RESOLUTION NO. 16

A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON, AUTHORIZING THE CITY MANAGER TO IMPLEMENT INTERIM PERSONNEL POLICIES FOR EMPLOYEES OF THE CITY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, AS FOLLOWS:

Section 1. Authorization. The City Manager is authorized to implement the Interim Personnel Policies in the form attached as Exhibit A, hereto, and apply such policies to employees of the City pending further action by the Council.

Section 2. Effective Date. This resolution shall be effective immediately upon passage by the City Council.

Section 3. Ratification and Confirmation. Any acts made consistent with the authority and prior to the effective date of this resolution are ratified and confirmed.

ADOPTED BY THE CITY COUNCIL ON JULY 24, 1995

Connie King
Mayor Connie King

ATTEST:

Marie K. O'Connell
Marie K. O'Connell, CMC
Interim City Clerk

City of Shoreline
City Council Adopted
Human Resources Policy

(Adopted July 24, 1995 and amended August 7, 1995)

1. The creation of a positive work environment that encourages empowerment, innovation, creativity, productivity and a commitment to customer service.

2. The creation of a Human Resources function that provides for flexibility and change as the organization forms and grows.

3. The use of a job classification system that is broad in scope so that employees are empowered to be as productive as possible.

4. The establishment of a compensation system that attracts and retains the best employees and rewards them for outstanding work.

5. The use of a total compensation approach that takes into account benefits as well as base salary.

6. Identification of the pay practice of the city in relationship to the market of other cities taking into account:

    - similar size and philosophy being cities from 30,000 to 80,000 population
    - geographic location being cities in the Puget Sound Basin
    - setting the mid-point of pay ranges at the 60 percentile of comparable jurisdictions

Exhibit A
Resolution No. 16

CITY

OF

SHORELINE, WASHINGTON

INTERIM PERSONNEL POLICIES

Adopted by the City Council

July 24, 1995

TABLE OF CONTENTS

1.00 INTRODUCTION 4

2.00 PURPOSE 5

3.00 APPLICABILITY 5

4.00 DEFINITIONS 5

4.01 Regular Employee (Full Time): 5
4.02 Regular Employee (Part Time): 5
4.03 Temporary Employee: 5
4.04 Exempt Employee: 6
4.05 Non-exempt Employee: 6
4.06 Interim Status of Employees: 6
4.07 Status of City Council Members 6

5.00 EMPLOYMENT POLICIES 6

5.01 Merit Employment: 6
5.02 Political Activities: 7
5.03 Conflict of Interest and Code of Ethics: 7
5.04 Equal Employment Opportunity: 8
5.05 Prohibition of Employee Harassment: 8
5.06 Discrimination Complaint Procedure 8
5.07 Personnel Files: 9
5.08 Reference Checking: 9
5.09 Reporting Improper Governmental Action: 10
5.10 Employment of Relatives: 11

6.00 GENERAL WORKING CONDITIONS 12

6.01 Working Hours: 12
6.02 Lunch and Rest Breaks: 12
6.03 Overtime and Call out: 12

7.00 EMPLOYEE BENEFITS AND TIME OFF 13

7.01 Annual Vacation: 13
7.02 Holidays: 13
7.03 Sick Leave: 14
7.04. Medical Leaves of Absence: 15
7.05. Continuation of Benefits: 15
7.06. Bereavement Leave: 15
7.07. Court and Jury Duty Leave: 15
7.08. Military Leave (Military Training) and Leave for Active Duty Military Service: 15
7.09 Retirement Plans: 16
7.10 State Mandated Benefits: 16
7.11 Health Benefits: 16

8.00 EMPLOYEE CONDUCT 16

8.01 General Policy: 16
8.02 Personal Appearance and Demeanor: 16
8.03 Absenteeism and Tardiness: 17
8.04 Solicitations and Distribution of Literature: 17
8.05 Drug-Free Workplace: 17
8.06 Safety: 17
8.07 Smoking Policy: 18
8.08 Guidelines for Appropriate Conduct: 18
8.10 Corrective Action Procedure: 19

8.11 Complaint Resolution Procedure:.....20
9.00 SEPARATION FROM EMPLOYMENT.....21
9.01 Resignation in Good Standing:.....21
9.02 Resignation Not in Good Standing:.....22
9.03 Discharge:.....22
10.00 TRAVEL AND EXPENSE REIMBURSEMENT.....22
10.01 Approval:.....22
10.02 Reimbursement for Meals:.....22
10.03 Reimbursement for Lodging:.....22
10.04 Reimbursement for Travel Expenses:.....23

1.00 INTRODUCTION

This is an exciting time for the City of Shoreline. We are in the process of creating a new City and the organization that will be needed to support those efforts. These policies are designed to act as ***interim personnel policies*** operating from July 24, 1995 until the City has completed its final action of incorporation scheduled for August of 1995. These policies will be superseded by updated personnel policies adopted by the City at a time to be determined by the City Council.

