at least "3.00 – *Meets Standards*" will be eligible for a merit compensation increase. The recommended merit compensation increase will be presented to the general manager for consideration using the *CTS Salary Adjustment Form*. All merit increases must be pre-approved by the general manager and are subject to CTS's financial restraints.
- C. The approved salary will take effect the first day after the conclusion of the performance review period of the completed evaluation.

## 7. TRAINING

Managers and supervisors, subject to this policy, will receive training on the performance evaluation process, as applicable.


## 8. REGULATORY AND ADMINISTRATIVE CHANGES

- A. To facilitate the regular business routine of CTS, the CTS Board authorizes and designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to comply with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.

- B.** In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS, unless these changes are of major significance. The board will be notified of all policy changes.

**9. REFERENCES**

- A.** CTS Employee Performance Evaluation Form
- B.** CTS Salary Adjustment Form
- C.** Compensation Plan for Non-represented Employees

	
830 West Lauridsen Boulevard Port Angeles, Washington 98363	www.clallamtransit.com 360-452-4511
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Adopted By: Clallam Transit System Resolution No. R2:2020, original resolution	Effective Date: <b>09/13/2024</b> <b>04/15/2026</b>

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- D. Full-time and part-time status non-represented employees will receive performance evaluations in accordance with this policy. Acting, interim, or temporary ~~positions or appointment~~ statuses ~~employees who retain a position in a non-represented regular or probationary status, are excluded from the provisions of this policy. However, if the employee holds regular status~~ as defined in the CTS *Compensation Plan for Non-represented Employees*, will receive initial reviews and/or performance evaluations and be eligible for merit-based increases, in accordance with the employees regular or probationary status position. ~~in another non-~~

~~represented position, performance, or excluded appointments may be considered as part of the overall performance review of the employee.~~

### 3. PERFORMANCE REVIEW PERIOD

#### A. Initial Review

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#### B. Annual Review

Following the initial ~~probationary~~ review period, the annual review period is for the 12 months following the employee's appointment date to their ~~current regular status~~ position (~~anniversary date~~) ~~or conclusion of the past performance review period, whichever is later,~~ and each 12-month period thereafter.

#### C. Subsequent Appointment Review

If an employee is subsequently appointed to a new non-represented position ~~as their regular or probationary status position~~, the new appointment date will become their ~~employee's~~ new anniversary date. The employee will receive a performance review 180 calendar days following their new anniversary date.

#### D. Informal Reviews

More frequent informal reviews are encouraged and may occur throughout the performance review period.

### 4. ADMINISTRATION

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The supervisor is also encouraged to review the most recent position description with the employee that is applicable for the review period and ~~seek any updates~~, as needed.

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## F. Completion

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- C. The approved salary will take effect the first day after the conclusion of the performance review period of the completed evaluation.

## 7. TRAINING

~~All employees subject to this policy~~ Managers and supervisors, subject to this policy, will receive training on the performance evaluation process, as applicable.

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