



Peninsula Metropolitan Park District

Human Resource Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P30-101	R2007-006	May 21, 2007	R2006-002 (Adopted 03-20-06) R2004-012 (Adopted 10-13-04)

Policy: **Human Resource**
(Approved by the PenMet Parks Board of Commissioners)

Purpose: This manual is a general informational guide to the Peninsula Metropolitan Park District's (PenMet Parks) current employment policies and shall not be construed as a contract. The District reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the District deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The District also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

RECEIPT OF HUMAN RESOURCE POLICIES

All employees should read the following; then sign, date and return the form to the Executive Director within three days of when they receive the personnel policies. The form will be placed in the employee's personnel file.

Enclosed are the Peninsula Metropolitan Park District Human Resource policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy. It is important to understand that these policies do not create an employment contract or a guarantee of employment for any specific duration between the Peninsula Metropolitan Park District and its employees. Although we hope that your employment relationship with us will be long-term, we recognize that things do not always work out as hoped, and either of us may decide to terminate the employment relationship. As the District continues to grow and change, we may need to change some of these personnel policies. The District, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Board. You will be notified of any such changes. Please also understand that no supervisor or representative of the District other than the Executive Director has the authority to make any written or verbal statements or representations that are inconsistent with these policies.

If you have any questions about these policies or any other policies of the District, please feel free to ask your supervisor or the Executive Director.

I have read and understand the statement above.

Employee Signature

Employee Printed Name

Date

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SECTION 1 - GENERAL

1.1 PURPOSE/SCOPE

- (a) This manual is a general informational guide to the District's current employment policies and shall not be construed as a contract. The District reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the District deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The District also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.
- (b) These personnel policies shall apply to all District employees. They shall not apply to elected officials and independent contractors.
- (c) These policies are not intended to be a contract, express or implied, or as a guarantee of employment for any specific duration. No supervisor or representative of the District other than the Executive Director, in consultation with the Administration Committee Chairman, has the authority to enter into any agreement for employment for any specified period or to make any written or verbal commitments contrary to the foregoing.

1.2 EQUAL EMPLOYMENT OPPORTUNITY

- (a) The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, physical handicap or disability.
- (b) The District will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential element of the job.
- (c) Employees with life threatening illness, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The District will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a substantial and unusual safety risk to fellow District employees or the public exists.

1.3 SEXUAL HARASSMENT

- (a) It is the policy of the District to provide a work environment for its employees that is free from discrimination and intimidation. The District will not tolerate any form of sexual harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment.
- (b) Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance. Sexual harassment can take many forms and can include: (1) verbal behaviors such as slurs, comments, jokes, innuendoes, unwelcome compliments or requests for sexual favors; (2) Nonverbal behavior such as pranks, suggestive looks, or displaying of nude or sexual pictures, cartoons or calendars; (3) Any unwanted touching or physical behavior such as pats, squeezes, shoulder or neck rubs, or brushing against someone's body.
- (c) Any employee who believes he or she is being sexually harassed by supervisors, co-workers, Board members, volunteers, vendors, or District customers should immediately notify his/her supervisor. In the event that the harassment involves the supervisor, he/she should notify the Executive Director. The District will not retaliate against an employee who complains of sexual harassment.

1.4 DEFINITIONS

- (a) Supervisor: An employee who has responsibility for directing one or more employees.
- (b) Regular full-time Employee: An employee who has completed his/her trial period and who regularly works a minimum of 40 hours a week on a continuing basis.
- (c) Regular part-time Employee: An employee who works less than 40 but at least 20 hours a week on a continuing basis and is eligible for pro-rated District benefits. The Executive Director on a case-by-case basis, in consultation with the Administration Committee Chairman, may approve pro-rated benefits for employees who regularly work less than 20 hours a week.
- (d) Temporary Employees: Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees may only work 6 months in a 12-month period and are not eligible for District benefits.