These policies are intended to provide a framework that will guide you in your employment. We sincerely hope that you will be challenged by the mission and purpose of the City. It is our purpose to provide high quality user friendly governmental services to our citizens. As you become familiar with this mission, we think that you will see its value to those we serve. The kind of services Cities provide can offer the opportunity to assist others. We hope that you will be personally challenged by participating in delivering those services.

These policies are prepared so that you will better understand how the City operates and what is expected of you as an employee. As we evolve into a fully functioning organization, we seek to place value on our employees and their well being. We want to create a work environment that allows individuals to maximize their contribution to the organization and results in personal satisfaction. It is our belief that when consistent personnel policies are known and communicated to all, the chances for greater job satisfaction are increased. **We encourage you to read these policies and to follow their provisions. With the understanding that you gain from their contents, we can better respond to the citizens that we are here to serve.**

While the City hopes that your employment relationship with us will be longer term, we recognize that things do not always work out as planned. Either of us may decide to terminate the employment relationship at any time. When appropriate, the City reserves the right at its sole discretion to depart from the guidelines outlined in these policies. **Please understand that no supervisor, manager or representative of the City other than the Interim City Manager has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the contents of these policies. Also be advised that these policies are not intended as a contract, express or implied, or as a guarantee of employment for any specific duration.** As the need arises, the City may from time to time modify these policies. If you have any questions about any of our policies, please ask your supervisor.

We sincerely wish you the best of success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

2.00 PURPOSE

The intent of these policies is to accomplish the following:

2.01 To facilitate efficient, effective and user friendly service to the public through the establishment of a uniform set of Personnel Policies for the employees of the City.

2.02 To promote open communication between managers, supervisors and employees.

2.03 To ensure that the City and the employees are in compliance with local, state and federal laws relevant to employment.

2.04 To ensure that employee selection, placement and treatment are based upon the individual's qualifications and fitness for the position in which employed.

3.00 APPLICABILITY

A. These policies are applicable to all employees of the City except the Interim City Manager who serves at the discretion of the City Council. In cases where these policies are in conflict with local, state or federal law, the provisions of local, state or federal law will govern.

B. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

C. Authority to take personnel actions are vested in the Interim City Manager or his/her designee. This shall include but not be limited to hiring, up-grading, down-grading, evaluating, reclassifying, disciplining and separating employees. In addition, the Interim City Manager or designee shall serve as the coordinator for personnel actions of all departments. It is the policy of the City to delegate responsibility for personnel actions to immediate supervisors; however, coordination of all such actions through the Interim City Manager or his/her designee is required.

4.00 DEFINITIONS

4.01 Regular Employee (Full Time):

An employee who has been hired to work a 40 hour week in a regular position established by the City Budget.

4.02 Regular Employee (Part Time):

An employee who has been hired to work more than 20 hours per week but less than 40 hours per week.

4.03 Temporary Employee:

An employee who is employed for an indefinite, fluctuating or intermittent work schedule.

4.04 Exempt Employee:

An employee who acts in a *bona fide* executive, administrative or professional capacity as defined under the Fair Labor Standards Act (FLSA) or applicable state law and is designated as such by the Interim City Manager. These employees are not entitled to receive overtime for hours worked in excess of 40 hours in a week. The is City policy to fully comply with the FLSA and the Washington Minimum Wage Act. No provision of these interim personnel policies shall be applied to exempt employees in derogation of rights protected by federal and state law.

4.05 Non-exempt Employee:

An employee who is required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond 8 hours in a day or 40 hours in a work week in accordance with the FLSA, applicable state laws or union contract.

4.06 Interim Status of Employees:

During the interim period, all employees except those designated as exempt employees are employed on an hourly basis since many of the tasks and jobs assigned are for a short term or an intermittent basis.

4.07 Status of City Council Members

Members of the City Council may receive the same non leave related benefits as regular employees of the City including such insurance coverage, travel reimbursement and retirement plans as may be provided. In addition, Council members shall be subject to any statutorily required payroll deductions.

