



# Employee Handbook

Policies & Procedures for  
Tukwila Pool Metropolitan  
Park District Employees

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# Tukwila Pool Metropolitan Park District

## Employee Handbook

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Dear New Staff Member;

Welcome to the Tukwila Pool! As a new employee, it is important for you to know what is expected of you. This handbook contains a large amount of information that we hope will help you be an excellent addition to our team.

Kids have been going to pools for generations and looking up to the Lifeguards and swim instructors and saying, "Maybe someday I could do that!" We are proud to know that working at a pool is something that many young people aspire to.

We hired you because we believe that you will appreciate and enjoy working at the Tukwila Pool and you'll make sure our community members enjoy coming to the pool too.

To do that, every Tukwila Pool employee needs to keep two things in mind above everything else. They are:

### **Stay Safe & Have Fun!!!!**

I hope that your time with the Tukwila Pool is a great experience for you. Thank you for sharing your talents and joy with us!

Warmly,



Michelle Simpson  
Director of Aquatics Operations  
Tukwila Pool Metropolitan Park District

## 1. General Information

### 1.1. Introduction

The Tukwila Pool Metropolitan Park District (hereinafter “TPMPD” or “the District”) exists under laws of the State of Washington governing Metropolitan Park Districts (RCW 35.61) for the sole purpose of operating the Tukwila Pool on behalf of the residents and taxpayers of Tukwila.

- 1.1.1. The District is governed by an elected Board of Commissioners (hereinafter “The Board”) who are accountable to the residents and taxpayers of Tukwila. The Board is responsible for adopting strategic plans and policies to support those plans and guide the current and future operations of the District and the Tukwila Pool. The Board’s policy-making activities include the adoption of goals & objectives, operational policies and long-term plans. They also make decisions about which programs and services will be provided, adopt the annual budget and approve capital improvements to the facility.
- 1.1.2. The Director of Aquatics Operations is responsible for ensuring effective operations of the Tukwila Pool, supervises the Tukwila Pool employees, volunteers, and contractors in the performance of their duties, and is accountable to the TPMPD Board of Commissioners. The District Administrator is responsible for ensuring that the TPMPD policies are carried out, and is accountable to the TPMPD Board of Commissioners.

### 1.2. History of the Tukwila Pool Metropolitan Park District

The Tukwila Pool facility located at 4414 S. 144<sup>th</sup> Street was built in 1973 as part of the King County “Forward Thrust” project that placed community parks and pools all around the area. The South Park Pool (as it was originally called) was owned by King County and built on Tukwila School District property with the understanding that the pool would serve the youth of Tukwila by providing an easily accessible resource.

In 2003, the City of Tukwila took ownership of the pool in exchange for the South Park Bridge and an arrangement was made to continue leasing the land it sits on from the Tukwila School District. Unfortunately, economic issues forced the City of Tukwila to consider closing the pool just a few years later. In response, a group of citizens banded together to form “Save Tukwila Pool” and they put a ballot measure before Tukwila voters in 2011 proposing the formation of a new entity to own and operate the pool. Tukwila voters decided in favor of the measure and the Tukwila Pool Metropolitan Park District was established in September of 2011.

The TPMPD is not a private or non-profit organization. It’s what’s known as a Special Purpose District, which means it is a publicly-owned government entity funded by residents and businesses within the district boundaries through property taxes. The voter-approved annual tax (known as a levy) supporting the TPMPD is .15¢ for every \$1000 of a property’s value. For example, the owners of a property in Tukwila valued at \$100,000 would pay a tax of \$15 per year toward the TPMPD. Property owners who rent or lease spaces to others include property taxes when calculating their costs, so every resident or business-operator in Tukwila, whether they own or rent, is paying the levy to support the pool.

When the TPMPD was first formed, the original ballot measure established the Tukwila City Council as the “ex officio” Board of Commissioners for the district. This meant they would provide governance for the TPMPD as one of the many responsibilities of their official role as City Council members. In turn, the Board contracted with the City

of Tukwila to completely operate and manage the pool as well as provide administrative support. The Board also appointed a citizen's advisory group, called the Tukwila Pool Advisory Committee (TPAC) and hired an Executive Director to carry out the work of the Board of Commissioners and manage the District.

In mid-2014 the City of Tukwila announced their intention to withdraw from operational management of the pool and the Board of Commissioners voted to self-operate instead of hiring another contractor. In January 2015, the TPMPD took over direct management of the Tukwila Pool for the first time. In preparation for this, the TPMPD hired its own staff to run the pool and provide administrative support that had previously been contracted out to the City, such as IT, human resources, records management, and financial operations.

In 2015, another ballot measure was put before the citizens of Tukwila asking if voters wanted an elected Board of Commissioners instead of the "ex officio" Board made up of Tukwila City Council members. Again, the voters supported the change and in December 2015 an independently elected 5-member Board of Commissioners began governing the TPMPD.

The current Tukwila Pool facility is over 40 years old and the new Board of Commissioners have prioritized the long-term financial health of the district to ensure that Tukwila residents will have a pool for generations to come. Currently, about 80% of the Budget comes from the levy and the other 20% will come from fees collected through swimming lessons, facility rentals and other general uses. Publicly-funded pools need to do more now than ever to remain a valued and vital resource in the eyes of the community. But because drowning is still the second-leading cause of death for young people from one-year-old to 17-years-old in Washington State, our need for a local, accessible, public pool will never end.

### **1.3. Mission Statement, Vision Statement and Organizational Values**

#### **1.3.1. TPMPD Mission Statement:**

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

#### **1.3.2. TPMPD Vision Statement:**

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

#### **1.3.3. TPMPD Organizational Values:**

We Value...

...a safe, inclusive, caring public resource that is integrated into the fabric of our community

...educating all ages of our community in the lifelong skills of swimming and water safety

...integrity and maintaining the highest ethical standards by communicating honestly and transparently

...treating everyone with respect and embracing diverse opinions

...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come

...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community

...a spirit of collaboration and innovation when working with others to enhance services available for our community members

...our amazing volunteers!

...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

#### **1.4. Purpose/Scope of Employee Handbook**

This Employee Handbook is a general informational guide to Tukwila Pool Metropolitan Park District's current employment policies and practices. Any standard operating procedure needs to be consistent with these policies and approved in advance by the Board of Commissioners. An electronic copy of this handbook is available on the TPMPD Policies page of the website at [www.tukwilapool.org](http://www.tukwilapool.org).

1.4.1. The policies in this handbook are not intended to create promises or guarantees of employment or specific treatment in specific instances on which employees may rely.

1.4.2. The provisions in this handbook have been developed at the discretion of the Board of Commissioners, and except for the policy of employment-at-will, may be amended or cancelled by them at any time as is deemed necessary and appropriate, and shall provide notice within 30 days to changes to this handbook. TPMPD also reserves the right to deviate from these policies in individual situations, particularly in an emergency, to achieve its primary mission.

1.4.3. These personnel practices and policies apply to all Tukwila Pool Metropolitan Park District employees.

These provisions replace all previous policies and may not be changed or added to without the express approval of the Board of Commissioners.

#### **1.5. At Will Employment**

All employment with the Tukwila Pool Metropolitan Park District is voluntarily and at will. "At will" means that employees are free to resign at any time, with or without cause. The District requests a ten day courtesy notice of resignation from the employee. Likewise, "at will" means that the District may demote or terminate employment, change job duties, or alter benefits of any employee, with or without cause.

#### **1.6. Equal Employment Opportunity**

Tukwila Pool Metropolitan Park District is an equal opportunity employer.



## 1.7. Non-Discrimination Policy

Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. The District will not engage in or tolerate any discrimination prohibited by local, state or federal law. Specifically, the TPMPD prohibits discrimination against an employee on the basis of their sex/gender (including gender identity), race, color, religion/creed, national origin, pregnancy, age, marital status, sexual orientation, physical or mental disability, military or Veterans status, or any other status protected by federal, state, or local law.

- 1.7.1. Reporting Discrimination. Any alleged act or complaint of discriminatory treatment by any District employee should be promptly reported to the Director of Aquatics Operations (or to the Board of Commissioners if the Director of Aquatics Operations, is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.
- 1.7.2. Reasonable Accommodations – Disabilities. The District recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job duties. Any employee who believes s/he needs reasonable accommodation should notify the Director of Aquatics Operations or designee.
  - 1.7.2.1. Although the need for accommodations is determined on a case by case basis, generally the District and the employee will engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its impact on the employee's ability to perform the essential functions of his/her position and possible reasonable accommodations. The employee has an obligation to cooperate with the District in this process, which may include authorizing the District to communicate with the employee's healthcare providers concerning the employee's condition, its limitations and possible reasonable accommodations.
  - 1.7.2.2. Any reasonable accommodations shall be approved by the Director of Aquatics Operations.
- 1.7.3. Reasonable Accommodations – Religion. The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District's business.
  - 1.7.3.1. Any employee who sincerely believes that his or her religious beliefs or practices conflict with his or her duties, work schedule, or with the District's policy or practice regarding dress and appearance, or with other aspects of employment and who seeks a religious accommodation must request accommodation from the Director of Aquatics Operations. The request should explain the alleged religious conflict that exists and the employee's suggested accommodation.
  - 1.7.3.2. The District will evaluate the request considering whether a work conflict exists, whether an accommodation is available which is reasonable, and which would not create an undue hardship on the District's business or for its other employees. Any reasonable accommodations shall be approved by the Director of Aquatics Operations.
  - 1.7.3.3. As a publicly-funded, government entity, the TPMPD may not make any accommodation that would allow an employee to discriminate against anyone, or actively promote a particular belief system to others (including, but not limited to, proselytizing and/or unsolicited distribution of religious materials) while on duty or on the TPMPD premises.

**1.8. Safety**

The District endeavors to use reasonable efforts to provide a safe working environment which protects employees and the public from injury. Every employee is responsible for maintaining a safe work environment and following the District's safety rules. Each employee is expected to promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The District will endeavor to remedy problems as quickly as possible.

- 1.8.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.
- 1.8.2. Employees are expected to comply with the following specific safety rules, including but not limited to:
  - 1.8.2.1. Report immediately any injury or accident, safety hazard, or property needing repair to the shift supervisor.
  - 1.8.2.2. Keep your individual work area clean and orderly at all times.
  - 1.8.2.3. Do not smoke or permit others to smoke in or near the building.
  - 1.8.2.4. Do not allow unauthorized people to have access to restricted areas.
  - 1.8.2.5. Store all materials and equipment in their proper places and appropriately.
  - 1.8.2.6. Conduct themselves in a professional manner at all times while on work premises.
  - 1.8.2.7. Drive safety and courteously when operating a vehicle as part of work.
    - 1.8.2.7.1. If your job duties include lifting heavy objects, do so with the appropriate equipment and/or assistance.
- 1.8.3. Accidents and Accident Reports - In case of an accident involving personal injury or property damage, regardless of how serious, the employee must immediately notify their supervisor. As soon as practical, but in no case later than twenty-four (24) hours following an injury or accident, or suspected injury or accident, an employee must complete an accident form describing the circumstances surrounding the incident.
- 1.8.4. Affected employees will complete an "Incident Report" form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor.
- 1.8.5. Supervisors who receive a report of an injury or "near miss" event are obligated to take steps toward addressing the issue. Whenever possible, efforts should be made to eliminate the hazardous condition either immediately or within a reasonable time frame. If the hazardous condition is inherent in the nature of the work, the supervisor has an obligation to train all employees who come into contact with the situation on proper safety practices and methods which could reasonably limit future injuries.
- 1.8.6. Employees should exercise all reasonable caution in the performance of duties, and shall follow and adhere to published safety rules, regulations, and controls.

**1.9. Workplace Harassment**

Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color,

race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other, protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

- 1.9.1. Sexual or any other type of unlawful verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.
- 1.9.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:
  - 1.9.2.1. Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
  - 1.9.2.2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).
  - 1.9.2.3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).
  - 1.9.2.4. Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.
- 1.9.3. Conduct of this type is improper, and it may be illegal if:
  - 1.9.3.1. Submission to this conduct is either an explicit or implicit term or condition of employment.
  - 1.9.3.2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved.
  - 1.9.3.3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment
- 1.9.4. All employees are responsible to ensure a workplace free from any type of harassment. If an employee is aware of any instances of work place harassment or believes he/she is a victim of harassment, the employee should:
  - 1.9.4.1. Ask the offending employee to cease the conduct.
  - 1.9.4.2. If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.
  - 1.9.4.3. Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the Director of Aquatics Operations.
  - 1.9.4.4. If the Director of Aquatics Operations or the District Administrator is engaging in such conduct, the employee should immediately report the alleged harassment to the Board President.

- 1.9.5. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.
- 1.9.6. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.
- 1.9.7. A supervisor's failure to ensure these provisions are enacted may result in disciplinary action up to and including termination of that supervisor.

#### **1.10. Workplace Violence**

Workplace violence is any verbal or physical action that is communicated or perceived as a likely threat, harassment, abuse, intimidation, or personal contact, that produces fear, causes bodily harm, or damage to property. Even joking about violent acts is prohibited.

- 1.10.1. The District does not tolerate threats or acts of violence towards District employees, family, friends, co-workers, elected officials, members of the public or TPMPD property. All threats or acts of violence are treated seriously and each will be dealt with promptly and appropriately using administrative, managerial, legal and/or disciplinary actions to minimize risk to employees and property.
- 1.10.2. All employees are responsible for refraining from threatening or participating in violent actions and for reporting to any supervisor or (up to and including the Director of Aquatics Operations or Board President) any threatening or dangerous situations that occur within the work place or affect their work requirement. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible.
- 1.10.3. Employees may not bring weapons of any type into the workplace.

#### **1.11. Organizational Ethics**

The TPMPD is committed to conducting business with integrity and maintaining the highest ethical standards. This requires all TPMPD officers, supervisors, employees and volunteers to be ethical in their conduct, follow all laws and regulations and have the highest standards of personal integrity in their decision-making, and at all times when representing or appearing to represent the TPMPD.

- 1.11.1. TPMPD officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.
- 1.11.2. As an organization, the District will comply with all applicable laws and regulations. We expect all officers, supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything or ask someone else to do anything that is illegal, dishonest, or unethical.
- 1.11.3. If someone asks you to take an action that seems illegal, dishonest or unethical in your judgement, you are encouraged to ask for advice and consultation with any supervisor up to and including the Director of Aquatics Operations before taking the suggested action.

- 1.11.4. It is the responsibility of every Tukwila Pool Metropolitan Park District employee to comply with our policy of organizational ethics. Employees who ignore or do not comply with this standard of ethics may be subject to disciplinary action, up to and including possible termination of employment.

## **1.12. Customer Relations**

Good customer service translates into long-term stability for the organization. Every employee represents the Tukwila Pool Metropolitan Park District to our patrons and the community. This not only applies while on the Tukwila Pool premises but also while off the premises in uniform. Community residents, patrons, and the public at large judge the entire District by how they are treated by every employee of the Tukwila Pool and by the quality of our work. One of the highest priorities at Tukwila Pool Metropolitan Park District is to help any patron or potential patron in every way possible. Nothing is more important than being courteous, friendly, prompt, respectful, and helpful to our customers and community. Any infraction of this policy and standard of customer relations may result in disciplinary action up to and or including termination of employment.

Good customer service requires the following action on the part of the TPMPD staff:

- 1.12.1. Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
- 1.12.2. Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.
- 1.12.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management, and/or Director of Aquatics Operations, as quickly as possible, including the customer's contact information.
- 1.12.4. The Assistant Managers or Director of Aquatics Operations must make every reasonable effort to address the complaint in a timely manner and communicate the resolution to the customer.
- 1.12.5. If a customer becomes physically or verbally abusive or otherwise presents a danger to the employee, other patrons or themselves, the staff member must still remain calm and respectful. However, staff are not required to put themselves into dangerous situations and must request assistance from management and/or the Tukwila Police Department as appropriate.

## **2. Employment Conditions**

### **2.1. Employment Status Definitions**

When employees are hired they will be informed of their employment status. All employees are defined as At-Will, regardless of their employment status. The Tukwila Pool Metropolitan Park District uses the following standard definitions for their employees:

- 2.1.1 Regular Full-Time Employee - An employee who regularly works a minimum of 37.5 hours a week on a continuing basis.

- 2.1.2 Regular Part-Time Employee - An employee who works fewer than 37.5 hours a week on a continuing basis.
- 2.1.3 Non-exempt Employee - An employee who is subject to the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees are eligible for overtime pay at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in the work-week.
- 2.1.4 Exempt Employee - An employee whose salary and duties meet the criteria for exclusion under the applicable federal and state wage and hour laws, including but not limited to, directors and administrative employees. An exempt employee is not eligible to receive overtime pay.
- 2.1.5 Temporary/Seasonal Employee - An employee hired with the expectation that he or she is needed for a limited period of time, generally not more than six (6) months. New hires are considered temporary employees until the successful completion of their three-month probationary period and conversion to regular employee status.