1.5 EMPLOYEE PERSONNEL RECORDS

- (a) A personnel file for each employee is kept in a secure location designated by the Executive Director, and access is limited to the employee's supervisor and the Executive Director. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is

assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

- (b) An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
- (c) Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request from the employee.
- (d) The Board may only have access to the personnel files in executive session unless otherwise authorized in writing by the employee.

1.6 REFERENCES

- (a) The District does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee.
- (b) Only the Executive Director will provide employment references on behalf of the District on current or former regular District employees. Supervisors may give references on temporary employees and volunteers.

SECTION 2 - HOURS AND ATTENDANCE

2.1 WORKING HOURS

- (a) The District's standard workweek is Monday through Friday. The District Office is open from 8:00 a.m. to 5:00 p.m. Supervisors will designate work schedules for individual employees to be approved by the Executive Director.
- (b) A normal working schedule for regular, full-time employees consists of 40 hours each workweek. Different work schedules may be established by the District to meet job assignments and provide necessary District services. Each employee's supervisor will advise the employee regarding his/her specific working hours.
- (c) Part-time and temporary employees will work hours as specified by their supervisors.

2.2 HOURS OF WORK AND OVERTIME

- (a) All District positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations. Unless deemed otherwise

by the appropriate state or federal agency, the following positions shall be considered as exempt:

Executive Director

- (b) For all District employees the established work period is 40 hours within a seven-day work week starting on Monday and ending on Sunday.
- (c) All overtime must be authorized with advance written approval of the employee's supervisor and the Executive Director except in an emergency situation.
- (d) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period.
- (e) Overtime pay is calculated at one-and-one-half times the employee's regular rate of pay for all time worked beyond the established 40-hour work period.
- (f) When computing overtime, sick leave and vacation time is not counted as hours worked.
- (g) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

2.3 COMPENSATORY TIME

- (a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. All compensatory time must be authorized with advance written approval of the employee's supervisor and the Executive Director. Exercised compensatory time option is credited at a rate of one and one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to 40 hours for regular employees. After maximum accrual, overtime compensation shall be paid. If an employee is unable to use accrued compensatory time within six months, the employee will be paid his/her original overtime wage. The Executive Director shall have the authority to grant accumulation in excess of 40 hours in emergencies.
- (b) Employees should schedule the use of compensatory time within a 6-month time period by making a written request to their supervisor. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and his/her supervisor. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not permitted.

2.4 ATTENDANCE

- (a) Punctual and consistent attendance is a condition of employment.

- (b) Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within 30 minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with the Executive Director stating the reason for being late or unable to report for work.
- (c) Employees are expected to be at work during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation or comp time.
- (d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

2.5 BREAKS AND MEAL PERIODS

- (a) Employees may take one fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with District business or service to the public. Meal periods shall be scheduled by the employee's supervisor. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and usually one-half hour in length.

2.6 CALL BACK

- (a) All employees are subject to call back in emergencies or as needed by the District to provide necessary services to the public. A refusal to respond to a call back is grounds for disciplinary action. Employees called back to duty will be paid their appropriate rate of pay for hours worked.

2.7 PAYROLL RECORDS

- (a) The official payroll records are kept in a location designated by the Executive Director. Each supervisor shall turn in, on a semi-monthly basis, a timesheet for each employee within their department that has been signed by the employee and the supervisor, noting hours worked, leave taken and overtime worked. The Executive Director shall sign timesheets for supervisors.

SECTION 3 - RECRUITING AND HIRING

3.1 RECRUITING

- (a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability or age.
- (b) Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the District's official application.

- (c) Any applicant who is hired and found to have supplied false or misleading information is subject to immediate termination.