5.00 EMPLOYMENT POLICIES

5.01 Merit Employment:

The overall consideration in the selection, placement and retention of employees shall be solely on the basis of merit. Merit is defined as the match between the knowledge, abilities, skills, interests and temperament of the individual and the work and/or position assigned and how well the employee may perform those duties. Selection processes shall be fair, job related, open and competitive and will strive to measure candidates' knowledge, abilities, skills, interests and temperament as related to the work assignments of the position. When all else is equal in terms of a match to the qualifications of the job, preference shall be given to qualified residents of the City. It is the responsibility of the City Manager to establish selection processes that meet these standards and are consistent with sound and efficient personnel and general management practices.

During the interim period, the City Manager shall make all appointments. Interim employees may transition to regular employment after a

determination is made by the City Manager that the interim employee merits retention as a regular employee for a designated position.

5.02 Political Activities:

While City employees have the right to participate in political or partisan activities of their choosing, all City employees are stewards of the public's trust in matters of City government. Because of the sensitive nature of the services in which we are engaged, the following activities are prohibited:

1) City resources and property may not be utilized, and the activity may not adversely affect the responsibilities of the employees in their official duties. Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

2) Use of official City authority, influence for the purpose of interfering with or affecting the result of an election or a nomination for office is prohibited.

3) Directly or indirectly coercing, attempting to coerce, or commanding, a state or local officer or employee to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes is prohibited.

Violation of this section is sufficient cause for termination of employment.

5.03 Conflict of Interest and Code of Ethics:

Due to the sensitive nature of being a public employee and the nature of the services provided by the City, the following standards are established for all City employees:

1) It is prohibited to receive or have any financial interest in any sale to the city of any service or property when such financial interest was obtained with the prior knowledge that the City intended to purchase such property or obtain such service.

2) It is prohibited to solicit or accept anything of economic value as a gift, gratuity, or favor from any person, firm or corporation involved in a contract or transaction which is or may be the subject of official action of the City; provided, that the such prohibitions shall not apply to:

a. Attendance at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where attendance is appropriate as a staff representative;

b. An award publicly presented in recognition of public service.

3) It is prohibited to disclose confidential information, participate in the making of a contract, accept private employment or provide private

services that would be in conflict or incompatible with the performance of official duties as a City employee.

Violation of this section is sufficient cause for termination of employment.

5.04 Equal Employment Opportunity:

It is the intent of the City to provide equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, marital status, age, or disability. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Moreover, the City is fully committed to diversity within its work force and will take efforts to recruit a diversified workforce.

5.05 Prohibition of Employee Harassment:

The City expressly prohibits any form of unlawful harassment of employees. Improper interference with the ability of employees to perform their job is not tolerated.

With respect to sexual harassment, the City expressly prohibits the following:

A. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where

☞ Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

☞ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

☞ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

B. Offensive comments, jokes, innuendoes, and other sexually oriented statements.

5.06 Discrimination Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

A. If you experience any job related harassment based on your sex, race, national origin, marital status, disability or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the Interim City Manager.

B. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report the complaint directly to next highest manager or to the Interim City Manager who will undertake an investigation. Your complaint will be kept confidential to the extent possible.

C. If the City determines that an employee is guilty of harassing another employee, appropriate disciplinary action may be taken against the offending employee, up to and including termination of employment.

D. The City prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Any employee who provides false information regarding a complaint may also be subject to disciplinary action

5.07 Personnel Files:

A. A confidential personnel file is maintained for each employee. These files contain documentation regarding all aspects of the employee's tenure with the City including but not limited to such items as job application forms, performance appraisals, benefit enrollments, beneficiary designation forms, I-9 forms, emergency numbers and contacts, disciplinary warning notices, and letters of commendation. In general, information kept in the personnel file is information which the employee has seen or has been provided a copy. Official personnel files are maintained by the City Clerk and working personnel files may be maintained by the various departments but are not the official file.

B. Employees have the right to inspect their official and unofficial files at reasonable times during regular business hours. If you wish to see your personnel file, please make your request to your supervisor, the City Clerk or his/her designee. You have the right to have a copy of any information in your personnel file(s).

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 for specific information. The employee will normally be informed that access was granted by the City Clerk's Office. Exceptions, such as providing information to state unemployment agencies, both federal and state investigators and the like, may be made by the City Clerk with the approval of the Interim City Manager.

5.08 Reference Checking:

The City will generally grant information on former employees when called by prospective employers limited to employment dates, salary history, and promotions. In addition, the City may, at the discretion of the former supervisor, provide information related to job skills, general approach to the job, attendance, punctuality and the ability to work with others. Non job related information will not be provided.

