

**RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON POLICE PROTECTION AND COMMUNITY  
SERVICES DISTRICT AMENDING AND ADDING TO THE POLICY  
AND PROCEDURE MANUAL FOR THE KENSINGTON POLICE  
PROTECTION AND COMMUNITY SERVICES DISTRICT  
VACATION AND A GREAT ACCRUAL OF SICK TIME FOR NON-  
SWORN REGULAR EMPLOYEES OF THE DISTRICT**

The Board of Directors of the Kensington Police Protection and Community Services District (“Board of Directors”) does find as follows:

*WHEREAS*, the Board of Directors; the board of directors approved the Kensington Police Protection and Community Services District’s Policy and Procedure Manual on December 9, 2021; and

*WHEREAS*, there is a need and an ability to update and amend the policy; and

*WHEREAS*, the General Manager sees such a need,

NOW THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS:

1. Section 3200.1.2 will reflect fourteen (14) paid holidays per year in conjunction with the Police Memorandum of Understanding between Kensington Police Protection and Community Services District and Kensington Police Officers’ Association.
2. Section 3200.2.2 shall be changed as follows: “Accrual Rate. All employees that work 32 hours per week or more will accrue sick leave at a rate of 8 hours per pay period. Employees that work less than 32 hours per week will accrue sick leave at a rate of 4 hours per pay period.
3. 3200.2.3 Limits on Accrual. Change to: Employees working 32-40 hours per week may accrue up to 96 hours of sick time. Employees working less than 32 hours per week may accrue up to 48 hours of sick time.
4. 3200.2.4 Limits on use. Employees may use up to their full amount of accrued sick time. The accrued sick time will be maintained by the Accounting Clerk in the employees HR file folder. Upon leaving the District sick time is not paid out.
5. 3205.1 Vacation Time. Eligibility. Regular full time (32 hours per week or more) and Regular part time employees are eligible to accrue vacation time. Temporary employees are not eligible.
6. 3205.2. Accrual Rate. Employees that work 32 hours or more per week accrue 3 hours of vacation per pay period. Employees working less than 32 hours per week accrue 1.5 hours of vacation per pay period.

- 7. 3205.3. Limits on Accrual. Employees will stop accruing vacation when the accrual rate reaches 96 hours for regular full-time employees and 48 hours for regular part time employees.
- 8. 3205.4 Permitted use. Employees must fill out the designated form and obtain approval of their supervisor for vacation time off. It is only the authority of the supervisor that approves time off for vacation time. Vacation time must be taken in increments of 2 hours.
- 9. This resolution will also direct the General Manager to place, effective July 1, 2023 30 hours of sick time for the Administrative Assistant/Parks Coordinator, Board Clerk and Accounting Clerk in each of the three respective HR files as a starting point for accrued sick time.
- 10. This resolution will also direct the General Manager to place, effective July 1, 2023 20 hours of vacation time for the Administrative Assistant/Parks Coordinator, Board Clerk and Accounting Clerk in each of the three respective HR files as a starting point for accrued vacation time.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director Hacaj, seconded by Director Duggan, on Thursday, the 8<sup>th</sup> day of June, 2023, by the following vote to wit:

AYES: Directors Duggan, Hacaj, Gough, Spath and Aquino-Fike.

NOES: None.

ABSENT: None.

ABSTAINED: None.

DocuSigned by:  
  
 9B1775A4B032410...

Alexandra Aquino-Fike  
 President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8th day of June, 2023.

DocuSigned by:  
  
 8483B78934AA4FC...

Lynelle M. Lewis  
 District Clerk of the Board

DocuSigned by:  
  
 BF2F2EF878F64E9...

David Aranda  
 Interim General Manger