3.2 HIRING

- (a) When a position becomes vacant the supervisor shall review the position, its job description and the need for such a position. The Executive Director must approve the position before it can be filled.
- (b) Residency within the District shall not be a condition of initial appointment or continued employment for employees; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.
- (c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the District, may be disqualified for employment with the District in positions requiring driving.
- (d) The District may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the District. The District may contract with any competent agency or individual to prepare and/or administer examinations.
- (e) After an offer of employment has been made and prior to commencement of employment, the District may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.
- (f) A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position and the individual's condition cannot reasonably be accommodated in the workplace; (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.
- (g) The District will not hire family members of the current staff or elected officials for any positions.

3.3 TEMPORARY EMPLOYEES

- (a) With approval of the Executive Director, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.
- (b) Temporary employees may be hired without competitive recruitment or examination.
- (c) Temporary employees may not work more than 6 (six) months in a 12 (twelve) month period.
- (d) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.

3.4 TRIAL PERIOD

- (a) All newly hired employees or former employees who have been rehired or employees promoted to a new classification enter a trial period which is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.
- (b) The normal trial period is six months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.
- (c) An employee's trial period may be extended for up to an additional six months when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance, to properly evaluate the employee's performance. The trial period will not be shortened for any reason.
- (d) Trial employees accrue vacation and sick leave, but are not eligible to use vacation until after their trial period is completed.
- (e) During the trial period, the employee may be terminated at any time with or without cause.
- (f) When a supervisor determines an employee has satisfactorily completed the trial period, the supervisor shall prepare a written performance evaluation, which will be reviewed by the Executive Director. If the trial period is satisfactorily completed, the employee may be certified to regular employment status.

3.5 PROMOTIONS AND TRANSFERS

- (a) The District encourages current District employees to apply for vacant District positions for which they are qualified. Promotions and transfers are based on the supervisor's recommendation, work force requirements, performance evaluations, job descriptions and related District requirements.

- (b) Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed his/her trial period and possess the qualifications for the vacant position, unless such requirements are waived by the Executive Director in the best interests of the District.

SECTION 4 - COMPENSATION

4.1 SALARY CLASSIFICATION AND GRADES

- (a) With the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the District Board.

4.2 EMPLOYEE PAY RATES

- (a) Employees shall be paid within the limits of the wage range to which their positions are assigned.

- (b) Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

- (c) Pay increases of one step may be given annually at the employee's anniversary date, contingent on satisfactory performance as reported on their annual evaluation report. If an employee's performance is consistently unsatisfactory, the Executive Director may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

- (d) The Executive Director may propose and the District Board may grant selective, merit, or across the board pay adjustments from time to time, raising the salaries of positions by a specified amount. Such adjustments, if any, will not change an employee's pay anniversary date.

4.3 PAYDAYS

- (a) District employees are paid semi-monthly, 7 (seven) days after the period (22nd and 7th). If a regularly scheduled payday falls on Saturday, Sunday or a holiday, pay checks will be distributed on the last business day prior to the scheduled payday.

4.4 DEDUCTIONS

- (a) Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The District will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee or statute.

4.5 TRAVEL AWAY FROM THE DISTRICT

- (a) All reimbursable travel away from the District must be approved in advance by the Executive Director. Employees should make use of District vehicles if a vehicle is available. Whenever possible, two or more employees should share rides. If private automobiles are used, employees will be reimbursed at the current I.R.S. rate.

4.6 EXPENSE REIMBURSEMENT

- (a) District employees will be reimbursed for reasonable and customary travel expenses actually incurred, or paid a per diem, in connection with the business of the District, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Lodging will only be reimbursed outside a 100 mile radius from Gig Harbor, unless specifically pre-approved by the Executive Director. Tips, not to exceed 20%, for meals, taxis, or baggage handling are reimbursable.
- (b) District maintenance employees will be reimbursed for safety work boots annually. Permanent maintenance staff will receive an allowance of \$140 and seasonal staff will receive an allowance of \$35 for boots.
- (c) The Executive Director shall have the authority to set administrative rules for reimbursement of cell phone use for business purposes.
- (d) Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the employee and the supervisor.