## **2.2. Working Hours & Shift Assignments**

The Tukwila Pool is open for business every day of the year except the fourth Thursday of November (Thanksgiving Day) and December 25th. Different work schedules may be established by Tukwila Pool Metropolitan Park District to meet job assignments and to provide necessary services.

- 2.2.1. The Tukwila Pool's normal business hours are as posted at the facility and on [www.tukwilapool.org](http://www.tukwilapool.org).
- 2.2.2. The district reserves the right to change the regular work-week, the normal business hours, or the normal workday with prior notice to employees.
- 2.2.3. The Director of Aquatics Operations establishes the normal working hours and schedule for all nonexempt and temporary/seasonal employees. Employees are expected to keep the Director of Aquatics Operations informed of their availability and to show up on time and ready to work for every scheduled shift.
- 2.2.4. If an employee is not available to work an assigned shift, they are expected to find a qualified substitute which must be approved by the Director of Aquatics Operations. If no acceptable substitute is found and the leave is not otherwise protected (see Section 6 for leave information), the employee must work the shift or risk disciplinary action up to and including termination.
- 2.2.5. Assistant Managers are expected to be on duty during the pool's regular business hours and should be scheduled to cover as many of those hours as possible. When a manager is not available, the Director of Aquatics Operations may fulfill the role of manager-on-duty, or may temporarily delegate this responsibility to a qualified employee.
- 2.2.6. Employees who are not scheduled to work and have not been called into work by a supervisor are not authorized to work. Employees are prohibited from clocking-in when they are not authorized to work.



2.2.7. Employees are not permitted to volunteer their time, or work without compensation.

### **2.3. Overtime**

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work over 40 hours per week.

2.3.1. All overtime must be authorized in advance by the Director of Aquatics Operations or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.

2.3.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as "hours worked" when computing overtime. Nonexempt employees are prohibited from engaging in "off-the-clock" work.

2.3.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Director of Aquatics Operations, or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee's termination from service will be paid for on the next paycheck.

2.3.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.

2.3.5. For payroll and overtime computation purposes, the regular work week begins on Monday mornings at 12:00:01 a.m. and ends the following Sunday at 12:00:00 p.m. (midnight).

### **2.4. Schedules & Attendance**

Punctual and consistent attendance is an essential function of every employee's job and a condition of continued employment.

2.4.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled work days and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take "comp time" without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.

2.4.2. While the TPMPD makes every reasonable effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The TPMPD provides a scheduling system that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least four weeks in advance. Shifts are scheduled at least two weeks in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee is unable to work a scheduled shift, they are responsible for finding a suitable replacement that meets with supervisory approval. If an employee reports that they are available and gets scheduled and then fails to appear for work due to a reason other than protected leave, they

may be subject to disciplinary action, up to and including termination.

- 2.4.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Tukwila Pool main number and notify the shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Tukwila Pool phone line within the same time period as applied to the employee.
- 2.4.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a pre-approved leave of absence), the employee will be deemed to have abandoned his or her job and employment will terminate. Unexcused excessive absenteeism may be grounds for disciplinary action, including possible termination.
- 2.4.5. Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave).

## **2.5. Emergency or Maintenance Closure**

The Tukwila Pool will be open and in operation during established facility hours as posted on [www.tukwilapool.org](http://www.tukwilapool.org). However, there may be times when the management finds it necessary to close the facility due to an emergency or to perform necessary maintenance or repair work.

- 2.5.1. Unless otherwise notified, scheduled employees are still expected to report to work in a timely manner, even during an emergency closure. Should emergency conditions prevent employees from reporting to work, it is the employee's responsibility to contact his/her supervisor to indicate anticipated absence or late arrival to work and the reason for such absence or tardiness.

## **2.6. Breaks and Meal Periods**

Employee are required to take breaks and meal periods in keeping with Washington State Employment Standards:

- 2.6.1. Employees working at least 4 hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.
- 2.6.2. Employees working at least 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.
- 2.6.3. Employees working in excess of five (5) hours in a single workday must take a meal break that shall last no less than 30 minutes. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked in during the meal break. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.
- 2.6.4. Any employee who works more than ten (10) hours in a day is required to take a second thirty-



minute (30) unpaid meal period around the middle of the second five (5) hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If the employee is available to return to duty (to answer a phone call or address other immediate needs) then he or she may stay clocked-in during the meal break.

2.6.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.

2.6.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If you have not received a meal or rest period as provided above, please inform the shift supervisor immediately.

2.6.7 The TPMPD may require employees to stay on the work site during:

2.6.7.1 Paid rest breaks.

2.6.7.1.1 Any meal period whenever the TPMPD pays the employee during that meal period.

2.6.7.1.2 Any meal period without paying the employee if the employee is completely relieved from duty for the entire meal period **and** will never be called back to work during the meal period.

2.6.7.1.3 THE TPMPD is not required to pay for meal periods if employees are free from any duties for their entire meal period.

2.6.7.1.4 Employees must be paid during their meal period when:

2.6.7.1.4.1 required to remain on duty, and

2.6.7.1.4.2 required to be on-call at the designated worksite to be available to return to duty, even if they are not in fact called back to duty, and

2.6.7.1.4.3 called back to duty during their meal period, even though they normally are not on call during the meal period.

## **2.7. Call Back**

An employee may be called back into work after their shift has ended in emergencies or as needed by the District to provide necessary services to the public.

2.7.1 A refusal to respond to a call back may be grounds for disciplinary action, including termination. Employees called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)

2.7.2 Non-exempt employees who leave work and are called back to work after completing their regular day's shift are paid in most circumstances for a minimum of one (1) hour worked. Exempt employees are not eligible for additional pay.

**2.8. Time Reporting**

Maintaining accurate time records is essential in computing employee pay, ensuring compliance with laws and regulations, and providing accurate cost information for the district. All non-exempt employees are required by the Wage and Hours provision of the Fair Labor Standards Act (FLSA) to keep an accurate record of their time worked. Each employee is responsible for following the procedure for recording their time as required.

- 2.8.2 Employees working lifeguarding shifts or swim instructor shifts must use the appropriate code to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination.
- 2.8.3 Supervisors are responsible for reviewing and approving the time records for accuracy.
- 2.8.4 Employees must enter their own time record and in doing so are testifying that the information is accurate and truthful.
- 2.8.5 Making entries on behalf of another employee is not permitted. Any deliberate falsification of your own or someone else's time record is grounds for disciplinary action, including possible termination.
- 2.8.6 Tukwila Pool Metropolitan Park District's official payroll records are kept by the Aquatics Manager.

**2.9. References**

Usually the District does not give references, other than to confirm the dates of employment, last salary and eligibility for re-hire, without the employee's prior written consent and execution of an appropriate release. Any requests for references should be referred to the Director of Aquatics Operations, or the District Administrator.

**2.10. Personal Information**

Employees are to notify the Director of Aquatics Operations in writing of any personal changes, including but not limited to changes in name, address, telephone numbers, e-mail addresses, number of dependents, emergency contact, marital status or other personal information so the district may keep personnel records up-to-date and so that the district can communicate with employees as needed.

**2.11. Employee Personnel Records**

A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Director of Aquatics Operations unless broader disclosure is required by law. Medical records, shall be maintained in a confidential file which is separate from other personnel records. Usually, 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.

- 2.11.1. An employee may periodically review their personnel file. An employee may place pertinent information in their personnel file with the approval of the Director of Aquatics Operations. An employee may also request removal of irrelevant or erroneous information in their personnel file. If the management denies the employee's request to remove the information, the

employee may file a written rebuttal statement to be placed in their file.

- 2.11.2. Confidential personnel records shall not be released to any unauthorized individual except with the written consent of the employee or in response to valid court orders, subpoenas or governmental requests directing the provision of information from personnel records. Some personnel records may also be subject to disclosure in response to a request under the Public Disclosure Act.
- 2.11.3. When a current employee needs the district to verify employment (such as for a loan approval), the employee should advise the Manager(s), Director of Aquatics Operations, or designee, of the need at the earliest opportunity so they can verify the authorization to release employment information.

### 3. Employment Practices

#### 3.1. New Employee Orientation and Probationary Employment Period

All Tukwila Pool Metropolitan Park District staff will go through a new employee orientation process and conditional employment period. Typically, this orientation includes information about the District's organization and services, safety rules, operational and personnel policies, rules and procedures, completion of payroll forms and introduction to other District personnel.

- 3.1.1 All newly hired Tukwila Pool Metropolitan Park District staff are considered temporary employees pending the successful completion of a three-month conditional employment period to ensure their suitability to the position.
  - 3.1.1.1 During this time, the new employee will:
    - 3.1.1.1.1 complete a background check if one has not already been completed, and
    - 3.1.1.1.2 learn to perform the duties of the position to TPMPD standards, and
    - 3.1.1.1.3 be evaluated for their potential to excel in the position.
  - 3.1.2 Employees must successfully meet the standards of TPMPD employment to be converted to regular employment status. The probationary employment period may be extended at the sole discretion of the TPMPD.

Benefit-eligible employees may not use vacation leave or floating holidays during their probationary employment period, however they may use sick leave. See Section 6 for the complete list of benefit-eligible employees and detailed policies regarding leave.

#### 3.2. Staff Supervision

Tukwila Pool Metropolitan Park District holds itself to a high standard of performance and therefore makes every effort to provide high quality support and supervision to its employees. Clear communication, respect for all and appropriate staff development are key to these efforts and every employee with a supervisory role is expected to personify those high expectations. Our chain of command runs from the Director of Aquatics Operations, to the Assistant Aquatics Manager(s) to the Head Lifeguard, to Lifeguards, Front Desk Attendants and Instructors.

- 3.2.1. All supervisors or candidates for supervisory roles should have supervisory skills training and/or demonstrate the knowledge and ability to utilize best practices in personnel supervision prior to being hired for or promoted to a supervisory role.

- 3.2.2. With the exception of the District Administrator, all employees shall consider the Director of Aquatics Operations to be their direct supervisor. When the Director of Aquatics Operations is not available, the Assistant Aquatics Manager on duty is the shift supervisor. Employees are expected to respond to them as they would the Director of Aquatics Operations.
- 3.2.3. Employees can expect the entire management staff to provide steady support, on-going communication, professional development and general guidance. Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, asking for help whenever necessary.

### **3.3. Promotions, Demotions and Transfers**

All employees are eligible for promotion, transfer to another equivalent position, and voluntary or involuntary demotion. To be considered for another position, an employee must possess the minimum qualifications for the vacant position or equivalent experience and skill as determined by the management.

- 3.3.1. Tukwila Pool Metropolitan Park District encourages current employees to work toward increasing their capabilities through education, skill building and achievement of job-related certifications. Employees are also encouraged to apply for vacant positions for which they are qualified. Promotions are based on past performance, the supervisor's recommendation, qualifications, evaluations, job descriptions and related information and are given solely at the discretion of Tukwila Pool Metropolitan Park District. The amount of any pay increase and/or specific responsibilities are also to be decided solely by Tukwila Pool Metropolitan Park District.
- 3.3.2. A promoted employee may be demoted or terminated from the new position if Tukwila Pool Metropolitan Park District, in its sole discretion, determines that the employee is not satisfactorily performing in the new position.
- 3.3.3. Tukwila Pool Metropolitan Park District, in its sole discretion, may fill a vacant position by transferring a qualified employee to the position. An employee may request a transfer to a vacant position by notifying the Director of Aquatics Operations in writing.

### **3.4. Change in Workforce**

Nothing contained in these personnel policies, the pay plan or the district's past practices or customs shall prevent the district from reducing its workforce, laying off, promoting, demoting, reclassifying or removing employees, modifying the pay plan or otherwise managing and directing the operation of the district and its workforce as deemed necessary and proper.

In determining who is to be laid off, consideration will be given to a number of relevant factors, including individual performance and who is best able to perform the remaining jobs. Prior to such action, the TPMPD may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.

- 3.4.1. Prior to a layoff, the Tukwila Pool Metropolitan Park District will try to provide affected employees at least two weeks' notice of the pending layoff.
- 3.4.2. During the 12-month period following a layoff, TPMPD may rehire a laid off employee if a suitable position becomes available for which the employee is qualified, and the former employee has requested, in writing, to be considered for re-hire.

### 3.5. Resignation & Termination

Employment with the Tukwila Pool Metropolitan Park District is at-will in accordance with the laws of Washington State. However, employees are encouraged to submit written notice of resignation to their supervisor prior to the effective date of their resignation. The management may schedule an exit interview, if appropriate. When an employee resigns, the employee is expected to return all Tukwila Pool Metropolitan Park District or co-worker's property, including uniforms and keys. Failure to do so may delay release of the employee's final paycheck.

- 3.5.1. Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. All wages and expense reimbursement owed to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).
- 3.5.2. Either the TPMPD and/or an exempt employee are free to terminate employment at any time with 30 days advance notice to the other for any reason with or without cause.

The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in Section 11 – Rules of Conduct. If terminated for cause, all compensation and benefits described in this handbook shall cease as of the termination date.

### 3.6. Employment of Relatives

The district believes it is in the best interests to keep business and professional relationships separate from personal and family relationships. To prevent the appearance of or actual conflicts of interest, the district generally will not employ an employee's relatives. For this policy, "relative" is defined as any family relationship resulting from birth, marriage, meretricious relationship, or adoption, as well as any person cohabiting with another employee.

- 3.6.1. Under certain circumstances it may be necessary to employ relatives and then the following guidelines shall be observed:
  - 3.6.1.1. Neither employee will supervise, appoint, remove or discipline the other;
  - 3.6.1.2. Neither relative will evaluate or audit the work of the other;
  - 3.6.1.3. The working relationship will not create a conflict of interest or the appearance of favoritism.
- 3.6.2. If one employee becomes related to another employee through marriage and this results in a prohibited employment relationship, one of the employees must resign or accept a non-prohibited employment-relationship position.

### 3.7. Employee Background Checks

The Tukwila Pool Metropolitan Park District requires background checks in compliance with RCW 35.61.130 for all employees, volunteers, or independent contractors, who may, in the course of their work or volunteer activity with the District, have unsupervised access to children or vulnerable adults, or be responsible for collecting or disbursing cash or processing credit/debit card transactions.

- 3.7.1. Currently, all TPMPD staff positions meet the threshold of the background check policy. Therefore, all TPMPD employees must submit to a background check as a condition of

their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.

- 3.7.2. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a probationary basis pending completion of the background check investigation.
- 3.7.3. If the prospective employee, volunteer, or independent contractor has had a background check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.
- 3.7.4. The District may in its discretion require that the prospective employee, volunteer, or independent contractor pay the costs associated with the record check.
- 3.7.5. The District may provide a copy of the record report to the employee, volunteer, or independent contractor, upon request by the employee, volunteer, or independent contractor to whom the record corresponds.

## 4. Compensation

The Tukwila Pool Metropolitan Park District wishes to practice transparency and fairness in regard to employee pay rates; offering equal pay for equal work and comparable job experience. Therefore, each position or job title within the District is assigned a defined salary range or pay-rate that is applied to all employees holding that position or job title with comparable experience. Pay rates for each position are outlined in the District's salary and wage schedule, which has been established by the District Board of Commissioners. The District Board of Commissioners may revise the salary and wage schedule from time to time.

### 4.1. Employee Pay Rates

Each position's pay-rate is reviewed periodically in an attempt to remain competitive with other comparable positions. Please refer to Appendix A for the current pay schedule.

- 4.1.1 Pay-rates are based on the expectations of the position, reflect levels of authority and responsibility, years of service or experience, certifications, and other skills as needed to perform the expectations of the position with a great deal of competency. Within available resources, Tukwila Pool Metropolitan Park District's compensation plan is generally competitive with other comparable employers in similar job markets.
- 4.1.2 From time to time, Tukwila Pool Metropolitan Park District may provide pay adjustments, raising the wages of all positions by a specified amount or for all employees within a single defined position.
- 4.1.3 The current pay schedule (Appendix A) allows for an annual pay increase depending on an employee completing a satisfactory year of service. Increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory using the evaluation system noted in Section 5.1.4.



## 4.2. Paydays

Employees are paid twice a month by direct deposit or by check distributed at the work location on the 5<sup>th</sup> and the 20<sup>th</sup> day of the month.

- 4.2.1. If a regularly scheduled payday falls on Saturday, paychecks may be available on Friday; if it falls on Sunday or a holiday, paychecks are usually distributed on the next regularly scheduled week day.
- 4.2.2. One pay period covers the 1<sup>st</sup> through the 15<sup>th</sup> (usually distributed on the 20<sup>th</sup>) and the other covers the 16<sup>th</sup> through the end of the month (usually distributed on the 5<sup>th</sup>). This distribution schedule is subject to change and staff will be notified of any changes.