5.09 Reporting Improper Governmental Action:

It is the policy of the City to encourage reporting by its employees of improper governmental action taken by the City of Shoreline officers or employees and to protect City employees by encouraging disclosure of improper governmental actions and providing remedies for retaliation. The law also safeguards legitimate employer interests by encouraging complaints to be made first to the local government and by providing for speedy dispute resolution.

KEY DEFINITIONS:

1. IMPROPER GOVERNMENTAL ACTION is any action by a local government officer or employee that is:

   (a) undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and

   (b) in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and a specific danger, to the public health or safety, or is a gross waste of public funds. "Improper governmental action" does not include personnel actions. In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

2. RETALIATORY ACTION means any adverse change in a City employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, letters of reprimand, demotion, transfer, reassignment, reductions in pay, denial of promotion, suspension, dismissal, or any other disciplinary action.

REPORTING MECHANISM:

Employees who feel that improper governmental action is being undertaken in the performance of official duties must first report all findings regarding the action to the Department Head. If the improper governmental action involves the Department Head, then the employee must report all findings to the City Manager. In all instances the person to whom these findings are reported will notify the City Attorney of all the facts/findings. The employer will also report all findings to the local County prosecuting Attorney. Employees must report governmental improprieties to the City before going to outside entities. Employees can bypass this requirement in the case of an emergency, e.g., illegal hazardous waste dumping. In that case the employee would report this directly to EPA.

Employees who fail to make a good faith attempt to report to the local government first when required will not be protected by state law.

PROHIBITIONS:

It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. The employee must prove a causal link between his reporting and the employer's adverse action. The employee, not a third party, must provide the information regarding the improper government action.

PROCEDURE FOR SEEKING RELIEF:

(a) Employees must provide written notice to the local government within 30 days of the alleged retaliatory action.

(b) The local government has 30 days to respond to the allegation.

(c) After the 30 day response period, the employee can request a hearing. The employee must submit the request for a hearing to the local government within 15 days after the government's response period has ended.

(d) If a hearing is requested, the local government must apply for a hearing before an Administrative Law Judge (ALJ).

(e) At the hearing, the employee has the burden of proving his claim beyond the preponderance of the evidence.

(f) The final decision of the ALJ is subject to judicial review under the "arbitrary and capricious" standard, meaning that a judge can only overturn the ALJ's decision if the judge determines there is no rational, factual, or legal basis for arriving at such a decision.

RELIEF GRANTED UNDER THE ACT:

(a) Reinstatement, with or without pay.

(b) Injunctive relief necessary to return the employee to the position he or she held before the retaliatory action and to prevent the recurrence of retaliation.

(c) Costs and attorneys' fees.

(d) Penalty assessed against each individual retaliator or up to $3,000 plus recommendation that retaliator be suspended or dismissed.

(e) State law does not provide for general economic damages or damages for emotional distress.

5.10 Employment of Relatives:

Members of the immediate family of City Council members and employees will not be hired if:

A. One member would have the authority or power to supervise, hire, remove or discipline the other;

B. One member would be responsible for financially auditing the work of the other;

C. One member would handle confidential material that creates improper or inappropriate exposure to that material by the other.

If two employees marry, become related or begin sharing living quarters with one another, and in the judgment of the City Manager, the potential problems noted above exist or could exist, one of the employees will be required to terminate employment unless reasonable accommodation can be made to eliminate the problem. A decision as to which employee will remain must be made by the two employees within 30 days of the date they marry, become related or begin sharing living quarters.

The definition of relatives for purposes of this section includes: parent, child, spouse, brother, sister, in-laws, step relations, cousins, aunts and uncles.

6.00 GENERAL WORKING CONDITIONS

6.01 Working Hours:

The general work week for regular, full-time employees shall not exceed 40 hours. The daily hours of work shall be set by the Interim City Manager with respect to each office and department as necessary for the efficient operation of the City. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted. Employees may be required to work other schedules, including varying shifts, weekends, holidays and overtime as required to meet the needs of the City or specific departments.

6.02 Lunch and Rest Breaks:

All employees working an 8 hour day shall be entitled to at least a one half hour unpaid lunch break scheduled as close to the mid point of the day as possible. In addition, employees are entitled to a paid fifteen minute rest break in the morning and to a second paid fifteen minute rest break in the afternoon. Employees are allowed to combine their two rest breaks with their lunch break for a total of one full hour for lunch.