4.7 PROFESSIONAL, CIVIC AND SERVICE ORGANIZATION MEMBERSHIPS

- (a) Administrative staff is encouraged to be members of and participate in professional, civic, and service organizations. Membership fees, travel and meal costs attributable to an employee's participation in such organizations may be reimbursed, if pre-approved by the Executive Director.

4.8 COMPENSATION UPON TERMINATION

- (a) When an employee's employment with the District is terminated, the employee will receive the following compensation:
 - (1) Regular wages for all hours worked up to the time of termination that have not already been paid.
 - (2) Any overtime or holiday pay due.
 - (3) A lump sum payment of any accrued but unused vacation and compensatory time.
 - (4) A lump sum payment of 25% of any accrued but unused sick leave upon retirement or death. Upon the death of any employee in full time pay status, his or her estate shall be paid for accrued sick leave.

SECTION 5 - PERFORMANCE EVALUATIONS AND TRAINING

5.1 PERFORMANCE EVALUATIONS

- (a) To achieve the District's goal to train, promote and retain the best qualified employee for every job, the District conducts periodic written performance evaluations for all positions.
- (b) The Executive Director is responsible for developing and maintaining the District's performance evaluation program.
- (c) Employees are to be evaluated by their supervisor, in writing on the prescribed forms, prior to completion of their trial period and at least once every 12 months thereafter.
- (d) The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

5.2 TRAINING POLICY

- (a) The District seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to District employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

SECTION 6 – BENEFITS

6.1 RETIREMENT BENEFITS

- (a) The District makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.
- (b) All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.
- (c) Employees intending to retire should notify the Executive Director of their intent to retire at least three months prior to the date of retirement.

6.2 DISABILITY BENEFITS

- (a) All employees are covered by the State Industrial Insurance program (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illness. For qualifying cases, State Industrial Insurance will pay the employee for work days lost for any disability resulting from job-related injuries or illness. All job-related accidents should be reported immediately to the supervisor.
- (b) When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Worker's Compensation. If the employee files a claim, the District will continue to pay by use of the employee's unused sick leave the employee's regular salary pending receipt of Worker's compensation benefits.
- (c) When the employee receives Worker's Compensation benefits, he/she is required to repay to the District the amount covered by Worker's Compensation and previously advanced by the District. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.
- (d) The District may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work (in a regular or light-duty capacity) and if he/she will be capable of performing the duties and responsibilities of the position.

6.3 INSURANCE BENEFITS

- (a) Regular employees are eligible to participate in the District's insurance programs. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. Insurance benefits will be pro-rated for regular part-time

employees hired after the date of original adoption of these policies. The District reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

- (b) Upon mutual agreement between the employee and the District, and in accordance with the terms and conditions of the insurance policy, the District will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence.
- (c) While an employee is receiving Worker's Compensation benefits, the District may continue to pay the employee's health insurance premiums for up to six months, after which the employee may choose to self pay insurance premiums.

6.4 TAX DEFERRAL PROGRAMS

- (a) Retirement contributions by employees into the State Retirement System will be taken and paid to the state on a tax deferral basis.
- (b) Employees are eligible to participate in an optional 457 deferred compensation plan.

6.5 UNEMPLOYMENT COMPENSATION

- (a) District employees may qualify for Washington State Unemployment Compensation after termination from District employment depending on the reason for termination and if certain qualifications are met.

SECTION 7 - LEAVES OF ABSENCE AND TIME OFF

7.1 LEAVES

- (a) The District has six (6) different types of leave:
 - (1) Vacation leave
 - (2) Sick leave
 - (3) Leave without pay
 - (4) Jury and Witness leave
 - (5) Military leave
 - (6) Administrative leave

7.2 VACATION

- (a) Each regular full-time employee is entitled to vacation leave which accrues per the hours worked. Refer to the benefits table in section 10.
- (b) All new employees must satisfactorily complete their trial period to be entitled to the use of vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits.