## 4.3. Deductions

Tukwila Pool Metropolitan Park District withholds from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, such as:

- 4.3.1. Those legally required for taxes (i.e. Federal income, Medicare, Social Security, WA Labor & Industries and Unemployment Insurance) and court-ordered garnishments.
- 4.3.2. For authorized deposit into credit union, savings or checking accounts.

## 4.4. Paycheck Errors

The Tukwila Pool Metropolitan Park District does its best to provide employees with proper pay for all hours worked. Should there be an error in your pay or an improper deduction, please bring it to the attention of your supervisor immediately. The TPMPD will work with the payroll company to correct errors expeditiously. In the event of an overpayment, the employee will be notified as soon as possible, and the employee will be required to reimburse the District either through a future payroll deduction or a direct payment.

## 4.5. Expense Reimbursement

Tukwila Pool Metropolitan Park District employees and officials will be reimbursed for approved normal and reasonable travel and other expenses incurred for business-related purposes. Normal and reasonable travel costs are defined as expenses for transportation to and from a location other than the employee's primary work-place, lodging, meals and related items who are traveling for District purposes only. Any such travel and related expenses must be authorized in advance by the Director of Aquatics Operations, or the District Administrator or the President of the Board of Commissioners.

Tukwila Pool Metropolitan Park District expense reimbursement is based on actual expenses incurred in the service of the District, there are no per diems. Expenditures must be pre-approved and are reimbursed after submission of a TPMPD Reimbursement Form filed within 30 days of the purchase or travel date and accompanied by original receipts for each expense reported.

- 4.5.2. No claim for reimbursement shall be paid unless it is accompanied by an original, bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the Director of Aquatics Operations or the District Administrator or designee will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.

4.5.3. Tukwila Pool Metropolitan Park District may approve reimbursement for the following business expenses:

4.5.3.1. Materials, supplies or other items used for TPMPD business purposes.

4.5.3.2. Mileage shall be reimbursed for travel at the currently approved rate, the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work- place.

4.5.3.3. Meals [including a sensible tip, 15% to 18% (maximum)] may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on Tukwila Pool Metropolitan Park District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.

4.5.3.4. The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.

4.5.3.5. Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance must be purchased when renting an automobile for foreign travel.

4.5.3.6. Alcoholic beverages are not a reimbursable travel expense.

4.5.3.7. Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.

4.5.3.8. Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the TPMPD Reimbursement Form.

4.5.3.9. The actual cost of pre-approved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.

#### **4.6. Cash Advances**

The employee or official may request a cash travel advance for the estimated expenses to be incurred which are not to be paid directly by the District or by District credit card. To receive a cash advance, the traveler must make the request for the advance a reasonable time in advance of the date of travel. If a TPMPD Reimbursement Form is not filed within thirty (30) days of the date the travel is completed, the travel advance will be deducted from the next payroll check. Cash advances that are not related to district travel will not be approved.



#### **4.7. Compensation Upon Termination**

When an employee's employment with Tukwila Pool Metropolitan Park District is terminated for any reason, the employee will receive the following compensation on the regularly scheduled payday for the period (more information on Paydays can be found in Section 4.2).

##### **4.7.1. Non-exempt Employees:**

- 4.7.1.1. Regular wages for all hours worked up to the time of termination that have not already been paid.
- 4.7.1.2. Any overtime, compensatory time and accrued and unused vacation leave and floating holidays that have not already been paid.
- 4.7.1.3. Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

##### **4.7.2. Exempt Employees:**

- 4.7.2.1. Salary and benefit stipend for the entire period between the notice date and the final termination date.
- 4.7.2.2. Payment of accrued and unused vacation time, including time accrued between the notice date and the termination date. Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

## **5. Performance & Professional Development**

Employees are the Tukwila Pool Metropolitan Park District's most valuable resource in accomplishing the mission and goals of the organization. Therefore, it is incumbent upon the district to nurture staff talent and provide support for growth and opportunity. Toward that end, the TPMPD managers are expected to provide guidance for employees that helps each employee to enhance or refine their existing skills and develop new ones. In addition to this day-to-day feedback, managers are expected to regularly assess performance and provide opportunities for formalized educational development.

#### **5.1 Performance Feedback & Evaluation**

To achieve Tukwila Pool Metropolitan Park District's goal of supporting and retaining the best employee for every job, supervisors are expected to provide every employee with ongoing feedback and constant communication relating to performance as well as a process that requires regular reflection on an employee's overall contributions. This method is designed to ensure that each employee is receiving the best possible supervisory support and is in the position that best fits their skills.

- 5.1.1 Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted by the supervisor in writing and may influence an evaluation.
- 5.1.2 Employees are expected to inform a supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.
- 5.1.3 Supervisors are available and encouraged to provide feedback to staff and/or discuss performance at any time. The supervisor is expected keep written notes covering the general

topics of any performance-related discussion and agreed upon outcomes, if any. These notes may be sent to the employee and the Director of Aquatics Operations.

- 5.1.4 Supervisors shall complete performance evaluations for each employee they supervise at six month intervals, and up to every three months upon employee's written request to the employee's supervisor. This evaluation is part of an employee's personnel record and will influence whether the employee is to be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these three questions about each staff member they supervise:
- 5.1.4.1 Given what I know of this person's performance, and if it were my money, I would award this person the highest possible increase in compensation and bonus. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree
- 5.1.4.2 Given what I know of this person's performance, I would always want him or her on my team. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree
- 5.1.4.3 This person is at risk for low performance. Please answer Yes or No and note a brief explanation.

The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

## 5.2 Professional Development Opportunities

Tukwila Pool Metropolitan Park District seeks, within the limits of available resources, to offer and support professional development to increase an employee's skills, knowledge and abilities. Opportunities may include: on-the-job training, in-service sessions, and development activities sponsored by outside agencies or organizations.

- 5.2.1 Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:
- 5.2.1.1 An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.
- 5.2.1.2 An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:
- 5.2.1.3 Receive Swim Lesson instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and TPMPD standards for swim lessons.
- 5.2.1.2.2 Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.
- 5.2.1.2.3 Perform at least 2 lessons under the direct (in water) supervision of two different current

instructors, for a total of at least 4 supervised lessons covering various levels.

- 5.2.2 The TPMPD will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service trainings and may be excused from no more than 1 training every 6 months.
- 5.2.3 Tukwila Pool Metropolitan Park District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the Director of Aquatics Operations. Approval must be granted prior to program registration, otherwise the TPMPD is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:
- 5.2.3.1 The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a TPMPD planned promotion; and
- 5.2.3.2 It is in Tukwila Pool Metropolitan Park District's best interest to pay for this training; and
- 5.2.3.3 TPMPD's services may be improved as a direct result of the educational opportunity.
- 5.2.4 The employee should submit a request in writing to their supervisor who forwards it, with comments, to the Director of Aquatics Operations for approval.
- 5.2.5 Employees taking courses that are graded must earn at least a "C" grade, or equivalent, to receive reimbursement.
- 5.2.6 The District may, as resources permit, cover the cost of required books or other pre-approved expenses necessary for receiving the full benefit of the educational opportunity.

### **5.3 Professional/Technical Societies and Certifications**

District employees are encouraged to participate in technical and professional societies and/or achieve certifications indicating a high level of competence in their field(s). These activities are considered a benefit to the District and to the employee through additional knowledge or personal associations gained.

The District, through the budgeting process, will select what fees and dues it might pay for its employees' membership in technical and professional societies. For any organization for which the District pays the dues, the District address should be used on all mail. All magazines and publications received as a part of that membership should be made available for all employees to use.

- 5.3.2 Professional and Technical Registration/Certification. The District encourages professional and technical registration or certification. The District may pay fees for professional and technical certificates and licenses for its employees as determined by the District in its sole discretion. These requests should be sent to the Director of Aquatics Operations, or the District Administrator.

## 6. Benefits and Leave

Employees of the TPMPD are provided with the following benefits and leave in appreciation of their service to the community and the district. These benefits are voluntarily provided by the district as an employee incentive and may be amended or discontinued at any time.

### 6.1 Staff use of the Facility

All employees are eligible for a Tukwila Pool employee swim pass, which entitles them to the same privileges as a family pass holder for the duration of their employment with the TPMPD.

- 6.1.1 If employment ends or the employee has not worked at least one (1) shift in a calendar month, the pass is void and must be surrendered.
- 6.1.2 Any inappropriate or unprofessional conduct while off-duty at Tukwila Pool is grounds for suspension of the employee pass privilege and may result in further disciplinary action up to and including termination.
- 6.1.3 These privileges are extended to 1 additional adult and children who share a household with the employee. As above, these passes may be suspended if the employee no longer meets the criteria or due to misconduct.

### 6.2 Employee Discount on Food & Drinks

All employees may purchase food and drinks sold by the Tukwila Pool for 50% off the regular purchase price.

### 6.3 Benefits-Eligible employees - Benefits Allowance

Tukwila Pool Metropolitan Park District will designate a benefit allowance for each **Benefits-Eligible** employee which is intended for them to use at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Disability Insurance, Child or Elder Care, or to put into a retirement fund as they choose.

#### 6.3.1 **Benefits-Eligible** employees are defined as:

- (a) Director of Aquatics Operations
- (b) District Administrator
- (c) Assistant Aquatics Manager(s)

The District reserves the right to add to, amend, and / or discontinue the benefit allowance, or any part thereof, as needed.

- 6.3.2 The benefit allowance is reviewed periodically by the Board of Commissioners and it may be adjusted, and all or a portion of it may be eliminated at any time.
- 6.3.3 The benefit allowance is currently calculated at 15% of the employee's salary or pay-rate. This rate is subject to adjustment at any time.
- 6.3.4 The benefit allowance is distributed in lieu of traditional employee benefits. Although the benefit allowance is not defined as wages or salary for the employee, it is taxed as income by the IRS.
- 6.3.5 Each employee provided with a Benefit Allowance is expected, but not required, to

maintain medical coverage.

#### 6.4. Paid Time Off (Benefits-Eligible employees only)

**Benefits-Eligible** employees as defined in Section 6.3.1. are also provided with paid time off for holidays, illness or injury and vacation, the amount of which is set forth in Section 6.5, 6.6 and 6.7.

- 6.4.1. **Benefits-Eligible** employees' requests for time off must be made at least two weeks in advance. Requests made without this advanced notice will likely be denied due to the inherent negative impact to the TPMPD.
- 6.4.2. **Benefits-Eligible** employees' requests for time off must be sent to the supervisor via e-mail and include the exact date(s) of absence. Supervisors must provide an e-mail response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the TPMPD or other employees will not be approved. (See Section 6.6 Sick Leave for additional information on requesting time off due to illness or injury.)
- 6.4.3. When paid time off is used the supervisor is responsible for forwarding the e-mail verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.
- 6.4.4. If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift in the absence of an approved leave is grounds for disciplinary action, up to and including termination.
- 6.4.5. The TPMPD is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.
- 6.4.6. For the purposes of accrual and usage, one day of accrued time off shall be a maximum of eight (8) hours.
- 6.4.7. Paid time off may be transferred to another eligible employee for humanitarian reasons only with approval from the Director of Aquatics Operations or the District Administrator.
- 6.4.8. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.
- 6.4.9. **Benefits-Eligible** employees may be approved for limited unpaid time off for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Additional leave may be granted as a reasonable accommodation under state or federal law.

#### 6.5. Holidays & Floating Holidays (Benefits-Eligible employees only)

The Tukwila Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day). Additionally, the pool will have reduced hours of 7:00 a.m. - 1:00 p.m. on Dec. 24<sup>th</sup>, December 31st, Jan. 1st, Memorial Day, July 4th, and Labor Day. To compensate for the lack of traditional paid holidays throughout the rest of the year, **Benefits-Eligible** employees as defined in Section 6.3 are provided with up to five (5) "Floating Holidays" at the beginning of the employment year to be used throughout the year at any time with approval from their supervisor. See Section 6.4. for more information on requesting and using paid time off.

- 6.5.1. Exempt employees are not expected to work on days when the pool is closed for holidays, but will be compensated in the usual manner. If, due to an emergency, they are required to report to work, exempt employees will not receive additional compensation.
- 6.5.2. Non-exempt **Benefits-Eligible** employees will not be scheduled to work when the pool is closed for holidays, but have the option of using floating holidays or vacation leave (see Section 6.7) as compensation. If, due to an emergency, they are required to report to work, non-exempt employees will be compensated at double their usual hourly rate for the time worked.
- 6.5.3. Floating holidays can only be used with supervisory approval (as outlined in Section 6.3) during the employment year in which they are given and will not carry over the following year.
- 6.5.4. Unused floating holidays **will** be paid out to **Benefits-Eligible** Employees upon separation.
- 6.5.5. Floating holiday allotment for newly **Benefits-Eligible** Employees will depend on the time of year they start in the Benefits-Eligible position. If they have completed their three-month period of probationary employment, they will be eligible to accrue up to the full five days at the beginning of their next employment year. See Table, Section 6.5.7. Paid time off does not count as time worked.
- 6.5.6. New employees will not be allotted floating holidays during the three-month probationary employment period nor will they be approved to use floating holidays during this period. Once a probationary employee is converted from probationary to regular employment status at the conclusion of the probationary employment period, the TPMPD may grant floating holiday leave in an amount equivalent to approximately three months of accrual, calculated based on the number of hours worked during that period of satisfactory employment.

6.5.7. Floating Holiday Accrual Rates

| Floating Holiday Rates of Accrual              |                                      |                           |
|--|--------------------------------------|---------------------------|
| Non-Exempt Accrual Ratio<br>(Hourly Employees) | Exempt Accrual Rate<br>(for 1.0 FTE) | Maximum Annual<br>Accrual |
| 3.32 Hours for every 173<br>hours worked       | 0.417 Days per month                 | 5 Days                    |

- 6.5.8. The annual Maximum accrual allowed for Floating Holidays is five (5) days per employment year for all **Benefits-Eligible** employees, commencing on their individual anniversary date.

6.6. **Sick Leave (Benefits-Eligible Employees only)**

**Benefits-Eligible** employees as defined in Section 6.3 accrue paid sick leave at a rate of 12 days per year beginning with the first date of eligibility. See Section 6.4 for more information on requesting and using leave.

- 6.6.1. The accrual rate for exempt **Benefits-Eligible** employees is 1 day of sick leave per month.
- 6.6.2. The accrual rate for non-exempt **Benefits-Eligible** employees is 8 hours of sick leave for every 173 hours worked.



- 6.6.3. The year is defined as 12 months from their start date in the eligible position.
- 6.6.4. Accrual amounts are pro-rated and reported to the all employees every pay period to reflect the actual time worked.
- 6.6.5. Benefits-Eligible Employees may use accrued paid sick leave regardless of their status as a probationary employee or regular employee.
- 6.6.6. Unused sick leave can be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's next anniversary date when accrual may begin again.
- 6.6.7. Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with the Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up e-mail that includes the exact dates of absence that may be charged toward their accrued sick leave.
- 6.6.8. When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested by the Director of Aquatics Operations, or the District Administrator.
- 6.6.9. Sick leave may not be combined with vacation leave to extend that vacation leave. Taking sick leave immediately before or after a period of vacation leave shall be deemed a violation of this policy unless documentation is obtained from a State Licensed Physician attesting to a medical necessity that requires treatment, care, or convalescent time away from work or work-related duties.
- 6.6.10. Unused sick leave will not be paid out to any employee upon separation, however, the terms of 6.6.11.1.5. will apply.
- 6.6.11. Sick Leave Eligible Program (Non-Benefits-Eligible employees only – See Appendix A.1.
- 6.6.11.1. Sick Leave Eligible employees shall accrue one hour of paid sick leave for every forty hours worked as an employee, pro-rated, which shall be paid at his or her normal hourly compensation.
  - 6.6.11.1.1. No employee may participate in both the Benefits-Eligible and Sick Leave Eligible programs simultaneously.
  - 6.6.11.1.2. All employees are entitled to use accrued paid sick leave beginning on the ninetieth day of employment.
  - 6.6.11.1.3. Up to 40 hours of accrued but unused paid sick leave carries over to the following year.
  - 6.6.11.1.4. The TPMPD shall not provide financial or other reimbursement for accrued but unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment.
  - 6.6.11.1.5. When there is a separation from employment and any employee is rehired by the Tukwila Pool within twelve months of separation, previously accrued unused paid sick leave shall be re-instated and the previous period(s) of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave.
- 6.6.12. If any employee is receiving time loss payments through L&I, please see supervisor for direction.
- 6.6.13. Covered Absences for Paid Sick Leave use:

- 6.6.13.1. Employee's own illness, injury, or medical appointment.
- 6.6.13.2. Care for family member with health condition or medical appointment, to include a child, parent, spouse, registered domestic partner, sibling, grandparent, or grandchild
- 6.6.13.3. Employer of school / daycare is closed for health reasons
- 6.6.13.4. Absences covered by the Domestic Violence Leave statute (RCW 49.76)
  
- 6.6.14. The TPMPD shall fully comply with the provisions of RCW 49.46.210 and WAC 296-128-600 through WAC 296-128-860, to which employees may refer for more details regarding the application of these paid sick leave laws.