Breaks shall be arranged so as not to interfere with normal business operations. In addition, unpaid breaks must be taken away from the employee's immediate work area.

6.03 Overtime and Call out:

All employees eligible for overtime will receive compensation for approved overtime work in excess of 40 hours in a work week. Overtime pay is at one and one-half the regular hourly rate of pay. All overtime must be authorized in advance by the employee's supervisor. When computing overtime, holidays, sick leave, and vacation time are not counted as hours worked.

All employees are subject to call out in emergencies or as needed by the City to provide necessary services to the public. Unless there are extenuating circumstances, such call out may be mandatory. Employees who in their judgment consider themselves unfit for unscheduled call out or overtime should explain the circumstances to the supervisor who may grant exceptions on a case-by-case basis.

6.04 Salary Policy:

It is the intent of the City to attract and retain quality employees. Within budget limitations, the City endeavors to pay salaries and benefits competitive with those paid by other public employers.

7.00 EMPLOYEE BENEFITS AND TIME OFF

7.01 Annual Vacation:

Regular full time and part time employees shall be given annual vacation. Regular part-time employees shall accrue vacation based on the ratio of hours actually worked to 2080 hours. Temporary employees are not eligible for these benefits. Unless specified in and individual employment agreement approved by the Interim City Manager, vacation shall be accrued as follows:

8 hours per month of service equal to 12 day per year.

In order to ensure the City is competitive in hiring and retaining the most qualified and experienced `employees, the City Manager is authorized to agree to initial lump sum and specific monthly accruals of vacation time which exceed the normal vacation schedule of up to the equivalent of four weeks per year. Such agreements must be in writing and be retained in both the personnel and payroll file of that employee.

Vacation may not be used by an employee until they have completed six months of employment with the City.

7.02 Holidays:

The following holidays are granted with full pay:

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	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas	December 25
One Floating Holiday	At employee's choice

A. If a designated holiday falls on a Saturday, the preceding Friday shall be observed and if the holiday falls on a Sunday, the following Monday shall be observed.

B. Employees must be in a pay status on the work day prior to and the work day following a holiday to be eligible for holiday pay.

C. Regular part-time employees shall observe the established holidays and be compensated for the same in ratio of hours actually worked, providing the holiday falls on the employee's regularly scheduled workday.

D. If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with approval of your supervisor, take the day off using vacation or leave without pay.

7.03 Sick Leave:

Your job is important to you and the City. Employees are expected to report to work every day, on time according to your scheduled shift. When you do not report to work, it costs the City extra money. Also other employees may have to pick up the slack and do your work. When this happens it is not fair to them. Persons who take time off without legitimate reasons are taking from the City and reducing overall productivity.

However, it is recognized that there are times when an employee will need time off due to illness, injury and unforeseen emergencies. The City also recognizes that the inability to work due to illness or injury may cause economic hardship. Therefore, a paid sick leave program is created to act as a type of insurance policy in the event you may not be able to work for certain periods of time. Use of sick leave is not for casual or intermittent use but for times when you are unable to come to work due to illness, injury, disability or exposure to contagious disease. Sick leave is earned and to be used under the following conditions:

A. Full-Time regular employees shall accrue sick leave at the rate of eight (8) hours each month. Regular part-time employees shall accrue sick leave based on a pro-rated amount to reflect their normally scheduled work week as compared to a full-time work week of forty (40) hours.

B. Sick leave may be taken when you are ill, injured, disabled or have been exposed to a contagious disease in which the presence of the employee is considered a possible risk to the health of others, or for medical examination or treatment when such appointments can not be scheduled outside of working hours.

C. You may also use sick leave for family leave as provided by federal and state laws.

D. It is important that you or someone on your behalf, inform your supervisor of your inability to come to work. This should be done within reasonable time of your scheduled starting time.

7.04. Medical Leaves of Absence:

Unpaid leaves of absence may be granted in the case of an employee's sickness or disability when supported by a physician's certificate of necessity and reasonable expectation of a timely return to duty. Prior to application for a medical leave of absence, an employee's accrued sick leave, annual leave, compensatory time and floating holiday must be exhausted.

7.05. Continuation of Benefits:

Employees on paid sick leave, vacation, military or jury duty leave shall continue to receive all benefits including the accrual of vacation, sick leave, holiday pay, pension, and all insurance benefits. Those in other than paid leave status shall not be entitled to and shall not accrue any of the benefits of the City.