- (c) Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Leave requests shall be submitted in writing at least two weeks prior to taking vacation leave. If the nature of the work makes it necessary to limit the number of employees on vacation, the employees with the greatest seniority shall be given their choice.
- (d) The maximum number of vacation hours, which may be carried over from December 31 of one year to January 1 of the next year, is a maximum of 240 hours (pro-rated for part-time employees). In cases where District operations have made it impractical for an employee to use vacation time, the Executive Director may authorize additional accruals. Employees will be paid for unused vacation time upon termination of employment.
- (e) Leave must be taken in minimum increments of four (4) hours.

7.3 SICK LEAVE

- (a) All full-time regular employees accrue sick leave benefits at the rate of eight hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. The total accumulation of sick leave shall not exceed 960 hours (pro-rated for part-time employees) at the normal rate of pay. Sick leave must be taken in minimum increments of one (1) hour.
- (b) If any holidays fall within the days of illness, it shall not be charged against the sick leave of the employee.
- (c) Employees accrue and may use sick leave during their trial periods. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.
- (d) Sick leave covers those situations in which an employee is absent from work due to:
 - (1) Physical injury or illness to the employee;
 - (2) The need to care for the employee's dependent children under the age of 18 or immediate parents who are ill;
 - (3) The need to care for the employee's spouse who is seriously ill or injured to the point that they cannot care for themselves;
 - (4) Medical or dental appointments for the employee, dependent child, or immediate parent for a health condition that requires treatment or supervision provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
 - (5) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
 - (6) Use of a prescription drug which impairs job performance or safety;

- (7) Actual periods of temporary disability associated with pregnancy, childbirth, or adoption by the employee or spouse. Employees may request additional time off using vacation leave, compensatory time, or leave without pay;
 - (8) The death of an immediate family member, not to exceed three days when the death was within the State of Washington, or five days when the death was out of state.
- (e) A doctor's certificate may be required when an employee is absent for a period in excess of **two** days. The District may also request the opinion of a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the District.
- (f) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with the Executive Director's prior approval, take leave without pay.

7.4 LEAVE WITHOUT PAY

- (a) The Executive Director may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.
- (b) Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:
- (1) Leave may be granted to an employee for a period of up to 90 days upon the approval of the Executive Director. Further extensions are at the discretion of the Executive Director.
 - (2) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
 - (3) In certain circumstances, self-payment of benefits may apply. See Section 6.3 on Insurance Benefits.
 - (4) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the District's option, return to the same position or similar position at a comparable rate of pay.
 - (5) If the leave without pay is due to an illness, the District may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

7.5 JURY AND WITNESS LEAVE

- (a) Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from duty.
- (b) An employee granted such leave shall reimburse the District for any pay received while serving as a juror or witness, exclusive of reimbursed expenses.

7.6 ADMINISTRATIVE LEAVE

- (a) On a case-by-case basis, the District may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Executive Director to be in the best interests of the District during the investigation or other administrative proceeding.

7.7 MILITARY LEAVE

- (a) Employees who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen days per calendar year when they are performing ordered military training duty and while going to and from that duty.

7.8 HOLIDAYS

- (a) The following holidays are recognized by the District:

Holiday Day Observed

New Years Day January 1

Martin Luther King's Birthday 3rd Monday in January

President's Day 3rd Monday in February

Memorial Day Last Monday in May

Independence Day July 4

Labor Day 1st Monday in September

Veteran's Day November 11

Thanksgiving Day 4th Thursday in November

Day after Thanksgiving

Christmas Day December 25

Floating Holiday

Floating Holiday

- (b) The floating holidays are to be scheduled by mutual agreement of the employee and his/her supervisor after written request. Any floating holiday not used by an employee by the end of the year will be forfeited.
- (c) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.
- (d) Full-time employees shall receive up to 8 hour's pay for each of the holidays listed above on which they perform no work, provided the employee is not on an

authorized leave of absence without pay. Part-time employees who work on a regular schedule will be compensated in their usual manner, but only for those holidays that occur on their scheduled days of work.