**6.7. Vacation Leave (Benefits-Eligible Employees only)**

Eligible employees as defined in Section 6.3.1. accrue paid vacation leave at a rate that is dependent on in their employment status and years of service in the eligible position. See Section 6.3 for more information on requesting and using leave.

- 6.7.1. Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a non-eligible position do not count toward years of service for vacation accrual.
- 6.7.2. Unused vacation leave may be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's anniversary date when accrual may begin again up to the annual maximum.
- 6.7.3. For non-exempt employees, accrual rate is tied to number of hours actually worked. Paid time off does not count as time worked.
- 6.7.4. For the purposes of accrual calculations, previous years of service are lost if an employee voluntarily leaves the Tukwila Pool Metropolitan Park District and returns.
- 6.7.5. New employees do not accrue vacation leave during the three-month probationary employment period nor will they be approved to use vacation leave during this period.
- 6.7.6. Once a new employee is converted from temporary to regular employment status at the conclusion of the probationary employment period, the TPMPD may grant the employee vacation leave in an amount equivalent to approximately three months of accrual. Except in cases of termination for due cause, unused vacation leave is paid out to an employee upon separation.
- 6.7.8. Vacation Leave Accrual Rates:

| Years of Service | Non-Exempt Accrual Rate                | Exempt Accrual Rate for 1.0 FTE | Maximum accruable |
|------------------|--|---------------------------------|-------------------|
| 0                | 6.64 hours for every 173 hours worked  | .833 days per month             | 10 days           |
| 1                | 7.28 hours for every 173 hours worked  | .917 days per month             | 11 days           |
| 2                | 8 hours for every 173 hours worked     | 1 day per month                 | 12 days           |
| 3                | 8.64 hours for every 173 hours worked  | 1.08 days per month             | 13 days           |
| 4                | 9.28 hours for every 173 hours worked  | 1.16 days per month             | 14 days           |
| 5                | 10 hours for every 173 hours worked    | 1.25 days per month             | 15 days           |
| 6                | 10.64 hours for every 173 hours worked | 1.33 days per month             | 16 days           |



|     |  |                     |         |
|-----|--|---------------------|---------|
| 7   | 11.28 hours for every 173 hours worked | 1.41 days per month | 17 days |
| 8   | 12 hours for every 173 hours worked    | 1.5 days per month  | 18 days |
| 9   | 12.64 hours for every 173 hours worked | 1.58 days per month | 19 days |
| 10+ | 13.28 hours for every 173 hours worked | 1.66 days per month | 20 days |

### 6.8. Washington State Family Care

In accordance with the Washington Family Care Act, employees may use any accrued time off that they have available, to use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

- 6.8.1. An employee may use available time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical or immunization services).
- 6.5.1 An employee may use time off when a spouse, registered domestic-partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition," which are conditions:
- 6.8.1.1 Requiring an overnight stay in a hospital or other medical-care facility;
  - 6.8.1.2 Resulting in a period of incapacity or treatment or recovery following inpatient care;
  - 6.8.1.3 Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular activities, or
  - 6.8.1.4 Involving an emergency (i.e. demanding immediate action).
- 6.8.2. Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The district reserves the right to require verification or documentation confirming a family member's health condition when available leave is used to care for that family member.

### 6.9. Family and Medical Leave

The District will comply with applicable state and federal laws on Family Medical Leaves whenever it has the required number of employees (50) in its employ for application of the laws and the factual circumstances warrant its application.

### 6.10. Administrative Leave

On a case-by-case basis, the District may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Director of Aquatics Operations, or designee, to be in the best interests of the District, such as pending an investigation or other administrative proceeding.

### 6.11. Military Leave of Absence

Any employee who is a member of the Washington Army National Guard or Washington Air National Guard, the U.S. Army Reserves, the U.S. Naval Reserves, the U.S. Air Force Reserves, the U.S. Marine Corps Reserves or the U.S. Coast Guard Reserves, or is ordered to serve in an activated Federal military unit, is entitled to leave from their duties for up to twenty-one (21) days for each fiscal year (October 1 to September 30) for official military duty, training, or drills or state active status. During the period of military leave, the employee shall continue to receive their normal rate of pay for days when they would have been scheduled to work for the district. (Calculated for hourly staff as up to 21 average shifts for the employee during the season in question.)

- 6.11.1. Any employee who is a member of the Washington National Guard or a Federal military unit who is called up to report for active duty shall be granted leave without pay for the period of active-duty service.
- 6.11.2. If an employee takes temporary or regular military leave, he or she is entitled to return to the employee's former job as provided under federal and state laws. A copy of the official orders must be submitted to the employee's supervisor at least one week, but not less than within 72 hours if the orders are for emergency deployment during time of war, prior to the commencement of the duty period.
- 6.11.3. The Washington State Military Family Leave Act provides that during a period of military conflict, an employee who regularly works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of unpaid leave per deployment. An employee wishing to take this leave must notify his/her supervisor within five (5) business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she not taken the leave.
- 6.11.4. Employees seeking payment for time while performing military duty must provide the Director of Aquatics Operations a copy of their military orders, showing the employee's dates of duty performance, place of duty performance, military unit, rank or pay grade at time of service performance, the name of the NCO or Commissioned Officer who gave the orders, and with that person's signature attesting to the authenticity of the orders. No payment will be made by the District in the absence of bona-fide military orders. Employees making a claim for pay have 180 days from the time of service performance to submit military orders in a timely manner, and must retain a copy of the orders for future reference.

## **6.12. Domestic Violence Leave**

Leave is available to employees who are victims of domestic violence, sexual assault, or stalking, or have a family member (spouse, children, parents, parents-in-law, grandparents, or "a person with whom the employee has a dating relationship.") who is a victim of such abuse.

- 6.12.1. An eligible employee may take "reasonable" leave, including leave on an intermittent or reduced- schedule basis, to engage in specified remedial activities relating to the abuse, including: participating in legal proceedings; seeking medical treatment or mental health counseling; obtaining social services; or taking other actions to increase the safety of the employee and her/his family members.
- 6.12.2. The District may request verification that the employee or her/his family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that s/he or a family member is a victim and needs the leave to seek assistance. The District will maintain the employee's provided information as confidential and will not require the employee to disclose information beyond the verification material listed above.

- 6.12.3. The employee may elect to use paid time off (if eligible), or may take unpaid leave.
- 6.12.4. Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment; unless unusual circumstances have arisen (i.e. the employee's position was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the district as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

### **6.13. Bereavement Leave**

Up to three (3) days leave may be granted for the death of an employee's immediate family or household member. "Immediate family" includes the employee's spouse or registered partner, child, parent, sibling, parent-in-law, son or daughter-in-law. Additional leave may be approved beyond the allotted three (3) days, but may not exceed a total of nine (9) days. Exempt employees are permitted 3 days of leave with pay. Additional days (up to six) will be charged, as determined by the Director of Aquatics Operations, or designee, to the employee's accrued, but unused paid time off (if eligible), or if paid time off is not available, will be unpaid.

### **6.14. Jury Duty**

- 6.14.1. If an exempt employee is called for jury duty or is subpoenaed as a witness, the employee receives his/her regular rate of pay while serving on jury duty, up to a maximum compensation of ten business days.
- 6.14.2. Non-exempt employees will be allowed leave to fulfill jury duty or a subpoena, but will not be paid for the time missed unless they are eligible for paid time off and request vacation or floating holiday leave. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons must inform his/her department as soon as possible so that arrangements may be made to cover for the employee.
- 6.14.3. Exempt Employees must submit to the District any and all payments received from the court wherein jury duty is performed to receive normal salary reimbursement payment, or the check-stub or check-stubs from payments received from the court must be submitted for off-set balance-of-salary payment to be made by the District. In the event that absence from work may create a bona-fide, significant, and undue hardship for the District, the Director of Aquatics Operations, or the District Administrator, or the President of the Board of Commissioners, may, upon request by the employee, write a letter to the court where the jury duty has been ordered, to ask the court to dismiss the employee from jury duty to prevent that undue hardship from significantly and negatively impacting the operations of the Tukwila Pool.

### **6.15 Workers Compensation**

Regular employees who are injured on the job, are unable to work, and file for Worker's Compensation may use accumulated paid time off (if eligible) while the claim is being processed. Upon receiving payment from the Worker's Compensation carrier, the employee may sign the check over to the District, and any paid time off used by the employee will be reinstated to the employee's account on a pro-rated basis. Eligible Employees may use paid time off to supplement their time loss payments up to the equivalent of their usual hours or salary.

## 7. Drugs and Alcohol

The Tukwila Pool Metropolitan Park District has a significant interest in the health and safety of its employees and pool patrons. In furtherance of that interest, the District will take those steps necessary to ensure that its employees perform their duties and responsibilities free of the influence of drugs and alcohol.

### 7.1. Prohibited Conduct.

The following conduct regarding alcohol and drug use is prohibited. An employee who engages in any of this prohibited conduct will be subject to disciplinary action up to and including termination:

- 7.1.1. Alcohol Possession and On-Duty Use of Alcohol: An employee may not possess or consume alcohol while on duty, including consuming or using alcohol prior to reporting to work or during breaks or meal periods. An employee may not report for or remain on duty while under the influence of alcohol in any way.
- 7.1.2. Pre-Duty Use of Alcohol: An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.
- 7.1.3. Use of Drugs: An employee may not report for duty or remain on duty when the employee has used an illegal drug or substance. Employees should note that marijuana is illegal under federal law. An employee may also not report for duty or remain on duty when the employee has used prescription or over-the-counter drugs if the substance may cause drowsiness, impair judgement, reduce reaction time or otherwise adversely affect the employee's ability to safely perform their job. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their job must report this to the shift supervisor and will not be scheduled to work until such time as they are no longer required to take the medication. The employee is responsible for providing the District with written notice from their physician or pharmacist with respect to the effects of all medication used while on duty.
- 7.1.4. Possession, Transfer or Sale: No employee may possess, transfer or sell drugs or alcohol on the Tukwila Pool premises or while on duty.
- 7.1.5. If an employee's behavior or odor while on duty causes a supervisor to reasonably suspect the use of prohibited substances the employee will be immediately removed from duty and may not return to work for a minimum of twenty-four (24) hours. Employees removed in this situation shall be required to consent to a drug test at a site selected by the Director of Aquatics Operations, or the District Administrator, and must undergo the testing within one hour of being informed by the Director of Aquatics Operations that they must be tested. The test will be paid for by the District and must be administered at a Certified Drug Testing facility chosen by the TPMPD management. Test failure, or refusal consent to a required drug test, will result in further disciplinary action up to and including termination of employment with the TPMPD. Employees under the age of 18 must have parental consent prior to submitting to a drug test.

### 7.2. Voluntary Referral

The TPMPD supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily. Any employee who comes forth and notifies the District of alcohol or drug abuse problems prior to violating district policy or

engaging in misconduct will be given the assistance extended to employees with any other illness. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other requirements of the District.

- 7.2.1. Paid time off for eligible employees, or leave of absence without pay may be granted for treatment and rehabilitation as with other illnesses. Confidentiality of information will be maintained to the extent permitted by law.

## 8. Employees Responsibilities and Conduct

Tukwila Pool Metropolitan Park District employees are expected at all times to represent Tukwila Pool Metropolitan Park District to the public in a professional manner, which is pleasant, respectful, **ethical, compassionate and helpful**.

### 8.1. Standards of Professional Conduct

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 the following minimum standards of conduct:

- (a) Tact and courtesy towards the public and fellow employees;
- (b) Adherence to District practices, procedures, safety rules and safe work practices;
- (c) Compliance with directions from supervisors;
- (d) Preserving and protecting the District's equipment, grounds, facilities and resources; and
- (e) Providing orderly and cost-efficient services to its citizens.

- 8.1.1. In addition to the general standards of conduct described above, there are some specific expectations that the TPMPD has of all staff, including:

- 8.1.1.1. When a Lifeguard is on a "down" time (not on guard duty), they are not on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.
- 8.1.1.2. Staff must refrain from eating or using cell phones for personal reasons in any area where a patron could see them. Staff are welcome to do these things in the staff rooms while on a break.
- 8.1.1.3. Staff must refrain from distracting others who are guarding.
- 8.1.1.4. Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.
- 8.1.2. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.
  - 8.1.2.1. Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.
  - 8.1.2.2. Always introduce yourself to parents at the first lesson: "Hi, my name is...and I'll be your child's instructor. Thank you for joining my class". Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a

suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.

- 8.1.2.3. Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don't care, they will talk about it.
- 8.1.2.4. Taking swim instruction shifts means making a commitment to the students. The TPMPD expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.

## **8.2. Personal Appearance, Grooming & Uniform Policies**

Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor. The Director of Aquatics Operations, or designee, may issue rules regarding what is considered necessary, required or appropriate attire for each department or for particular positions.

- 8.2.1. Uniforms are required for all Lifeguards/Swim Instructors and Front Desk Attendants. Managers are required to dress either in uniform or business casual attire with a name tag.
  - 8.2.1.1. The TPMPD uniform consists of a name tag and a Tukwila Pool t-shirt. Staff who are providing swimming instruction must change from their Tukwila Pool t-shirt into a Tukwila Pool swim shirt (also known as a rash guard) when providing swim instruction. They may keep the swim shirt on when guarding between classes. Lifeguards/Swim Instructors and Front Desk Attendants must be in uniform at all times when on duty.
    - 8.2.1.2. The TPMPD will order and provide the uniforms for those whose positions require them.
    - 8.2.1.3. Clothing items provided by the employee must conform to the following guidelines:
      - 8.2.1.3.1. Manager's shirts must have a collar and/or be considered "business casual."
      - 8.2.1.3.2. T-shirts (other than Tukwila Pool shirts) are prohibited.
      - 8.2.1.3.3. Shorts and skirts are permitted, however, they must be at least fingertip length and be appropriate for a casual business environment.
      - 8.2.1.3.4. Sandals and flip-flops are permitted.
      - 8.2.1.3.5. Managers must wear cotton slacks, khaki shorts, or professional looking work-out gear.
      - 8.2.1.3.6. Lifeguards and swim instructors must only wear a one-piece swimsuit that is generally modest in design.
      - 8.2.1.3.7. Clothing may not have holes, and may not be frayed or present a damaged appearance. Shirts must fully cover the shoulders, and may not expose the midriff area.
    - 8.2.1.4. If the employee's supervisor concludes that the employee's attire is inappropriate for any legal, non-discriminatory reason, the employee may be sent home without pay.



- 8.2.1.5. If an employee has any questions regarding appropriate attire, the employee should contact the shift supervisor.
- 8.2.2. Good grooming and personal hygiene is necessary for all TPMPD employees. The expectation is that all staff will maintain a generally clean appearance and personal hygiene that is respectful to others and abides by the general policies of the swimming pool. Grooming and hygiene standards are as follows:
  - 8.2.2.1. Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).
  - 8.2.2.2. Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.
  - 8.2.2.3. Fingernails must be neat and clean in appearance. They may be unpolished, or polished neatly with no chipping.
  - 8.2.2.4. Dangling jewelry (i.e. earrings, bracelets or necklaces) and visible body piercings are not encouraged, particularly for those who work with young children as they may pose a safety risk for the employee.
  - 8.2.2.5. Tattoos may not be shocking or offensive in nature.
  - 8.2.2.6. Body modifications may not be shocking or offensive in nature.

### **8.3. Housekeeping**

The physical appearance of Tukwila Pool facilities and work areas are an important aspect of our public image. Housekeeping is everyone's responsibility. Employees who see equipment piled up in work spaces, garbage or misplaced items are expected to dispose of it or return it to the proper area. Work areas should be as neat and tidy as possible at all times.

- 8.3.1. Staff, no matter what time their shift, are expected to thoroughly clean at least one or more areas in the facility during their shift. These tasks should be done during a "down" time or before ending a shift. Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.
- 8.3.2. Tasks that should be attended to daily include:
  - 8.3.2.1. Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down.
  - 8.3.2.2. Changing areas – Personal items removed from benches and turned in to front desk/lost-and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.
  - 8.3.2.3. Staff room – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.
  - 8.3.2.4. Fishbowl/Aquarium – Towels & bathing suits or other personal items removed, debris cleared

from floor, equipment put away, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

- 8.3.2.5. Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.
- 8.3.3. Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris must be cleaned, trash cans must be emptied, lost-and-found articles must be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day must report this to the shift supervisor.
- 8.3.4. Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day must report this to the shift supervisor.
- 8.3.5. These cleaning tasks are the responsibility of every staff employee. Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.

#### **8.4. Outside Employment and Conflicts of Interest**

Employees may not engage in any outside employment or financial interest which may conflict, in TPMPD's opinion, with the best interests of Tukwila Pool Metropolitan Park District or interfere with the employee's ability to perform their assigned Tukwila Pool Metropolitan Park District job.