7.06. Bereavement Leave:

If you are a full-time or part-time regular employee and a death occurs in your family, you will be compensated for time lost from your regular work schedule in accordance with the following guidelines:

You will be granted up to five days off work with pay in the event of the death of your spouse, child, parents, or siblings; up to three days in the event of the death of your grandparents, father-in-law, mother-in-law, or daughter-in-law; and one day in the event of the death of a relative not a member of your immediate family as defined herein. Requests for bereavement leave should be made to your immediate supervisor.

Part-time regular employees shall be entitled to a pro-rata share of bereavement leave, based upon their regular scheduled work hours.

7.07. Court and Jury Duty Leave:

Employees called to jury duty are strongly encouraged to fulfill their civic responsibility. A regular employee will be granted leave at his regular rate of pay. Days during the period of summons where you are not required to report to the court are not covered by this leave. It is expected that you are to report to work if such breaks in jury duty occur during the regular work shift. You are also permitted to retain the allowance you receive from the court for such service at the discretion of the City. Please notify your supervisor as soon as possible of your absence so that replacement staff may be found.

Employees who have been subpoenaed for a job related matter shall be compensated as normal.

7.08. Military Leave (Military Training) and Leave for Active Duty Military Service:

The granting of military leave shall be done in compliance with state and federal laws.

7.09 Retirement Plans:

Employees shall be covered by the Federal Insurance Contributions Act (Social Security) as provided for by federal law or a replacement plan(s) as established by the City Council. In addition, the City may establish optional employee deduction plan as approved by the Interim City Manager.

7.10 State Mandated Benefits:

To the extent required by the laws of the State of Washington, employees of the City shall be covered by the State Workers' Compensation Act and the State Unemployment Compensation Act.

7.11 Health Benefits:

The City intends to provide health care benefits to employees when such benefits are approved by the City Council. Until that time, the City Manager may agree to pay a flat fee benefit allowance to employees as part of their appointment agreement which may be used by that employee to purchase their own benefits until the City has health care benefits available.

8.00 EMPLOYEE CONDUCT

8.01 General Policy:

It is the policy of the City to regard its employees as responsible adults. The standards of conduct that are established herein are predicated on that premise. These policies are set forth so that there is some common understanding of what is expected of employees and how you are to carry on your work related activities. You are expected to exercise good judgment at all times and to come to work prepared to carry out your responsibilities. We hope that the work environment will be one in which you will be able to enjoy what you do. We like to see employees in good humor and having fun at work but we also consider our work important and take the responsibilities of our tasks seriously. It is the tradition of the City to expect excellence from our employees and to work together as a team to accomplish organizational goals and provide excellent services. When employees fall outside that standard, then unfortunately, we may need to take corrective action including disciplinary action. We hope these guidelines are helpful to you in understanding the expectations of the City.

8.02 Personal Appearance and Demeanor:

Discretion in style of dress and behavior is essential to the efficient operation of the City. You are expected to dress in appropriate business attire and to behave in a professional, business like manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the organization.

8.03 Absenteeism and Tardiness:

Employees are expected to report for work promptly and maintain good attendance. Should you be unable to report to work because of illness, you need to notify your supervisor as soon as possible each day that you are absent. You may be requested to present a doctor's statement by your supervisor. Absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action, up to and including dismissal.

8.04 Solicitations and Distribution of Literature:

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time, such as lunch or coffee breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. In addition, employees may not distribute literature or printed material of any kind in working areas at any time.

Non employees are likewise prohibited from distributing material or soliciting employees on City premises at any time.

8.05 Drug-Free Workplace:

It is the policy of the City to maintain a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the organization's ability to operate effectively and efficiently. This also includes the misuse of alcohol while on duty. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in City business off the premises is strictly prohibited. Such conduct is also prohibited during non working time to the extent that in the opinion of the City, it impairs an employees ability to perform on the job or threatens the reputation or integrity of the City.

8.06 Safety:

The City is committed to providing a safe and healthful working environment. This policy is aimed at minimizing the exposure of our employees, clients and visitors to our facilities to health and safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices. The responsibility of employees in this regard is as follows:

A. Exercising maximum care and good judgment at all times to prevent accidents and injuries;

B. Reporting to supervisors and seeking first aid for all injuries occurring on the job, regardless of how minor;

C. Reporting unsafe conditions, equipment, or practices to your supervisor on the proscribed forms provided by the City;

D. Using safety equipment provided by the City at all times including seat belts in City vehicles;

E. Observing all safety rules and regulations at all times;

F. Notifying the supervisors, before the beginning of the workday, of any medication being taken, that may cause drowsiness or other side effects that could lead to injury to them and their co-workers.