- (e) Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the Executive Director.
- (f) Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

7.9 RELIGIOUS HOLIDAYS

- (a) If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Executive Director's approval, take the day off using vacation, compensatory time, or leave without pay.

SECTION 8 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.1 GENERAL POLICY

- (a) All District employees are expected to represent the District to the public in a professional manner that is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and their supervisor.
- (b) Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established certain minimum standards of personal conduct. Among the District's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to District policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the District's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

8.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

- (a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform his/her assigned District job. Examples include, but are not limited to, outside employment which:
 - (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
 - (2) Is conducted during the employee's work hours;

- (3) Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Is employment with a firm which has contracts with or does business with the District; or
- (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

(b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior approval from his/her immediate supervisor.

8.3 POLITICAL ACTIVITIES

- (a) District employees may participate in political or partisan activities of their choosing provided that District resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on District time or in a District uniform or while representing the District in any way. Employees may not allow others to use District facilities or funds for political activities.
- (b) Any District employee who meets with or may be observed by the public or otherwise represents the District to the public, while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on District property or District time, for a contribution for a partisan political cause.
- (c) Except as noted in this policy, District employees are otherwise free to fully exercise their constitutional First Amendment Rights.

8.4 NO SMOKING POLICY

- (a) For health and safety considerations, the District prohibits smoking and the use of tobacco products by employees in all District facilities, including District-owned buildings, vehicles, and offices or other facilities rented or leased by the District, including individual employee offices. The District will give hiring preference to non-smokers.

8.5 USE OF DISTRICT VEHICLES AND EQUIPMENT

- (a) Use of District phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other District equipment, including vehicles, shall be used by employees for District business only. An employee's misuse of District services, telephones (including cellular), vehicles, equipment or supplies can result in disciplinary action including termination.
- (b) The District may provide cellular telephones and service for certain workers for use on bona fide District business.

- (c) The employee to whom a District vehicle is entrusted is responsible for its proper operation and upkeep. Automotive service shall be authorized by supervisors. The employee to whom the vehicle is entrusted is responsible for seeing that servicing is authorized and obtained.
- (d) Mechanical defects or damage shall be called to the attention of the supervisor as soon as possible, in order that the proper repairs may be made.

8.6 BULLETIN BOARDS

- (a) Information of special interest to all employees is posted regularly on the District bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Executive Director.

8.7 CONTACT WITH NEWS MEDIA

- (a) The Executive Director or designated supervisors shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Executive Director or supervisor may designate specific employees to give out procedural, factual or historical information on particular subjects. It is the policy of the District to maintain good press relations with the media.

8.8 SEAT BELT POLICY

- (a) Per Washington law, anyone operating or riding in District vehicles must wear seat belts at all times.

8.9 DRIVER'S LICENSE REQUIREMENTS

- (a) As part of the requirements for certain specific District positions, an employee may be required to hold a valid Washington State Driver's license.
- (b) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor.
- (c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

8.10 SAFETY

- (a) Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The District will make every effort to remedy problems as quickly as possible.
- (b) In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor or the Executive Director.

8.11 SUBSTANCE ABUSE

- (a) The District may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The District may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the District's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the District or others. The District is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

- (b) Substance Abuse Policy for Operators of Motor Vehicles -- District employees who hold driver's licenses and who operate District motor vehicles while employed by the District are subject to additional rules and regulations imposed by the federal government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:
 - (1) pre-employment;
 - (2) reasonable suspicion;
 - (3) post-accident;
 - (4) return to duty testing;
 - (5) random testing.

Employees who test positive must be removed from service and are subject to termination.

8.12 DRUG-FREE WORKPLACE

- (a) The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on District premises or during work hours by District employees is strictly prohibited.

- (b) Employees must notify the District within five days of any conviction for a drug violation in the workplace.