- 8.4.1. Examples include, but are not limited to, outside employment which:
  - 8.4.1.1. 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.
  - 8.4.1.2. Is conducted during the employee's work hours with the TPMPD.
  - 8.4.1.3. Utilizes Tukwila Pool Metropolitan Park District telephones, computers, supplies, or any other resources, facilities or equipment.
  - 8.4.1.4. Is employment with a firm which has contracts with or does business with Tukwila Pool Metropolitan Park District if their position with the pool is one of influence or decision-making in an area that overlaps with the other firm.
  - 8.4.1.5. May reasonably be perceived by members of the public as a conflict of interest.
- 8.4.2. An employee who chooses to have an additional job, contractual commitment or self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy may be required to resign from such outside employment or be terminated from Tukwila Pool Metropolitan Park District.
- 8.4.3. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the employee's supervisor. If, after accepting outside employment, situations arise which could interfere with the employee's job, the employee must immediately report those situations to their supervisor.



**8.5. Gifts or Gratuities**

Employees may not accept any gift or gratuity from any vendor, contractor or agent with whom the Tukwila Pool Metropolitan Park District transacts or refers business.

**8.6. Political Activities**

Tukwila Pool Metropolitan Park District employees may participate in political or partisan activities of their choosing provided that District resources and property are not used, and the activity does not adversely affect the responsibilities of the employees in their positions. District employees may not campaign on District time or property or while in their Tukwila Pool Metropolitan Park District uniform or while representing the District in any way. Employees may not authorize others to use Tukwila Pool Metropolitan Park District facilities or funds for political activities.

8.6.1. 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.

8.6.2. Employees shall not solicit for a contribution for a partisan political cause on Tukwila Pool Metropolitan Park District property or District time.

**8.7. Non-Solicitation Policy**

The District believes its employees and the public should have the opportunity to work and receive District services without interference from persons who are pursuing a purpose not related to the District's normal business.

8.7.1. The District does not allow non-employees to come onto District property or buildings to solicit employees or other members of the public or to distribute literature or other materials for any purpose at anytime, unless authorized by the Director of Aquatics Operations, the District Administrator, or their designee.

8.7.2. Employees are prohibited from soliciting or distributing any form of non-work related literature or other materials during work time or in work areas. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

**8.8. Tobacco-Free Workplace**

For health and safety considerations and in accord with State law, the Tukwila Pool Metropolitan Park District prohibits the use of any tobacco product in or near the Tukwila Pool Metropolitan Park District building. Employees may use tobacco products at least 25 feet away from Tukwila Pool Metropolitan Park District vents, entryways and walkways that might be used by patrons near or around the building.

8.8.1. Employees using tobacco products outside the building in accordance with this policy are requested to remove or cover their TPMPD uniform or anything that identifies them as a TPMPD employee or choose a location out of view from the public.

**8.9. Use of District Phones, Computers and Other Equipment**

The District regards phones, desks, computers, file cabinets, furniture, and other equipment and work spaces as the District's property, and reserves the right to inspect them if, in its sole discretion, it determines that there is a security, health, or other business reason to do so. This includes oral or written communications made using District equipment or supplies such as communications stored or made on District computers, cell phones, telephone systems, E-mail or voice mail. District equipment should be used by employees for official District business only. An employee's misuse of District services, telephones, equipment or supplies can result in disciplinary action, including termination.

- 8.9.1. Phones – Staff are permitted to use District phones for TPMPD business. Use of District phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited.
  - 8.9.1.1. Management staff are permitted to use their personal cell phones while on duty for TPMPD business if they choose to do so. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment in the work place. Staff should be aware that any written communication (e-mail or text messages) relating to the business of the TPMPD sent from a personal phone may be considered a public record and will subject the device to discovery in the event of a public records request or litigation.
  - 8.9.1.2. Other employees are permitted to use personal cell phones only while on an authorized break and in a staff room. On duty use of personal cell phones may be cause for disciplinary action.
- 8.9.2. Computers - By using the district's technology resources, employees acknowledge and agree there is no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit in or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the technology resources as permitted under this policy. Employees should understand that all e-mail messages, other electronic communications, and documents created on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of a public records request or litigation. The District reserves the right to monitor and inspect any data that employees create, store, or transmit on or over district systems.
  - 8.9.2.1. Correspondence, e-mail or other documents or information created or accessed by an employee on District computers is not private or confidential. Even after correspondence or documents have been deleted, it is still possible to retrieve and read them. For these reasons, employees should not use TPMPD computers for any information considered personal or private.
  - 8.9.2.2. When using the District's computer system, employees are using District property. As a result, any documents, comments and use of the District's computer system must be appropriate to the District's business activities.
  - 8.9.2.3. Because E-mail is a business communications tool, all E-mail messages should be business-like and professional in tone and content. Obscene, vulgar, offensive, illegal, or unprofessional communication through E- mail is forbidden. This includes, but is not limited to:
    - 8.9.2.3.1. Obscene, vulgar, profane, abusive, or threatening language or graphic representations; such as "flaming" (exhibiting anger though vitriolic content and/or implied yelling by using all capital letters);
    - 8.9.2.3.2. Statements, jokes or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation,

or other legally protected criteria.

- 8.9.2.3.3. Reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships.
- 8.9.2.3.4. Jokes or non-work-related chain e-mails of any nature.
- 8.9.2.3.5. Communications that violate the personal privacy of, or are disrespectful of, any individual.
- 8.9.2.3.6. Communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling.
- 8.9.2.4. Standard security protocols should be followed at all times. This includes, but is not limited to:
  - 8.9.2.4.1. Users are expected to choose and safeguard strong passwords for work-related accounts. Passwords are to be provided to Tukwila Pool Metropolitan Park District management whenever requested or changed.
  - 8.9.2.4.2. No user may access computer systems with another user's password or account information unless authorized by Tukwila Pool Metropolitan Park District management.
  - 8.9.2.4.3. Each user is responsible for ensuring that use of outside computers, portable digital equipment (i.e. thumb drives, phones, cameras or iPods) or outside networks such as those accessed through the internet, does not compromise the security of Tukwila Pool Metropolitan Park District or its customers.
  - 8.9.2.4.4. New software or updates to current software should not be downloaded onto any computer without the prior authorization of the management.
- 8.9.2.5. Software piracy is not permitted at any time as it is a violation of federal law to make, authorize the making of or use a copy or adaptation of any third-party software, except as specifically granted in the licensing agreement. Violation of copyright laws will result in disciplinary action up to and including termination, reimbursement of lost revenue or resources and possible criminal prosecution that could include fines up to \$250,000 and imprisonment for up to five years or both.
- 8.9.2.6. Internet is provided on Tukwila Pool Metropolitan Park District computers to assist with the performance of the work and is intended solely as a source of communication, information and research for business purposes only. Tukwila Pool Metropolitan Park District employees are permitted the use of the internet only for work-related activities, and are expected to use good judgment and common sense whether on-duty or off. Persons found in violation of these policies are subject to disciplinary action, including possible termination and civil and criminal liability.
- 8.9.2.7. Tukwila Pool Metropolitan Park District computers and internet may never be used to:
  - 8.9.2.8. View or access or write obscene, vulgar, profane, abusive, or threatening websites, messages or graphic representations including "trolling" (extremely negative remarks in a public forum) or flaming (see 8.9.2.3.1).
  - 8.9.2.9. View or access websites or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.

- 8.9.2.10. View or access websites that depict nudity, pornographic images, or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships.
- 8.9.2.11. View or access websites in furtherance of any gambling activity, including, but not limited to, fantasy sports sites, "football pools" and any forms of legal or illegal gambling.
- 8.9.2.12. Download games or other entertainment software, including MP3-type music players or files, Real Audio streamers, internet radio, screen savers or to play games over the internet.
- 8.9.2.13. It is prohibited to access Social Media sites, or use video streaming services such as, but not limited to, YouTube, HULU, Netflix, HBO-on-Demand, etc., except in the performance of bona-fide work related activities.
- 8.9.3. Other Equipment - Tukwila Pool Metropolitan Park District employees will be required to periodically use equipment provided for them by TPMPD. Use of this equipment is contingent upon its proper use and care.
- 8.9.4. Employees who misuse TPMPD equipment, particularly those who disregard safety standards or willfully cause damage or through egregious carelessness, will be subject to disciplinary action up to and including termination.

#### **8.10. Personal Property**

Employees may bring and use their personal property (i.e. pictures, awards, knick- knacks, etc.) at work; however, by bringing such items to work the employee assumes all risk of loss due to theft, breakage, or any other type of damage to such property. Personal items that may be offensive to others, including items that may violate the District's harassment or discrimination policies, may not be brought into the workplace. Personal use of electronic devices (cell phones, tablets, mp3 players, etc.) for phone calls, texting, or other electronic communication shall be restricted for use in the break room or private offices except in case of emergency or when used for TPMPD business.

- 8.10.1. Employees should have no expectation of privacy for personal items brought into the TPMPD facility. The district reserves the right to examine personal property such as purses and backpacks.

#### **8.11. Responsibility for Facility Security**

District keys and security codes are considered confidential District property and shall not be shared with any unauthorized users. The Manager(s), Director of Aquatics Operations, or designee, shall control distribution of keys and security codes. Any loss of District keys or breach of security codes must be reported immediately to the Manager(s), Director of Aquatics Operations, or designee.

#### **8.12. Employee Parking**

Employees are asked not to park in the spaces facing the front entrance of the building as these are reserved for pool patrons. The District assumes no responsibility for vehicles or their contents in these parking areas.

**8.13. Contact with News Media**

The TPMPD Board President, or the Director of Aquatics Operations, or designee, are responsible for all official contacts with all news media, including answering questions from the media before or after any event or emergency. The TPMPD Board President, or the Director of Aquatics Operations, or designee, may designate specific employees to give out procedural, factual or historical information on particular subjects on a case by case basis.

**8.14. Dispute Resolution**

The District recognizes that sometimes situations arise in which an employee feels that he/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 disputes.

8.14.1. Step 1: An employee should first try to resolve any problem or complaint with his/her direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her, if possible.

8.14.2. Step 2: If the employee is not satisfied with the response from his/her Supervisor, the employee may submit the problem, in writing, to the Director of Aquatics Operations, or designee within ten working days after receiving their direct supervisor's response. The written complaint must contain, at a minimum:

8.14.2.1. A description of the problem;

8.14.2.2. A specific practice, guideline, or procedure, which the employee believes, has been misapplied;

8.14.2.3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

8.14.2.4. The remedy sought by the employee to resolve the dispute.

8.14.3. The Assistant Aquatics Manager or the Director of Aquatics Operations, or the District Administrator, may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten working days of any such meeting, if possible. Such determination is generally the final decision regarding the employee's specific complaint. In the instance where the Director of Aquatics Operations, or the District Administrator, is the subject of the complaint, the TPMPD Board President, or designee, will perform the actions normally done by the Director of Aquatics Operations, or the District Administrator. In the instance where the Board President is the subject of the complaint, the TPMPD HR Committee will perform the actions normally done by the Board President.

**8.15. Open Door Policy, Suggestions and Complaints**

All employees are encouraged to make suggestions which will improve the safety or efficiency of District operations or employee job satisfaction. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group and the Director of Aquatics Operations.

- 8.15.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the Director of Aquatics Operations at any time.
- 8.15.2. The District Administrator's and Director of Aquatics Operations' doors are always open to employees who can e-mail, call, or stop by, to speak anytime about an issue that has meaning to them as a TPMPD staff member.
- 8.15.3. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation at hand.
- 8.15.4. Employees are encouraged to interact with members of the Board of Commissioners and volunteers in an open and collegial manner. However, it is appropriate for employees to bypass their supervisors to bring operational suggestions or complaints to members of the Board of Commissioners only if they have already used their chain of command in an attempt to resolve their issues. This prohibition does not include reporting policy or ethics violations committed by the Director of Aquatics Operations, or the District Administrator, as outlined in the Whistleblower Policy.

## 8.16. Litigation

From time-to-time Tukwila Pool Metropolitan Park District may be involved in legal actions. The only persons authorized to receive tort claims, legal summons, and lawsuit filings for the Tukwila Pool Metropolitan Park District is the District's **Claims Agent** (currently the District's retained attorney) and the **Claims Agent**, upon receipt of a tort claim, summons, subpoena duces tecum, or lawsuit is responsible for promptly notifying the Director of Aquatics Operations, or the District Administrator, or the Board President, or the District's retained attorney, and the District's liability-insurance carrier. No other persons or employees are authorized or allowed to accept legal service on behalf of the District. Any unauthorized person should advise the process server of the appropriate method of serving the TPMPD.

## 9. Whistleblower Policy

The Tukwila Pool Metropolitan Park District encourages reporting by its employees of improper governmental action taken by District officers or employees and protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

### 9.1. Purpose

The TPMPD Whistleblower Policy is designed to protect TPMPD employees who report improper or unethical conduct in good faith. Conversely, anyone found to have knowingly and purposefully submitted misleading reports will have violated the good faith protections of this policy.

### 9.2. Definition of Improper Governmental Action

Any action by a District officer or employee:

- 9.2.1. That is undertaken in the performance of the officer's or employee's official duties,



whether or not the action is within the scope of the employee's employment; and

9.2.2. That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.

9.2.3. Improper governmental action does not, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, suspensions, demotions, or reprimands.

### **9.3. Procedures for Reporting**

District employees who become aware of improper governmental actions should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred.

9.3.1. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Director of Aquatics Operations, or the District Administrator, or designee.

9.3.2. If the employee reasonably believes the improper governmental action involves the Director of Aquatics Operations, or the District Administrator, or any designee, the employee may raise the issue directly with the President of the Board of Commissioners.

9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.

9.3.4. The supervisor and the Director of Aquatics Operations, or the District Administrator, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental action.

9.3.4.1. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.

9.3.4.2. After an investigation has been completed, the employee reporting the improper governmental action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

9.3.5. District employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to reoccur. A list of governmental agencies to whom the employee may wish to report can be



found in Appendix B to this handbook.

- 9.3.6. District employees who fail to make a good-faith attempt to follow the District's procedures in reporting improper governmental action might not receive the protections against retaliatory actions provided by the District in these procedures.

**9.4. Protections Against Retaliatory Actions.**

District officials and employees are prohibited from taking retaliatory action against a District employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures.

- 9.4.1. Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.
- 9.4.2. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Director of Aquatics Operations, or the District Administrator, or designee. Director of Aquatics Operations, or the District Administrator, or designee will endeavor to take appropriate action to investigate and address complaints of retaliation.
- 9.4.3. If the Director of Aquatics Operations, or the District Administrator, or designee does not satisfactorily resolve a District employee's complaint that he or she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice within 30 days after the occurrence of the alleged retaliatory action to the District Board of Commissioners that:
- 9.4.3.1. specifies the alleged retaliatory action, and
- 9.4.3.2. specifies the relief requested.
- 9.4.4. District employees are required to provide a copy of their written notice to the Director of Aquatics Operations or the District Administrator, or designee. The District will endeavor to respond within 30 days to the charge of retaliatory action.
- 9.4.5. After receiving either the response of the District or 30 days after the delivery of the charge to the District, the District employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing shall deliver the request for hearing to the Director of Aquatics Operations, or the District Administrator, or designee within the earlier of either 15 days of delivery of the District's response to the charge of retaliatory action, or 45 days of delivery of the charge of retaliation to the District for response.
- 9.4.6. Upon receipt of request for hearing, the District may apply, within five working days, to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.
- 9.4.7. The District will consider any recommendations provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

**9.5. Responsibilities.**

The Director of Aquatics Operations and the District Administrator, or designee, are

responsible for implementing the District's policies and procedures for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are posted where employees will have reasonable access to them, are made available to any employee upon request, and are provided to all newly-hired employees. Supervisors are responsible for ensuring the procedures are implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, including termination.

## **10. Performance Counseling, Discipline & Termination**

The TPMPD endeavors to hire responsible, thoughtful people capable of growth and self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently fail to improve their performance or commit serious violations of TPMPD policy should not expect continued employment with the TPMPD.

### **10.1. Authorization**

Over the Director of Aquatics Operations, the District Administrator and the Bookkeeper, as well as over all other employees, the TPMPD Board of Commissioners has full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case. Additionally, the Director of Aquatics Operations, and designated supervisors, have full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case.

### **10.1. Performance Counseling**

Performance counseling is intended to increase an employee's efficiency and value to the District by improving the employee's conduct, attitude, habits, or work methods. A counseling session is held between the supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a guideline, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to Tukwila Pool Metropolitan Park District by changing the employee's conduct, approach, habits, or work methods. Following the counseling session, the supervisor should document the discussion in writing. In the event that counseling is ineffective, management may decide that an employee is not suited to employment with the TPMPD.