8.07 Smoking Policy:

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in City offices and work places is prohibited.

8.08 Guidelines for Appropriate Conduct:

All employees are expected to adhere to acceptable business principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This involves sincere respect for the rights and feelings of others in both your work and personal lives. It involves avoidance of any behavior that might be harmful to you, your co-workers and/or the City, or conduct that might be viewed unfavorably by the public at large. Types of behavior and conduct that is considered inappropriate include but are not limited to the following:

A. Violating nondiscrimination and/or sexual harassment policies

B. Arriving on the job under the influence of intoxicating beverages or drugs; or using intoxicating beverages or non-prescription drugs on the premises; or misuse of prescription drugs on the job that cause potential hazard to other employees or the public; or any other violation of the City's drug free workplace rules

C. Insubordination

D. Excessive absence or tardiness for any reason; abuse of sick leave

E. Violation of these policies or other City operating procedures or regulations

F. Unauthorized absence from work

G. Violation of safety rules or personal conduct at work which is dangerous to others

H. Interfering with or disrupting the work of other employees on the job

I. Negligent or willful damage to the City's property, waste of supplies and equipment such as personal use of fax machines, copiers, City vehicles, and long distance telephone calls, and/or theft of co-workers' or City assets or property

J. Falsifying employment or other City records or general dishonesty

K. Fighting or using obscene, abusive, threatening language or gestures

L. Failing to maintain the confidentiality of City or individual private information

M. Discourteous treatment of the public or other employees

N. Unwillingness to maintain an acceptable level of work performance

The above items are intended as examples of the high standards we expect of our employees and are not intended to be all-inclusive. The City may discipline or terminate employees for other reasons not stated above. Should your performance, work habits overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other policies, rules, or regulations, you may be subject to disciplinary action, up to and including discharge.

8.10 Corrective Action Procedure:

When problems arise with the behavior of an employee, it is best to have a procedure to follow that can address those problems and is understood by all concerned. (Issues related to performance are to be handled according to the procedure outlined under performance evaluation.) The City is committed to providing employees with the feedback that they need when things are not going well. Therefore, the following procedure will be utilized to the extent possible and appropriate. This procedure is progressive in nature and is designed to give employees the opportunity to correct their behavior before it becomes a serious problem. Supervisors and managers also have the responsibility to provide feedback, either orally or in writing as appropriate, to employees who make improvements in their performance or correct the behavior that was a problem. The degree of corrective action administered by a supervisor must depend on the severity of the situation. It is the responsibility of the supervisor to objectively evaluate the circumstances and facts involved before beginning such action. In some cases where there is serious behavior problems it may be necessary to take more serious action including discharge without going through each step. However, when appropriate the following procedure may be used depending on the particular situation:

Step One: Oral Counseling or Warning: This step is used for relatively minor offenses and problems. The supervisor may call the employee aside to discuss the offense and let the employee know the nature of the problem. The supervisor may make a notation in their own log to provide reference for future counseling if needed.

Step Two: Formal Counseling Session and Written Warning: This step is used for a repeated offense where the counseling in Step 1 has failed to correct the problem or behavior, or for more serious problems that initially require more immediate action. Under this step, there will be a formal counseling session and a letter given to the employee and put in the employee's personnel file documenting the problem.

Step Three: Suspension With or Without Pay: This step is used for repeated offenses where the counseling in Step 1 and 2 have failed to correct the problem or behavior, or for more serious problems that initially require stronger corrective action than the above steps. A suspension is a severe disciplinary action which is made part of the employee's personnel file.

Suspension with pay may be utilized by the City pending the results of an investigation or disciplinary action where the City Manager determines that factors such as public confidence, the safety of the employee or the efficient functioning of the City call for such a suspension.

Step Five: Termination: This step is to be used for instances where an employee has failed to correct their behavior after going through the above established procedure, or if there is a serious violation of City standards of conduct where in the judgment of the City immediate termination is warranted.

Pre-termination Hearing. When the City Manager is considering the termination of an employee, the employee shall be provided with a notice of the recommendation for termination. A hearing shall be held with the City Manager and an explanation of the charges on which the recommendation is based provided to the employee. The employee shall have the opportunity to show cause why he or she should not be terminated. After hearing the statement of the employee, the City Manager may then make a final decision to reduce the discipline, reverse the recommendation, follow through with the recommendation to terminate or return the matter for further investigation.