- (c) Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

8.13 COMPLAINT PROCEDURES

- (a) The District recognizes that sometimes situations arise in which an employee feels that he or she has not been treated fairly or in accordance with District rules and procedures. For this reason the District provides its employees with procedures for resolving complaints.
 - Step 1: An employee should first try to resolve any problem or complaint with his/her supervisor.

Step 2: If the employee is not satisfied with the response from the supervisor, the employee may submit the problem, in writing, to the Executive Director. The written complaint must contain, at a minimum:

- (1) A description of the problem;
- (2) A specific policy or procedure that the employee believes has been violated or misapplied;
- (3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- (4) The remedy sought by the employee to resolve the complaint.

The written complaint should be filed within ten working days of the occurrence leading to the complaint, or ten working days after the employee becomes aware of the circumstances.

- (b) The Executive Director may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten days of the meeting.
- (c) The employee has the right to appeal the Executive Director's decision to the Board. The appeal to the Board shall be in writing within 10 working days of receipt of the Executive Director's decision.

8.14 REPORTING IMPROPER GOVERNMENTAL ACTION (WHISTLEBLOWER)

- (a) It is the policy of the District (1) to encourage reporting by its employees of improper governmental action taken by the District officers or employees and (2) to protect the District employees who have reported improper governmental actions.

SECTION 9 - DISCIPLINE AND TERMINATIONS

9.1 DISCIPLINE

- (a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the District.
- (b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the District may result in discipline, including termination.
- (c) The Executive Director or supervisor, as appropriate, has full discretion and authority to impose disciplinary action in accordance with District policy and the circumstances of the particular case.

- (d) The following are examples of the types of behavior that may result in discipline up to and including termination. This list is not all-inclusive, but only serves as a general guide. The District may discipline or terminate employees for other reasons not stated below.
- (1) Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
 - (2) Violation of a lawful duty.
 - (3) Insubordination.
 - (4) Absence or tardiness from work without first notifying and securing permission from the supervisor.
 - (5) Habitual absence or tardiness for any reason.
 - (6) Unsatisfactory job performance, as determined by the District.
 - (7) Conviction of a felony or a misdemeanor involving moral turpitude.
 - (8) Taking or receiving any fee, gift or other valuable item in connection with District employment.
 - (9) Inability, refusal or failure to perform the duties of the assigned job.
 - (10) Violation of duties or rules imposed by this manual, or by any other District rule, regulation or administrative order.
 - (11) Theft of or unauthorized use of District tools, equipment, materials or property, including computer hardware and software.
 - (12) Unauthorized use of District purchasing card.
 - (13) Unauthorized distribution of literature or solicitation of employees on District premises during working time.
 - (14) Gambling on District property.
 - (15) Fighting or other disorderly conduct on District property.
 - (16) Failure to comply with safety regulations.
 - (17) Possession of an illegal firearm.
 - (18) Invading restrictive files.
 - (19) Conviction of a felony.
 - (20) Unauthorized parking of personal vehicle in an area reserved for the public or other reserved areas.
 - (21) Any violation of the No Smoking policy.
 - (22) Aiding in assessment or collection from any employee in the District for the purpose of securing the nomination or election of any person to office or for the purpose of making a gift to any elective officer.
 - (23) Operation of a District vehicle or any vehicle operated in the course of District employment in a reckless or dangerous manner.
 - (24) Offensive conduct or language toward a District employee or a citizen.
 - (25) Deliberate falsification of any official District document, including time records.
 - (26) Failure to report an accident involving a District vehicle or any vehicle operated in the course of District employment.
 - (27) Attempting to induce any officer or employee of the District to commit an illegal act or an act in violation of any District rule or regulation.