### **10.2. Other Disciplinary Actions**

If the employee has not responded positively to performance counseling and the management believes that an employee may benefit from further disciplinary actions, they may choose to provide the employee with a written reprimand, suspension (without pay for a defined period of time), or probation. Because of the at-will nature of the relationship, the TPMPD is not required to implement these forms of discipline prior to termination.

### **10.3. Termination**

Unfortunately, there are certain instances when a supervisor must relieve an individual of their duties and status as an employee with the Tukwila Pool Metropolitan Park District.

10.4.1 Situations requiring termination may include, but are not limited to:

10.3.1.1. When an employee has received appropriate performance counseling and remains either unable or unwilling to take corrective action to address a significant performance issue.

10.4.1.2 When the employee has violated the law or TPMPD policy or rules of employee conduct.

10.4.1.3 When the employee exhibits extreme negligence that has or may cause harm to the District, themselves or anyone else.

10.4.1.4 When the District determines that termination of the employee is in the best interest of the District.

10.4.1.5 When the nature of a violation warrants termination, the supervisor must prepare a written report to the Director of Aquatics Operations. The written report must include:

- a) The reason(s) for the termination;
- b) Copies of the notes from any previous performance counseling, warnings or corrective actions that may be relevant;
- c) A brief summary of the employee's work record and length of employment with the District; and
- d) Any other relevant information.

The Director of Aquatics Operations will review the report and support the supervisor in the termination process to ensure that all policies and applicable laws are followed. The written report shall be included in the employee's personnel file.

## 11. Rules of Conduct

The Tukwila Pool Metropolitan Park District places as few restraints on employee personal conduct as possible. The District relies on each employee's good judgment and sense of responsibility as the principal source of guidance for conducting day-to-day duties and responsibilities. However, for the protection of the District's business interests and other employees, certain rules of conduct have been established. The rules are formalized here for each employee's information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to disciplinary action.

### 11.1. Prohibited Behaviors and Activities

The following is a partial list of behaviors and activities that are not appropriate for TPMPD employees. Staff members who engage in these behaviors and activities will be subject to disciplinary action, up to and including termination.

11.1.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale.

11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records.

11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District.

- 11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property.
- 11.1.5. Violation of the anti-weapons, anti-alcohol or anti-drug policies.
- 11.1.6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
- 11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:
  - 11.1.7.1. Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty.
  - 11.1.7.2. Use of abusive, insulting or obscene language to any supervisor or other employee.
- 11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
- 11.1.9. Deliberate attempts to injure another employee or fighting on District property.
- 11.1.10. Sleeping during work hours.
- 11.1.11. Unauthorized possession of firearms, explosives or any dangerous weapons while performing District work.
- 11.1.12. Recklessness resulting in a serious accident while on duty.
- 11.1.13. Workplace harassment or other unlawful discrimination or retaliation directed toward another employee or other individual in the workplace.
- 11.1.14. Use of District property or time for personal financial gain.
- 11.1.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions.
- 11.1.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor.
- 11.1.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor.
- 11.1.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises.
- 11.1.19. Failure to exercise the care and attention to one's work as required by the circumstances.
- 11.1.20. Unexcused or excessive absences, or tardiness.
- 11.1.21. Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the Director of Aquatics Operations or designee.
- 11.1.22. Loafing or spending unnecessary time away from the job while on duty.

11.1.23. Unauthorized possession or use of any District property, equipment or materials.

11.1.24. Violation of any district policy or procedure.

**11.2. Off Duty Conduct**

It is desirable, whether off-duty or on-duty, that an employee's conduct reflect favorably on the employee, his/her fellow employees and the District. Off-duty misconduct may result in discipline when it renders an employee less capable of performing their duties and responsibilities, or when it reflects unfavorably upon an employee's continuing qualifications for employment, or puts the District, either directly, indirectly, or proximately, in a bad public light.

## **APPENDIX A.1**

### **TPMPD Salary and Wage Scale**

**Effective January 1, 2018**

#### **TPMPD Positions:**

- 1. Director of Aquatics Operations (Exempt: Benefits-Eligible)**
- 2. Assistant Aquatics Manager (Hourly: Benefits-Eligible)**
- 3. Bookkeeper (Hourly: Non-Benefits-Eligible)**
- 4. District Administrator (Hourly: Benefits-Eligible)**
- 5. Head Lifeguard (Hourly: Non-Benefits-Eligible)**
- 6. Lifeguard / Swimming Instructor / Water Exercise Facilitator (Hourly: Non-Benefits-Eligible)**
- 7. Front Desk Lead (Hourly: Non-Benefits-Eligible)**
- 8. Front Desk Attendant (Hourly: Non-Benefits-Eligible)**

For all positions, wage increases are earned in Steps as outlined in Appendix A.2, based on experience and satisfactory performance. Step increases occur on the anniversary of the date the employee began working at the Tukwila Pool. Only time worked at the current position counts toward a Step Increase for that position. One additional Step Increase "credit" may be given when moving to a position of higher authority. As outlined in Section 6.4.8 of the Employee Handbook, paid time off (floating holidays, sick leave and vacation leave) does not count toward hours worked. Finally, the amount listed in Step F is the highest that can be earned for that position under this schedule.

#### **Director of Aquatics Operations (Experience Required) (Benefits-Eligible Position)**

- Step A represents the hiring range for the position. Previous experience and certifications are reflected within the agreed-upon starting salary or entry rate.
- Step increases of \$2080 per year are based solely on 12 months of full-time satisfactory service in the equivalent position at the Tukwila Pool.

#### **Assistant Aquatics Manager (Benefits-Eligible Position)**

- An 'active month' is defined as one in which the Assistant Aquatics Manager has worked at least 104 hours or more over 30 days (equal to about 24 hours per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- For Assistant Aquatics Managers, certain high value certifications or qualifications may qualify them for a one Step increase per qualifying item. This increase will remain in effect only as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed. Examples of high value certifications or qualifications include:
  - o Lifeguard Instructor (LGI)
  - o Water Safety Instructor Trainer (WSIT)
  - o 1 year or more pool maintenance experience (AFO or CPO is not an equivalent substitute)

- An Assistant Aquatics Manager must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 1,250 hours to move up to the next Step, whichever comes later.

**Bookkeeper (Experience required) (Benefits-Eligible Position)**

- A Bookkeeper must work at least 40 hours or more over 30 days to remain active.
- A Bookkeeper must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

**District Administrator (Experience Required) (Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for the position.
- A District Administrator must work at least 40 hours or more over 30 days to remain active.
- A District Administrator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

**Head Lifeguard (Non-Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for this position. (There are no premiums awarded for instructing or opening.)
- An 'active month' is defined as one in which the Lifeguard or Instructor worked at least 40 hours or more over 30 days.
  - New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
    - 1 Step up requires a minimum of 12 active months of previous equivalent experience.
    - 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
    - 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Head Lifeguards with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Head Lifeguard must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours in that position to move up to the next Step, whichever comes later.

**Lifeguards and Swimming Instructors (including Water Exercise Instructors) (Non-Benefits-Eligible Position)**

- A Lifeguard or Instructor working a Lifeguard shift is paid the Lifeguard rate.
- During the time Instructors are in Instructor Training, Lifeguards will be paid at their current Lifeguard rate and all other trainees will be paid the Instructor Training rate.
- After having satisfactorily completed Instructor Training, Instructors are eligible to receive the Instructor rate for the time they spend instructing students.



- A Lifeguard who works the opening shift Monday through Friday is eligible for a \$1 per hour premium for that shift. This premium does not apply to those who are scheduled after opening (5:45 am).
- A Lifeguard who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:

|   |   |
|---|---|
| Jan. 1 <sup>st</sup> (New Year's Day)   | Labor Day                               |
| Memorial Day                            | Dec. 24 <sup>th</sup> (Christmas Eve.)  |
| July 4 <sup>th</sup> (Independence Day) | Dec. 31 <sup>st</sup> (New Year's Eve.) |
- An 'active month' is defined as one in which the Lifeguard or Instructor worked at least 40 hours or more over 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
  - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
  - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
  - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Lifeguards with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Lifeguard or Instructor must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later. For example:
  - o Lifeguard X regularly works 2 shifts per week throughout the year and will be eligible for a Step increase after 12 months. If they obtain their LGI Certification, they may move up another Step.
  - o Lifeguard Y works one or two shifts per month during the school year and 30 hours per week during the summer season and will be eligible for a Step increase after they have accrued 500 hours.
  - o Lifeguard Z worked 2 shifts per week throughout the year but was put on a 3-month probation for a performance-related issue and will be eligible for Step increase after 15 months.

#### **Front Desk Lead (Non-Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for this position.
- An 'active' month is defined as one in which the Front Desk Lead worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- As with the Lifeguard / Instructor positions, Front Desk Leads must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.
- The Front Desk Lead position is assigned expanded responsibilities and tasks. This position is not based on seniority, but on experience and capacity.

#### **Front Desk Attendant (Non-Benefits-Eligible Position)**

- Step A represents the entry/hiring rate for this position.
- An 'active' month is defined as one in which the Front Desk Attendant worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).

- As with the Lifeguard / Swimming Instructor positions, Front Desk Attendants must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.

**Building Maintenance Worker I and II (Experience required) (Non-Benefits-Eligible Position)**

- A Building Maintenance Worker must work at least 40 hours or more over 30 days to remain active.
- A Building Maintenance Worker must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step whichever comes later.

## APPENDIX A.2

### TPMPD WAGE & SALARY SCHEDULE 2018

(WA minimum wage = \$11.50 per hour)

|   | Step A        | Step B        | Step C  | Step D  | Step E  | Step F  |
|---|---------------|---------------|---------|---------|---------|---------|
| <b>Lifeguard</b>                              | \$12.00       | \$12.50       | \$13.25 | \$14.00 | \$15.00 | \$16.00 |
| <b>Head Guard</b>                             | \$14.50       | \$15.25       | \$16.00 | \$17.00 | \$18.00 | \$19.00 |
| <b>Instructor</b>                             | \$13.00       | \$13.50       | \$14.25 | \$15.00 | \$16.00 | \$17.00 |
| <b>Instructor Training (Non-Lifeguard)</b>    | \$11.50       |               |         |         |         |         |
| <b>Instructor (Private Lesson)</b>            | \$19.50       | \$20.25       | \$21.38 | \$22.50 | \$24.00 | \$25.50 |
| <b>Water Exercise Instructor</b>              | \$12.00       | \$12.50       | \$13.25 | \$14.00 | \$15.00 | \$16.00 |
| <b>Front Desk</b>                             | \$11.50       | \$12.00       | \$13.00 |         |         |         |
| <b>Front Desk Lead</b>                        | \$12.50       | \$13.00       | \$14.00 | \$15.00 |         |         |
| <b>Bookkeeper</b>                             | \$19.50       | \$20.50       | \$21.50 |         |         |         |
| <b>Building Maintenance Worker I</b>          | \$20.00       |               |         |         |         |         |
| <b>Building Maintenance Worker II</b>         | \$25.00       |               |         |         |         |         |
| <b>Assistant Manager</b>                      | \$18.50       | \$19.00       | \$20.00 | \$21.00 | \$22.00 | \$23.00 |
| <b>District Administrator</b>                 | \$25.00       | \$26.00       |         |         |         |         |
| <b>Director of Aquatic Operations (1 FTE)</b> | \$55,000<br>- | \$57,080<br>- |         |         |         |         |
|   | \$65,000      | \$67,080      |         |         |         |         |

Draft Revised 7/31/18

## **APPENDIX A.3 TPMPD POSITION DESCRIPTIONS**

### **Director of Aquatics Operations (Experience Required)**

#### **SUMMARY**

The Aquatics Manager position is the lead for all operational aspects of the Tukwila Pool facility. This position plans, organizes and coordinates all aquatic activities for all ages and abilities; including, but are not limited to, swim lessons, open swims, rentals, CPR and Lifeguard certification classes, and special events. This position recruits, hires, mentors, directs and trains all aquatics employees. The Aquatics Manager reports to the Board of Commissioners of the Tukwila Pool Metropolitan Park District (TPMPD) and supervises all operations personnel. This position, in partnership with the District Administrator, supervises the TPMPD Bookkeeper.

#### **QUALIFICATIONS**

- Minimum five years of experience developing, scheduling and coordinating high-quality aquatic programming.
- Minimum five years of experience performing routine pool maintenance with a thorough understanding of how to keep a pool in excellent condition.
- Minimum five years management experience supervising, recruiting, hiring, training, and mentoring up to 30 employees.
- Aquatic Facility Operator or Certified Pool Operator or the ability to be re-certified within 3 months of hire.
- Five years of experience in swim lesson instruction.
- Ability to use computer to create and send reports, correspondence, etc.
- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification.
- CPR for the Professional Rescuer or the ability to obtain within six months of hire.
- First Aid for the Professional Rescuer.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- The successful candidate must be able to pass an FBI & Washington State Patrol criminal background check.

#### **RESPONSIBILITIES**

- Develop and oversee all aspects of programming with a focus on quality, safety, customer satisfaction and maintaining the pool as a valued community asset.
- Responsible for recruiting, hiring, training, scheduling, providing adequate and responsible supervision during all operating hours of the pool, as well as evaluating all operational staff.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provide a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Develop a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensure that the entire facility is maintained in excellent condition and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Inspects program equipment and facilities for safety hazards, implements corrective action

- as needed and plans for and purchases any new or replacement aquatic equipment.
- Responsible for ensuring certification for all employees.
- Develop and maintain budgetary goals and objectives in partnership with the District Administrator, including proper management of income and expenses.
- Serve as primary contact for issues related to pool staffing, programming, and facilities.
- Maintain effective communication with the District Administrator, working as a partner in the leadership of the pool on behalf of the TPMPD.
- Working in partnership with the District Administrator in supervising and evaluating any ‘shared’ district/operational employees.
- Recommend and implement operational policies for the TPMPD.
- Establish and implement operational procedures for the TPMPD.
- Ensure monthly and annual operational financial reporting to the BOC, including operational budget items.
- Work in partnership with the Board President, regarding media representation.
- Work with the Pool Advisory Group as the representative of Pool Operations.
- Identify and apply for relevant grants available for operations of the district.
- Increase revenue and decrease operation expenses while maintaining quality programming.
- Manage all aspects of operations including payroll and operational calendar.
- Identify new revenue sources and models.
- Ensure that patron’s concerns and inquiries are handled appropriately.
- Maintain effective relationships with internal and external customers through all channels of communications.
- Develop a robust, sustainable volunteer program.
- Promote pool usage within the community.
- Tukwila Pool website updates – operational items.
- Social Media updates – operational items.
- Other duties as needed.

#### **PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**HOURS, SALARY & BENEFITS**

- This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.
- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: \$55,000.00 - \$65,000.00 per year DOE
- Benefits: Our benefits package includes family use of the facility, a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.

## Assistant Aquatics Manager

### SUMMARY

The Assistant Aquatics Manager works with the Aquatics Manager in all assigned operational aspects of the Tukwila Pool facility. The Assistant Aquatics Manager assists in daily management and minor maintenance of the facility; and provides day-to-day leadership, direction, and training to aquatic employees as shift supervisor. Reports to the Aquatics Manager of the Tukwila Pool Metropolitan Park District.

### QUALIFICATIONS

- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification or the ability to obtain LGI certification within 6 months of hire.
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or the ability to be certified within 6 months of hire.
- Minimum one year of previous experience successfully supervising staff and/or the ability to attend supervisory skills training within 3 months of hire.
- Two years of experience providing swim lesson instruction.
- Ability to use a computer to create and send reports, correspondence, etc.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Candidates must pass an FBI & WSP background check.

### RESPONSIBILITIES

- Assists in the development and operation of all aspects of programming with a focus on quality, customer satisfaction, and maintaining the pool as a valued community asset.
- Assists in the hiring, training, scheduling, daily supervision, and evaluations of aquatic staff.
- Act as a role model to employees in meeting all safety and performance standards.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provides a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Follows a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensures that the entire aquatic facility is maintained in excellent condition, and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Develops and maintains internal and external relationships to foster collaborative community connections.
- Performs other duties as needed.

### PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities



required by this job include close vision, color vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

#### **HOURS, PAY & BENEFITS**

- This position is hourly, non-exempt. The Tukwila Pool facility is open 363 days per year (closed Thanksgiving & Dec 25) and management staff are expected to take turns working other holidays.
- Evenings and/or weekends are required, flexible scheduling available.
- Rate of Pay: \$18.50 - \$23.00 per hour depending on experience and/or advanced certifications.
- Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% of gross hourly wage up to a maximum of 40 hours per week (to be used as needed for medical, dental, child- or elder care or retirement plan), plus paid vacation, sick leave and floating holidays.