8.11 Complaint Resolution Procedure:

It is natural to have misunderstandings and conflict in organizations. The purpose of this procedure is to provide a method, whenever possible, for the resolution of such matters in a positive and constructive manner and to give employees a means of airing complaints regarding their employment. Employees and supervisors are encouraged to resolve the causes of conflict or disputes between themselves informally whenever possible. If such efforts fail then you may file a complaint in a more formal manner following the procedure outlined below. No retaliation, disciplinary action or discrimination shall occur because of the filing of a complaint under this procedure. The procedure should not however, be construed as

preventing, limiting, or delaying the City from taking disciplinary action against any employee up to and including termination where disciplinary action is deemed appropriate. (This complaint resolution procedure does not apply to department heads because under the Council/Manager form of government such employees serve in their positions at the discretion of the Interim City Manager.)

Complaint Defined: A complaint is an action by an employee alleging that they have not been treated justly concerning the administration of the personnel policies, administrative rules or regulations. Complaints must be initiated within 30 days of the alleged act.

Step 1 - Discussion of the problem with your immediate supervisor is encouraged as a first step. However, if you do not believe that discussion with your supervisor is appropriate, you may proceed directly to Step 2. You may go directly to the Interim City Manager in cases of allegations of discrimination or sexual harassment if you desire.

Step 2 - If your problem is not resolved after discussion with your supervisor, you are encouraged to request a meeting with your supervisor. The supervisor or a designee will conduct an investigation and review the matter with appropriate persons. You should normally receive a response within 10 working days of your meeting. Sometimes investigations take longer due to factors beyond the control of the investigator. If this should be the case, you will be informed of the status of the investigation and provided with a revised estimated time of completion.

Step 3 - Disputes not settled at Step 2 may be referred to a dispute resolution committee. This committee will be composed of three employees, all of whom are not involved in the complaint. The committee shall be composed of the following: a) one employee appointed by the complainant, b) a second employee appointed by the Interim City Manager, and c) a third employee selected by the other two appointees. The committee shall review the situation, conduct interviews of persons involved or knowledgeable of the complaint, and conduct further investigations as needed. A decision will be issued within 15 working days and shall be a recommendation to the Interim City Manager. The Interim City Manager shall review the recommendation and make a final decision.

9.00 SEPARATION FROM EMPLOYMENT

9.01 Resignation in Good Standing:

If you should want to resign in good standing, you must give your supervisor written notice stating the effective date of the separation at least 14 days in advance. A written statement as to the reason for the resignation should be included in this notice.

9.02 Resignation Not in Good Standing:

Unauthorized absence from work for a period of three consecutive days will be considered as a voluntary resignation, unless the employee can provide a reasonable explanation to the supervisor. Failure to give advance notice of resignation can impact your ability to be re-hired.

9.03 Discharge:

Any employee who is unable, or unwilling to meet stated performance standards for their position, and whose performance does not improve with additional training or other corrective action, may be discharged from employment. Also, at the discretion of the Interim City Manager or his designee, an employee may be discharged for disciplinary reasons.

10.00 TRAVEL AND EXPENSE REIMBURSEMENT

10.01 Approval:

Approval must be obtained in advance for business related travel from your supervisor. The "Request for Approval of Travel/Expenses" form is available from the City Clerks Office or your supervisor. After completion of the travel, expenses should be submitted to your supervisor on the "Travel Expense Approval Form".

10.02 Reimbursement for Meals:

The following meal limits shall apply unless otherwise amended by the Interim City Manager:

Breakfast	$ 7.00
Lunch	$10.00
Dinner	$20.00

Gratuities not to exceed fifteen percent (15%) are reimbursable within the limits provided above. If the cost of a meal is less than the limits established herein, only the actual cost shall be paid by the City. Where meals are included in a seminar or meeting with a set price menu sponsored by an organization in which the City has membership, then the meal is not limited to the maximum when approved by the City Manager.

10.03 Reimbursement for Lodging:

Expenses for the actual cost of lodging shall be reimbursed by the City. Employees are expected to exercise good judgment in securing lodging that is reasonably priced in relationship to the cost of such lodging in the respective locality.

10.04 Reimbursement for Travel Expenses:

Employees who use their own vehicles for travel will be reimbursed at the mileage rate in effect at the time of the travel equal to the rate established by Internal Revenue Service (IRS).

Employees who need to use commercial carriers shall arrange to purchase such tickets through the City Finance Department.

Registration fees for conferences and meeting shall also be paid through the City Finance Department in accordance with procedures established by the City Council.