- (28) Off-duty conduct which adversely affects the employee's ability to perform the District job.
 - (29) Making any false statement or failing to submit documentation when required, in connection with the use of sick leave.
 - (30) Sleeping while on duty.
 - (31) Refusing to undergo any tests to determine the presence of alcohol or drugs in the body when directed to do so by the District.
 - (32) Dishonesty.
 - (33) Mishandling of employer revenues.
 - (34) Striking or abusing an employee or a citizen.
 - (35) Preventable accidents.
- (e) In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:
- (1) Oral Warning. An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct or performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the District by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the supervisor shall document the oral warning. The documented oral warning shall be placed in the employee's permanent personnel file.
 - (2) Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's permanent personnel file.
 - (3) Suspension. A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record. The employee's supervisor shall recommend the length of suspension to the Executive Director for approval.
- (f) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Executive Director pending the results of an investigation or disciplinary action where the Executive Director determines that factors such as public confidence, the safety of the employee or the efficient functioning of the District call for such a suspension.

9.2 TERMINATION

- (a) An employee may be terminated from District employment for any reasons listed below:
- (1) During or at the end of the employee's trial period.
 - (2) As a result of disciplinary action.
 - (3) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.

- (4) When the District Board has made a determination that a lack of work or funding exists with respect to the employee's position. The District Board has sole discretion to make determinations of lack of work or lack of funding.
- (5) If the employee has a physical or mental impairment that prevents him/her from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence that establishes that the individual is unable to perform bona fide job requirements. The District may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.

(b) No employee will be disciplined or terminated for a discriminatory or otherwise illegal reason.

9.3 PRE-TERMINATION HEARING

- (a) In the case of termination of an employee other than trial employees, the District will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decisions and to determine whether there is a reasonable presumption that the charges against the employee are valid and support termination.
- (b) In the event a supervisor desires to terminate an employee, the employee (other than trial employees) shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.
- (c) Pre-termination hearings will be presided over by the Executive Director or a designated representative.
- (d) At the hearing, the employee may show cause why he/she should not be terminated. The employee may bring one person to the hearing as an observer who is not allowed to participate in the hearing or interfere with its orderly process.
- (e) Within two working days after the pre-termination hearing, the Executive Director will usually issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. A longer review period may be required in more complex situations. If the decision finds the charges credible, the termination may proceed. If the decision finds the charges questionable or insufficient for termination, the matter returns to the supervisor for further investigation or other disciplinary action short of termination.

9.4 LAYOFF

- (a) The Executive Director may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- (b) Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.
- (c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs.

9.5 RESIGNATION

- (a) An employee should provide two weeks notice of resignation. This time limit may be waived by the Executive Director.

9.6 DEATH

- (a) Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

SECTION 10 – BENEFITS SCHEDULE

Benefit	Description
Base Pay	Base pay for all regular, part-time, and temporary employees fall within ranges depending upon the classification of the particular job. The top of the range is 1.5 times the bottom of the range.
Step Increase	There are 10 (ten) steps within each range. Each step is a 4.14% increase over the previous step. Step increases are given annually at the employee's anniversary date contingent upon satisfactory performance on the annual evaluation report.
Merit Increase	Upon the employees anniversary date the Executive Director may grant a merit increase up to 2%. Merit increases do not increase the employee's base pay.
COLA	From time to time, the Board may grant across the board Cost of Living Adjustments (COLA). The COLA also adjusts the pay ranges.
Retirement	The District shall pay the amount required by law to the state retirement system.
Life Insurance	Life insurance equal to the annual salary of the employee is provided at the District's expense.
Vacation Leave	1-3 years @ 96 hours; 4-9 years @ 120 hours; 10+ years @ 144 hours; 15+ years @ 160 hours; Maximum accrual is 240 hours.
Sick Leave	Sick leave is accrued at a rate of 8 (eight) hours per month (part-time is pro-rated). Maximum of 960 hours (part-time is pro-rated).
Medical & Dental	Regular and part-time employees shall be covered by medical and dental insurance policies and plans selected by the Board. The Board shall establish the insurance premium contribution rate to be paid by the District and employee.