**Bookkeeper (Experience Required)****SUMMARY**

Under the direction of the Director of Aquatics Operations and the District Administrator, the TPMPD Bookkeeper maintains records of the day-to-day financial transactions; ensures payment of invoices, submits monthly excise tax reports to the Department of Revenue, submits reports to the SAO, IRS, or L&I as required, and prepares all monthly reports for the Board of Commissioners.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Use QuickBooks Online, following and managing the chart of accounts; in keeping with all TPMPD financial policies and procedures.
- Maintains accurate records by verifying, allocating, and posting transactions.
- Balances accounts by reconciling entries.
- Maintains historical records by filing documents.
- Prepares and files vouchers for submittal to the King County Treasury.
- Prepares monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions. This includes, but is not limited to: monthly excise tax filings, 1099 filings, prevailing wage filings, and annual SAO Financial Report filing.
- Provides support for SAO Audits, as requested.
- Provides support for Scholarship, and / or Grant funding and tracking.
- Suggests and implements standards and best practices for ensuring accurate, detailed financial information, and SAO audit compliance.
- Suggests and assists in implementation of standards and best practices for cash management.
- Attendance at Finance Committee and Board of Commissioner meetings, as requested.
- Complies with RCW 42.56 requiring transparency in all communications and documents.
- On-going self-education on accounting best practices.
- Contributes to team effort by contributing in other areas as needed.

**REQUIRED SKILLS AND QUALIFICATIONS:**

- Three (3) Years continuous experience in bookkeeping.
- Data entry skills.
- Well organized, analytical, able to multitask projects and prioritize responsibilities.
- Understanding and ability to implement basic accounting principles.
- Ability to analyze information and forecast potential results.
- Attention to detail, thoroughness.
- Work independently and able to manage multiple projects and deadlines.
- Good internal and external customer service skills.
- Ability to pass a Washington State Patrol and FBI background check.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to sit, talk and hear. The employee is sometimes required to walk and stand. The employee is required to use hands to type on a computer keyboard and use a mouse. The employee is required to use eyes to view the computer monitor and to accurately read and calculate numbers.

The work environment described here is representative of what an employee would encounter while

performing the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will sometimes be exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level of the work environment is sometimes loud, especially in the natatorium.

**SCHEDULE, PAY & BENEFITS:**

This position is part-time (approximately 20 hours per week) and the schedule may be adjusted to accommodate the employee, but hours must fall between 9:00 a.m. and 3:00 p.m. Monday through Friday. The pay is \$19.50 per hour and the position is classified as non-exempt. Benefits for this position include an allowance equal to 15% of gross hourly wage, up to 40 hours per week (to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases, use of the facility for the employee and immediate family and a 50% discount on food and drink sold at the front desk. No other benefits are available.

**District Administrator (Experience Required)****SUMMARY**

The District Administrator position provides the District related and administrative support for the Tukwila Pool MPD (TPMPD) which includes District funds management, budget auditing, records management, election management and contract/policy review and advising. The District Administrator serves as a resource to the Board of Commissioners to facilitate District meetings and functions and works closely with the TPMPD Director of Aquatics Operations.

- Reports to: TPMPD Board of Commissioners
- Classification: Hourly, Part-time (20-25 hours per week) \$25 / hour

**QUALIFICATIONS**Knowledge and Education

- Principles, practices, and procedures related to public agency record keeping, elections, and the Clerk of the Board function.
- Strong financial management and budget preparation skills.
- Knowledge of Washington State laws, regulations and codes as they apply to park districts and swimming pool operations preferred.
- General knowledge of the basic legal requirements relating to public sector contracts, leases, agreements and the ability to draft documents for review by the District's contracted attorney.
- Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Equivalent to an Associate of Arts degree in public or business administration.
- (3) years of increasingly responsible office administrative experience, preferably in a public agency.
- A Bachelor's degree is preferred.
- Experience as a municipal Clerk, paralegal, and or in direct support of a Board of Directors is preferred.
- Must be able to pass a WSP and FBI background check.

Skills

- Strong organizational, written and verbal communication skills essential.
- Strong attention to detail while managing multiple projects in a timely manner.
- Demonstrated ability to work independently with little or no supervision.
- Ability to analyze information and make recommendations to the TPMPD Board.
- Ability to work effectively alone or with multiple stakeholders.
- Ability to interface with database systems such as accounting, records management, and inventory management.
- Proficiency at a high level using MS 365, Microsoft software, QuickBooks, and Management Information Systems (MIS).
- Ability to manage the TPMPD website District related content and update the website in a timely manner.

Attributes

- Effective, professional and positive interactions with difficult individuals.
- Interpersonal skills using tact, patience and courtesy.
- Takes appropriate initiative.
- Timely follow through while delivering high-quality work performance.

**RESPONSIBILITIES**District

- Provide Board Support including recommendations and guidance, including policies and related procedures.
- Provide financial oversight for the District.
- Maintain and safeguard the District's assets, records and document.
- Ensure District compliance with Washington State asset acquisition, inventory management and disposal processes and records maintenance.
- As the designated Public Information Officer for the District, maintaining all necessary trainings and certifications.

Administrative

- Create an efficient administrative organizational structure for the District.
- Collaborate and manage the TPMPD District annual calendar, and ensure calendar updates are timely.
- Assist the Board President/Board Clerk in agenda planning and preparation.
- Compile all agenda items and materials for Commissioner meetings in a timely manner.
- Compose summary minutes for Regular and Special Meetings.
- Ensure District compliance with the Open Public Meetings Act (OPMA) and other regulations relating to the noticing requirements for Board meetings, publishing of Board agenda packets and publishing of approved Board meeting minutes, within the timelines established by the Revised Code of Washington (RCW) Work with the Board President on the orientation of new Commissioners, conducting the mandated OPMA, Public Records Act (PRA) and Records Management training, and maintaining required training records.
- Facilitate and provide support for all Board Meetings and Committee meetings as needed.
- Develop and oversee the District's Records Management Program consistent with the Washington State Public Records Act (PRA) requirements and TPMPD policies Assist the Director of Aquatics Operations in maintenance and preservation of employee files.
- Facilitate, manage and maintain District's contracts, agreements, Interlocal Agreements (ILAs) and other legal documents; both paper and electronic
- Ensure District e-mail is administered, maintained and preserved.
- Ensure District server/information is regularly backed up.
- Interface directly with the District's contract attorney as necessary on issues requiring legal attention.
- Interface directly with the District's contract CPA on issues requiring high level financial attention.
- Ensure all District bookkeeping is performed and recorded in a timely manner, in accordance with uniform accounting standards and TPMPD policies including QuickBooks entry, BARS codes reporting, District credit card management, and timely King County voucher processing.
- Collaborate with the Director of Aquatics Operations in the hiring of a District bookkeeper.
- Ensure District's compliance with all King County Elections requirements relating to the annual property tax levy; ensuring Board legislation is accurately prepared, approved and sent to King County by November 30 of each year, and completion of jurisdiction survey as necessary.
- Manage the TPMPD's bid, RFP and RFQ process, establishing the timeline applicable for receipt of submittals, and ensure noticing requirements are met and documented
- Ensure compliance with all federal, state and local fiduciary and regulatory requirements including:
  1. WAC 246-260 Water Recreation Facilities.
  2. RCW 35.61 Metropolitan Park Districts.
  3. RCW 70.90 Water Recreation Facilities.

- Ensure that the District's website and social media sites are kept up to date and new information added in a timely manner.

#### **BUDGET AND FINANCE**

- Audit, review and provide guidance to the Board of Commissioners to ensure all aspects of the District (operational and district related) operate within the approved annual budget.
- Collaborate with the Director of Aquatics Operations, in developing and preparing the annual operational budget.
- Develop and prepare District related areas of budget.
- Prepare any annual budget amendments as needed for Board approval by Nov.1 and timely submission to State agencies. Oversee the District operations to ensure expenditures are within the Board approved annual budget.
- Review annual assessment as provided by the King County Assessor's Office, analyze and prepare the recommended annual levy amount necessary for continued TPMPD operations, present findings to the Board, complete required documentation and ensure timely submission to King County.
- Develop, document and ensure effective audit processes and documentation.
- Ensure annual reports and required periodic audits for the Washington State Auditor's Office are completed, filed and or performed, coordinating with the District CPA as necessary.
- Monitor and maintain all District bank accounts including necessary transfers.
- Work with the Director of Aquatics Operations to identify performance metrics for revenue and operational expenses and review monthly with the Board of Commissioners.
- Provide monthly and annual financial reporting to the Board of Commissioners.
- Develop short and long-term budget forecasting.

#### **WORKING CONDITIONS**

- Maintain regular, on-site District office hours as approved by the President of the Board of Commissioners.
- Attendance required at:
  - Regular meetings of the Board of Commissioners [the second (2<sup>nd</sup>) Monday of each month beginning at 6:00 p.m.- subject to change].
  - Special Meetings of the Board of Commissioners as scheduled.
  - Administrative / Finance Committee Meetings as requested.
  - Local travel for District related business as needed.
- The Tukwila Pool Metropolitan Park District is an equal opportunity employer.

#### **HOURS, WAGE & BENEFITS**

- This position is hourly, part-time (20 to 25 hours per week).
- The successful candidate is expected to work 20 to 25 hours per week, and will be responsible for developing a schedule to ensure maximum effectiveness in this position. Weekend and or evening work is occasionally required.
- Wage: \$25 per hour.
- Benefits: Our benefits include family use of the facility; an allowance equal to 15% of gross hourly wage, up to 40 hours per week (to be used at the employee's discretion for medical, dental, child care and or retirement plan), paid vacation, sick leave, floating holidays and merit increases.

## Head Lifeguard

### SUMMARY

Under the direction of the Director of Aquatics Operations and/or Assistant Aquatics Manager, Head Lifeguards are responsible for the safety and well-being of patrons at the Tukwila Pool and for providing instruction on swimming techniques and water safety. The Head Lifeguard will be at least 18 years of age, and hold the following current certificates: Lifeguard Training, including CPR.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- A Head Lifeguard's main duty is to provide for the safety of the patrons utilizing the facility. This is accomplished by preventing accidents; minimizing or eliminating hazardous situations; responding quickly to all emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Act as a role model to employees in meeting all safety and performance standards.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part "owner" of the Tukwila Pool.
- Provides a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Follows a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensures that the entire aquatic facility is maintained in excellent condition, and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Develops and maintains internal and external relationships to foster collaborative community connections.
- Instructional Shifts as assigned.
- Performs other duties as needed.

### MINIMUM QUALIFICATIONS

- Lifeguard Certification or equivalent
- Minimum age: 18 years (no maximum)
- Strong swimming ability required.
- Ability to pass an FBI & WSP background check.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$14.50 per hour for new hires. Experienced Lifeguards are eligible for a higher pay rate in keeping with the TPMPD pay structure.

## Lifeguard

### SUMMARY

Under the direction of an assigned supervisor, Lifeguards are responsible for the safety and well-being of patrons at the Tukwila Pool. The Lifeguard will be at least 16 years of age, and hold a current Lifeguard Certification, including CPR.

### Essential Duties and Responsibilities

- A Lifeguard's main duty is to provide for the safety of the patrons utilizing the facility. This is accomplished by preventing accidents; minimizing or eliminating hazardous situations; responding quickly to all emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Lifeguards are encouraged to provide swimming instruction and water safety training to the public for an additional \$1 per hour premium pay.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Lifeguards know, enforce, and adhere to all facility rules and regulations.
- Lifeguards must keep their eyes, ears, and mind on the water at all times when on duty --the unguarded moment may mean a life.
- Must understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Must attend monthly in-service trainings and meet all training requirements.
- Must clean one or more areas in the facility every shift.
- Assist with equipment set up and clean up for classes, activities and rentals.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel, etc.
- Interact with the public and patrons respectfully as a representative of the Tukwila Pool Metropolitan Park District.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Certain shifts will require the ability to operate the point of sale system and register, including processing lesson registrations and membership sales.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Lifeguard Certification or equivalent (those without this certification are encouraged to apply to the Lifeguard Trainee Program, see below).
- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Ability to pass an FBI & Washington State Patrol background check.

### Lifeguard Trainee Program

Applicants who are not currently Lifeguard certified may be accepted as a Lifeguard Trainee and provided with Lifeguard Certification training. The course fee of \$150 will be refunded in full after 11 continuous weeks of satisfactory employment as a Lifeguard with the Tukwila Pool.

Scholarships are available to cover the cost of the course for Tukwila residents or those who attend

a Tukwila school. Scholarship forms can be found on Tukwila Pool website at:  
<http://www.tukwilapool.org/swimming-lessons/swim-lesson-scholarships>

Candidates who successfully complete the program earn an American Red Cross Lifeguard Certification which is good for 2 years. Prior to beginning the certification course, candidates must attend a Lifeguard Prerequisite Class where they will demonstrate swimming 300 yards (6 laps) continuously, treading water for 2 minutes, and retrieving a weight from the bottom of the pool within 1 minutes and 40 seconds. Those who pass the prerequisite class will be accepted into the Lifeguard Trainee program and permitted to register for the Lifeguard Certification Course.

The Lifeguard Certification course requires a commitment of 25 hours of course instruction. Acceptance into the Lifeguard Trainee program is not a guarantee of future employment. Candidates will be evaluated for their ability and skills over the course of the program and a position may be offered after completing the program. Candidates are not paid during the Lifeguard Certification training.

### **Physical Demands & Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

### **Rate of pay**

\$12.00 per hour for new hires with no previous Lifeguarding experience. Swim instruction or early morning (5:00am) shifts include an additional \$1.00 per hour premium. Experienced Lifeguards are eligible for a higher pay rate in keeping with the TPMPD pay structure.

### **Hours/Shifts**

This is a part-time position and is not eligible for benefits. Shifts are available in the morning, afternoon and evening. Shifts are between 4-7 hours per day, and 2-5 days per week depending on availability. Typical schedule may include night and weekend shifts. Lifeguards generally work between 10 and 30 hours per week depending on the applicant's availability. Shifts assignments are considerate of outside commitments whenever possible.

## Swimming Instructor

### SUMMARY

Under the direction of an assigned supervisor, Swim Instructors are responsible for providing instruction on swimming techniques and water safety to patrons at the Tukwila Pool. A Swim Instructor must be at least 16 years of age, and hold a valid First Aid/CPR certificate (may be earned during the training period).

### Essential Duties and Responsibilities

- A Swim Instructor's main duty is to provide quality swimming instruction and water safety training.
- Swim Instructors are key in preventing accidents; minimizing or eliminating hazardous situations; responding quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life).
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Attend monthly in-service trainings and meet all training requirements.
- Interact with pool patrons, including parents of students, in a manner that is pleasant and respectful at all times.
- Clean one or more areas in the facility every shift.
- Assist with equipment set up and clean up for classes, activities and rentals.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Work well with children
- Ability to pass an FBI and Washington State Patrol background check

### Training

Swim Instructor candidates will be educated on how to provide quality swimming instruction and water safety training to meet the standard of the Tukwila Pool. This training may take several weeks and candidates will be paid during the training period. Candidates will be certified in First Aid/CPR during the training period and may have the opportunity to earn an American Red Cross Water Safety Instructor Certificate.

At the conclusion of the training period, candidates may be offered a staff position as a Swim Instructor.

**Physical Demands & Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$13.00 per hour for new hires with no previous experience as a swim instructor. Experienced Swim Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.

**Classification & Scheduling**

This position is classified as part-time, temporary and is not eligible for benefits. Typical schedule may include night and weekend shifts. Swim Instructors generally work between 10 and 20 hours per week depending on the applicant's availability.

## Water Exercise Facilitator

### SUMMARY

Under the direction of an assigned supervisor, Water Exercise Facilitators are responsible for providing leading classes and providing water exercise instruction to patrons at the Tukwila Pool. A Water Exercise Facilitator must be at least 16 years of age, and hold a valid First Aid/CPR certificate (may be earned during the training period).

### Essential Duties and Responsibilities

- A Water Exercise Facilitator's main duty is to provide quality water exercise instruction.
- Water Exercise Facilitators are key in preventing accidents; minimizing or eliminating hazardous situations; alerting Lifeguards quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life).
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Attend monthly in-service trainings and meet all training requirements.
- Interact with pool patrons in a manner that is pleasant and respectful at all times.
- Set up equipment and clean up after classes.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

### Minimum Qualifications

- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Work well with all ages
- Ability to pass an FBI and Washington State Patrol background check

### Training

Water Exercise Facilitator candidates will be educated on how to provide quality programming to meet the standard of the Tukwila Pool. This training may take several weeks and candidates will be paid during the training period. Candidates will be certified in First Aid/CPR during the training period. Candidates may be hired on a conditional basis, pending completion of training and ability to satisfactorily meet the needs of the position.

### Physical Demands & Working Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems.
- The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$12.00 per hour for new hires with no previous experience as a Water Exercise Facilitator. Experienced Swim Instructors are eligible for a higher rate in keeping with the TPMPD pay structure.

