

SUNBURST FARMS IRRIGATION DISTRICT
Employee Handbook Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

August 10, 2017

MEMBERS PRESENT: Kay Lorenzen, Chairperson, Renee Breeden, Peggy Schwend and Brenda Brown, Secretary

MEMBERS ABSENT: Larry Hudson and Shad Ciampi

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Employee Handbook Committee was held on August 10, 2017. The meeting was called to order by Kay Lorenzen, Chairperson, at 4:00 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from February 2, 2017 and June 22, 2017 meetings:

MOTION Member Peggy Schwend *made a motion to approve minutes from February 2, 2017 and June 22, 2017 meetings.* Member Renee Breeden seconded the motion. **Motion Passed,** unanimously.

3. OLD BUSINESS:

A. Discuss and possible action to verify the Employee Handbook complies with the new Sick Leave Law:

Discussion ensued regarding the Fair Wages and Healthy Families Act “Earned Paid Sick Time”, entitlement and amount, staying in compliance with State Law, current payroll company automatically accrues sick time, paystub reports current/balance, amending current handbook, front loading sick time vs. accruing, changing to accrued sick time for all employees effective as of January 1, 2018 and not to exceed a total of 15 employees

DISTRICT POLICY

Employees shall be paid for up to three (3) illness days per year. Illness days shall not be scheduled (other than medical procedures and funerals), and may not be carried over beyond the 12-month period. Once all three (3) illness days have been used, if the employee is unable to work due to one of the above conditions, they will not be paid for the days not worked.

THE FAIR WAGES AND HEALTHY FAMILIES ACT

ENTITLEMENT AND AMOUNT:

Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked, subject to the following limitations:

- Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year
- Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year

MOTION Member Renee Breeden *made a motion to remove the fifth (5th) bullet under See Appendix A – Counseling Form.* Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

MOTION Member Renee Breeden *made a motion to replace the sixth (6th) bullet under attendance and replace it with the language beginning January 1, 2018, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked up to 24 hours of earned paid sick time per year.* Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

4. ADJOURNMENT:

Without objection, meeting adjourned at 4:32 P.M.

Dated this _____ day of _____, 2017

Submitted by: _____
Committee Secretary

***Note:** All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office