**Classification & Scheduling**

This position is classified as part-time, temporary and is not eligible for benefits. Typical schedule may include night and weekend shifts. Water Exercise Facilitators generally work between 5 and 15 hours per week depending on the applicant's availability.



## Front Desk Attendants

Under the direction of an assigned supervisor, perform receptionist duties and support recreation programs and activities. Responsible for providing customer service, information to the public both in person and over the phone, taking and processing class registrations and facility rentals, explaining and enforcing rules and regulations, successfully operating the cash register. Front Desk Attendants are in a position which places them in the public view where they are under constant scrutiny, and that the efficiency of the entire operation will be judged by the manner in which they perform their duties.

### Essential Duties and Responsibilities

- Act as customer service representative at the front desk in a manner that is pleasant and respectful at all times and with an understanding that every Tukwila resident is part “owner” of the Tukwila Pool.
- Provide information to the public, take messages, refer calls, visitors or questions to the appropriate personnel as needed.
- Ability to learn to operate the cash register as well as computer registration software including: taking payments & making change; processing registrations; operate computer point of sale system.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Maintain supply of current flyers, brochures, forms and attendance sheets.
- Communicate information with co-workers.
- Keep First Aid supplies stocked and organized, notify supervisor of shortages, know 911 emergency procedures and have the ability to be certified in First Aid and CPR.
- File as needed; keep front desk tidy and organized; deliver and distribute the mail.
- Maintain regular, reliable, and punctual attendance; work flexible evening and/or weekend hours as required.
- Know, enforce, and adhere to all facility rules and regulations.
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Attend monthly in-service trainings and meet all training requirements.
- Clean one or more areas in the facility every shift.
- Other duties as assigned.

### Minimum Qualifications

- Good customer service skills, which include a pleasant manner, flexibility, problem-solving skills, and the ability to handle multiple tasks.
- Ability to communicate well both orally and in writing.
- Ability to be self-motivated and work under little supervision.
- Computer and cash register experience preferred.
- CPR and First Aid Certification required (or ability to obtain within 3 months).
- Ability to pass an FBI & WSP background check.

**Physical Demands & Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$11.50 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

**Hours/Shifts**

This is a part-time position. Shifts assignments are usually 7 to 9 hours long (including a ½ hour meal break), from 1 to 3 days per week depending on availability. Some weekend shifts may be required, but not often. Shifts assignments are considerate of outside commitments (such as school) whenever possible.

## **Front Desk Lead**

### **Duties**

Same as Front Desk Attendants, with additional duties as assigned by the Director of Aquatics Operations.

### **Rate of pay**

\$12.50 per hour. Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

## **Building Maintenance Worker I**

### **Job Description**

Under the direction of the Director of Aquatics Operations (DoAO) and or the Building Maintenance Worker II, this position is responsible for various duties associated with keeping the building in excellent shape in terms of visual appeal, function and safety for individuals in the building. They will possess a varied skillset and will be expected to handle maintenance and repairs in plumbing, painting, electrical, carpentry, pool related systems and other issues that occur in and around the building.

#### **Essential Duties and Responsibilities**

- Perform routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the buildings do not deteriorate.
- Perform basic maintenance and repair tasks such as carpentry, plumbing, and electrical to ensure building is properly and safely maintained and minimizing downtime of facility and systems.
- Clean and repair interior and exterior building fixtures including lights, locks, windows, doors, walls, floors, gutters and drains.
- Perform interior and exterior tasks as needed including pressure washing, window washing, and landscaping.
- Use proper techniques and procedures, and maintain a clean work area to ensure safe working practices and environment.
- Organize and put away needed equipment. Report damaged equipment
- Performs other duties as needed.

#### **Minimum Qualifications**

- Must have a minimum of 2 years related job experience, including plumbing, electrical and a basic understanding of buildings and the operation and maintenance of building systems. Knowledge of safe and correct operation of the equipment, procedures, and technique to perform the required tasks.
- Must provide own basic hand, power, and plumbing tools.
- Must have driver's license and vehicle available.
- Ability to pass an FBI & WSP background check.

#### **Physical Demands & Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to, walk, stand, sit, and talk or hear. The employee is frequently required to crouch; stoop; crawl; kneel; shovel; carry, work in narrow and/or confining spaces: underground, overhead, and at ground level; twist of the waist, shoulders, and legs; and lie on stomach and/or back. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms including: semi – reaching to full-reach overhead
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

- The employee must have the ability to lift equipment, and to erect and stand on ladders and platforms at heights up to 30 feet.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals in dry and aerosol forms.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$20 per hour.

**Hours/Shifts**

This is an hourly position and is not eligible for benefits. The employee must be available for weekend, after hours and on call shifts.

## Building Maintenance Worker II

### Job Description

Under the direction of the Director of Aquatics Operations (DoAO) this position is responsible for various duties associated with keeping the building in excellent shape in terms of visual appeal, function and safety for individuals in the building. They will possess a varied skillset and will be expected to handle maintenance and repairs in plumbing, painting, electrical, carpentry, pool related systems and other issues that occur in and around the building.

#### • **Essential Duties and Responsibilities**

- Prepared to handle multiple projects simultaneously.
- Demonstrated skills in organization, time management, coordination of workload, and ability to work independently with minimal supervision.
- Ability to identify larger repairs and report recommendations to the DoAO.
- Operate and perform routine maintenance on pool related systems.
- Perform routine preventative maintenance to ensure that building systems operate efficiently and that the physical condition of the buildings do not deteriorate.
- Perform basic maintenance and repair tasks such as carpentry, plumbing, and electrical to ensure building is properly and safely maintained and minimizing downtime of facility and systems.
- Clean and repair interior and exterior building fixtures including lights, locks, windows, doors, walls, floors, gutters and drains.
- Perform interior and exterior tasks as needed including pressure washing, window washing, and landscaping.
- Use proper techniques and procedures, and maintain a clean work area to ensure safe working practices and environment.
- Organize and put away needed equipment. Report damaged equipment.
- Performs other duties as needed.

#### **Minimum Qualifications**

- Must have a minimum of 5 years related job experience including plumbing, electrical and a basic understanding of buildings and the operation and maintenance of building systems. Knowledge of safe and correct operation of the equipment, procedures, and technique to perform the required tasks.
- Must provide own basic hand, power, and plumbing tools.
- Must have driver's license and vehicle available.
- Ability to pass an FBI & WSP background check.

#### **Physical Demands & Working Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to, walk, stand, sit, and talk or hear. The employee is frequently required to crouch; stoop; crawl; kneel; shovel; carry, work in narrow and/or confining spaces: underground, overhead, and at ground level; twist of the waist, shoulders, and legs; and lie on stomach and/or back. The employee is

frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms including: semi – reaching to full-reach overhead.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The employee must have the ability to lift equipment, and to erect and stand on ladders and platforms at heights up to 30 feet.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals in dry and aerosol forms.
- The noise level in the work environment is usually loud when in the facility.

**Rate of pay**

\$25 per hour.

**Hours/Shifts**

This is an hourly position and is not eligible for benefits. The employee must be available for weekend, after hours and on call shifts.



## Appendix B

### Regulating Government Agencies

Following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Director of Aquatics Operations, District Administrator, or the President of the Board of Commissioners.

#### KING COUNTY

King County Ombudsman  
(General Complaints)  
516 Third Ave, Rm W1039  
Seattle, WA 98104  
206-477-1050

King County Environmental Division  
Code Enforcement  
206-296-6880  
1-888-437-4771 after hours/emergency

King County Prosecuting Attorney  
<http://www.kingcounty.gov/depts/prosecutor.aspx>  
Criminal Division, 206-269-9000  
Economic Crimes (Fraud) Division, 206-477-3733  
Civil Division, 206-477-1120

King County Health Services Hazardous Waste  
<http://your.kingcounty.gov/solidwaste/cleanup/report-dumping.asp> 206-296-7483

#### STATE OF WASHINGTON

Attorney General's Office  
Fair Practices Division  
2000 Bank of California Center  
900 Fourth Avenue  
Seattle, WA  
(206) 464-6684

State Auditor's Office  
Legislative Building  
P.O. Box 40021  
Olympia, WA 98504-0021  
(206) 753-5280

State Department of Ecology  
3190 160th S.E.  
Bellevue, WA 98008-5852  
(206) 649-7000

Human Rights Commission  
402 Evergreen Plaza Bldg., FJ-41  
711 South Capitol Way  
Olympia, WA 98504-2490  
(888) 811-5974

State Department of Health  
Health Consumer Assistance  
P.O. Box 4789  
Olympia, WA 98504-7891  
(800) 525-0127

Department of Labor & Industries  
Fraud Prevention and Compliance  
P.O. Box 44278  
Olympia, WA 98504-4278  
(888) 811-5974

State Liquor Control Board  
Enforcement Customer Service  
(360) 664-9878  
E-mail: [EnfCustomerService@liq.wa.gov](mailto:EnfCustomerService@liq.wa.gov)

Department of Natural Resources  
P.O. Box 68  
Enumclaw, WA 98022  
(206) 825-1631

Puget Sound Water Quality Authority  
P.O. Box 40900  
Olympia, WA 98504  
(206) 493-9300

Department of Social & Health Services  
Special Investigation Office  
5200 Southcenter Blvd., Suite 23  
Tukwila, WA  
(206) 764-4048  
Fraud Complaints - (800) 562-6906

**UNITED STATES**

Department of Agriculture  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Supervisor Auditor  
(206) 553-8290  
Supervisor Special Agent Investigation  
(206) 553-8286

Consumer Product Safety Commission  
Hot Line  
(800) 638-2772

U. S. Customs Service  
Office of Enforcement  
909 First Avenue  
Seattle, WA  
(206) 553-7531

Equal Employment Opportunity Commission  
2815 Second, Suite 500  
Seattle, WA  
(206) 553-0968

U. S. Department of Education  
Office of Inspector General  
915 Second Avenue  
Seattle, WA  
Audits - (206) 553-0657  
Investigations - (206) 553-1482

Federal Trade Commission  
915 Second Avenue  
Seattle, WA  
(206) 553-4656

Department of Health & Human Services  
Food & Drug Administration  
22201 23rd Drive S.E.  
Bothell, WA  
Trade Complaints - (206) 483-4949

Office of the Regional Secretary  
General Counsel's Office,  
Inspector General  
Audits - (206) 553-0452  
Investigations - (206) 553-0229

Interstate Commerce Commission  
915 Second Avenue, Room 1894  
Seattle, WA 98174  
(206) 553-5421

Alcohol Tobacco & Firearms  
Criminal Enforcement  
915 Second Avenue  
Seattle, WA  
(206) 553-4485

U.S. Attorney - Seattle, WA  
800 Fifth Avenue  
Seattle, WA  
(206) 553-7970

Department of Commerce  
Office of Inspector General  
Office of Audits  
915 Second Avenue  
Seattle, WA  
(206) 553-0801

Government Accounting Office  
Fraud Hot Line  
800-424-5454

Environmental Protection Agency  
Criminal Investigations  
1200 Sixth Avenue  
Seattle, WA  
(206) 553-8306

Federal Emergency  
Management Agency  
130 228th Street S.W.  
Bothell, WA  
(206) 487-4600

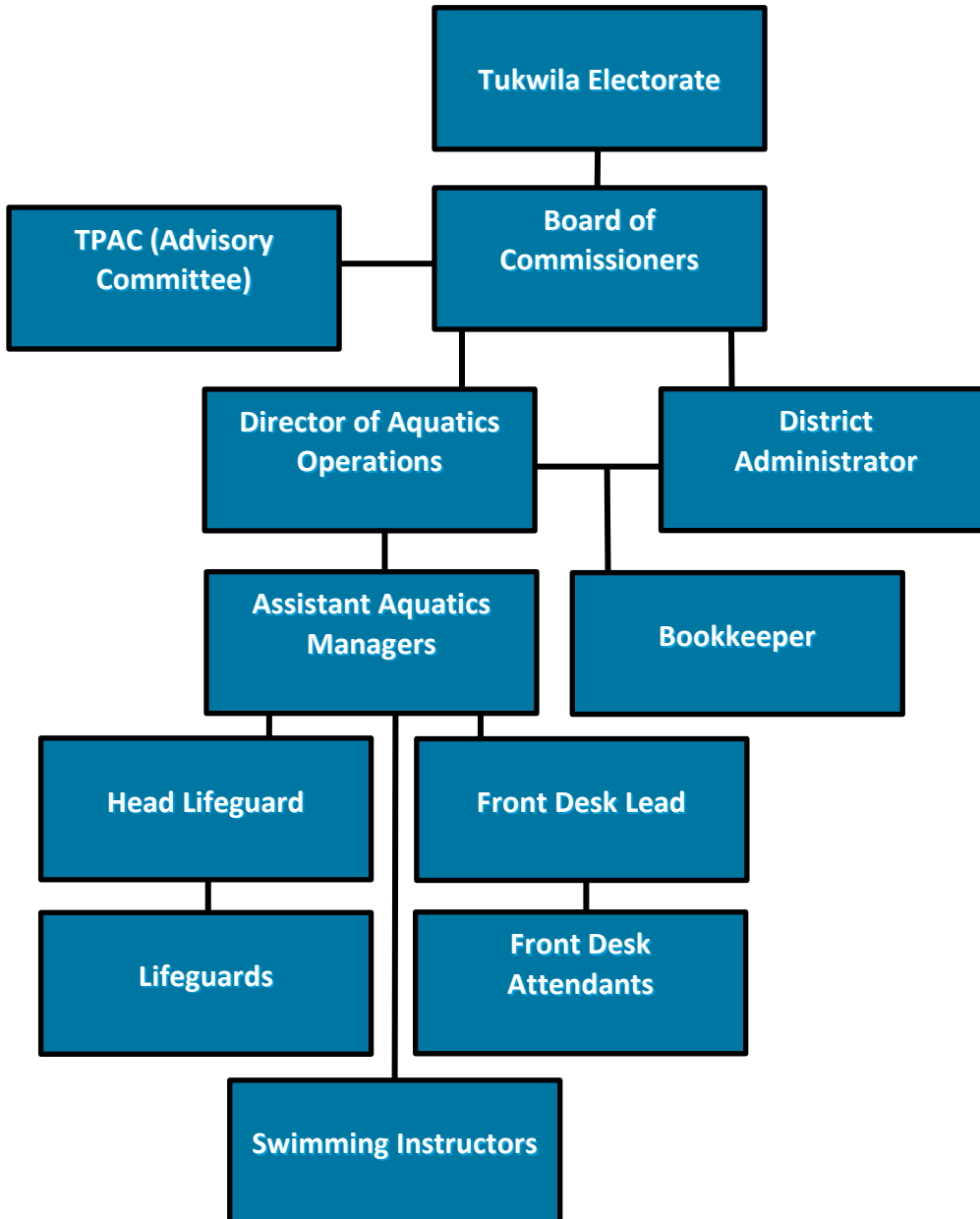
General Services Administration  
915 Second Avenue  
Seattle, WA  
Office of Inspector General  
Audits - (206) 931-7650  
Investigations - (206) 931-7654  
Law Enforcement - (206) 553-0290

Department of Housing &  
Urban Development  
Office of Counsel  
1321 Second Avenue  
Seattle, WA  
(206) 553-4976

Office of Inspector General  
Audits - (206) 553-0270  
Investigations - (206) 553-0272  
(206) 553-7990

### Appendix C

#### Tukwila Pool Metropolitan Park District Organizational Chart



**ADDENDA**

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## TPMPD Employee Handbook: Acknowledgement and Agreement

My signature hereon confirms that I, \_\_\_\_\_,  
(Printed Name)

have received, read, understand and agree with the provisions of the Tukwila Pool Metropolitan Park District's Employee Handbook, and:

- I understand and agree to follow, promote, and abide by these policies; and
- I understand and agree that these policies do not imply or guarantee employment or promise specific treatment in specific situations; and
- I understand and agree that no one in the Tukwila Pool Metropolitan Park District has the authority to enter into any agreement for employment for a specified period of time or to make other representations or agreements inconsistent with these policies unless it is in writing signed by a duly authorized Tukwila Pool Metropolitan Park District representative; and
- I understand and agree that the policies and procedures contained herein may be revised and updated by the Tukwila Pool Metropolitan Park District at any time; and
- I understand and agree that these policies revoke and supersede any prior handbooks, statements of employment policies, guidelines and procedures, or employment manuals, handbooks, or other documents previously issued by the Tukwila Pool Metropolitan Park District; and
- I understand and agree that my employment with the Tukwila Pool Metropolitan Park District is at-will; and
- I understand and agree that it is my responsibility to read, understand, and comply with the policies contained in this handbook, and any future revisions made to it; and
- I should consult my manager or the Director of Aquatics Operations regarding any questions I may have that I believe are not answered in the handbook.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Copy this page, sign it and return it to the Director of Aquatics Operations.  
A signed copy of this agreement will be kept in the Human Resources files.*

Attested to by: \_\_\_\_\_ Date: \_\_\_\_\_