

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: TPMPD Logistics Committee

DATE: October 16, 2014

SUBJECT: Committee Report and TPMPD Employee Handbook for Board Review

ISSUE

Logistics Committee's deliverables, task list and first set of proposed policies for the TPMPD

FINANCIAL IMPACT

N/A

BACKGROUND

Formed in August, the Ad Hoc Logistics Committee members include: Verna Seal (Commissioner), Kathy Hougardy (Commissioner), Christine Neuffer (Community Member), Dave Puki (TPAC Chair) and Jennafer Price Cargill (Executive Director).

DISCUSSION

After reviewing various sets of policies from local pools, the Logistics Committee wishes to provide the TPMPD Board of Commissioners with a first set of policies as included in the TPMPD Employee Handbook for immediate adoption and implementation. These policies are embedded in the Employee Handbook and cover the areas of:

- Compensation (pg. 13)
- Performance Evaluation (pg. 16)
- Training (pg. 16)
- Benefits (pg. 17)
- Drugs and Alcohol (pg. 23)
- Employee Responsibilities (pg. 24)
- Whistleblowing (pg. 38)
- Discipline, Termination & Rules of Conduct (pg. 40)

In addition to proposed policies, the Employee Handbook contains procedures which will be used as an operational guide to the employees in support of the policies.

The Committee expects to submit revisions to the Employee Handbook, along with additional policies covering Board and Administration and Pool Operations according to the Schedule of Deliverables provided.

The Logistics Committee has been utilizing a Master Transition Plan which was developed to complement the City of Tukwila's transition task list. A copy of the current version of the plan is attached for the Commissioners benefit.

RECOMMENDATIONS

The Logistics Committee recommends that the Board approve a motion to adopt the policies contained in the TPMPD Employee Handbook.

ATTACHMENTS

- TPMPD Employee Handbook
- Logistics Committee Schedule of Deliverables
- TPMPD Master Transition Plan

Logistics Committee Deliverable Schedule for TPMPD Board Meetings

Draft: October 15, 2014

Deliverable	Oct. 2014	Nov. 2014	Dec. 2014	Jan. 2015	Feb. 2015	Mar. 2015
Employee Handbook 1 st Draft	✓					
Additional Employee/HR Policies		✓				
Board & Administrative Policies		✓				
Operational Policies			✓			
Employee Handbook – Revised				✓		
Revisions (as needed)					✓	✓

Function: Clerk’s Duties, Records & MPD Meeting Support

Primary Goal: Transition City Clerk support services responsibilities to MPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Records	<p>City Staff Responsibilities:</p> <p>A. City to transfer custody of paper records produced on behalf of the MPD to the MPD to include but not limited to original Resolutions, ILAS, Contracts and Agreements, Agendas, Minutes, legal notices, and public records request files.</p> <ul style="list-style-type: none"> • <i>MPD has requested an estimate on the volume of documents that will be produced so that we can set up storage</i> <p>B. City to transfer custody of electronic documents produced on behalf of the MPD to the MPD, to include but not limited to WORD documents, PDF files, public records responsive records, and all documents contained in the “Metropolitan Park District (MPD) Pool” directory in the Digital Records Center.</p>	A. 11/30/14		✓
	<p>MPD Responsibilities:</p> <p>A. Research and create a document retention policy for Board approval</p> <p>B. Establish appropriate storage area (away from moisture and humidity), particularly for storage of records with long-term or archival requirements.</p> <p>C. Establish an MPD Server (task duplicated in IT function)</p> <p>D. Collaborate with local Washington State Archives office regarding retention and disposition of records.</p> <p>E. Name a Public Records Officer as required by RCW 4.56.</p> <p>F. Create a public records request policy and form (examples available on City of Tukwila website and through MRSC.org)</p> <p>G. Post information on MPD website as required by law (RCW 42.56).</p> <p>H. Establish procedures for 5-day responses, tracking, and exemptions.</p> <p>I. Adopt legislation eliminating requirement for MPD to maintain a central index of records. (Examples at MRSC.org)</p> <p>J. Upgrade document imaging tool.</p>		Logistics Cmte IT Cmte IT Cmte ED Board Logistics Cmte ED ED ED/Board ED	✓

MASTER - TRANSITION TASKS – DRAFT 2

Meeting Support Services	<p>City Responsibilities: Completed</p> <p>MPD Responsibilities:</p> <ul style="list-style-type: none"> A. Enter into a contract for minute taking and/or transcription services. B. Obtain copier for producing paper copies of agenda packets. C. Determine location for meetings and make any contractual arrangements. D. Make decision about a recording system, if any. E. Meeting needs: speaker sign-up sheets, Executive Session record sheet. F. Optional meeting items: microphone system, electronic presentation capabilities, flag, podium, nameplates made for Commissioners and/or other officials. G. Establish procedure for meeting set-up and take-down. H. Review with Board Attorney and/or WCIA as needed to ensure compliance with Open Public Meetings Act (OPMA). 			
		Logistics Cmte Budget Cmte Logistics Cmte	Logistics Cmte ED Logistics Cmte	ED Legal Cmte

MASTER - TRANSITION TASKS – DRAFT 2

Function: Finance

Primary Goal: Transition all finance and treasurer items/duties to MPD

Task	Actions and/or Steps	Target Date	Assigned to	Completed
Transfer Treasurer and Accounting Duties	<p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Notify King County that the City will no longer be providing administrative services for the MPD. <i>Vicky has made contact with King County and will provide contact info to Jennafer.</i> 2. Transfer tax deposits from the City bank account to designee. 3. Transfer accounts payable and payroll checks to designee 4. Reconcile final tax deposits received from King County 	August	Vicky	✓
	<p>MPD Responsibilities</p> <ol style="list-style-type: none"> 1. Budget Committee recommendation requested: Decide whether or not to designate King Co as the Treasurer and utilize their other services 2. Issue a resolution changing the Treasurer to King County (or whomever is decided) effective Jan 1 3. Coordinate with King County to transfer tax deposits from the City bank account to King County. 4. Coordinate with King County to set up process to issue accounts payable and payroll checks 5. Budget Committee recommendation requested: Resolution #4 revisions as appropriate 6. Budget Committee recommendation requested: Cash flow, petty cash, purchasing and payment policies 	Sept. October December December	BC JPC/Board JPC JPC BC BC	
WCIA	<p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Review account, transfer remaining items as needed 2. Update mailing address 	December December	Vicky	
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Designate WCIA Delegates 2. Fulfill Delegate responsibilities 	December	JPC JPC	✓
Cashier/POS System	<p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Transfer records related to MPD from CLASS to MPD <i>City will provide recommendations regarding types of info that could be transferred. Agreed info created within past two years is sufficient.</i> 	October	Steph	

MASTER - TRANSITION TASKS – DRAFT 2

	<p><i>New POS system may have additional parameters for how info could be provided, Jen to provide as soon as they learn – sooner the better.</i></p> <p>2. Remove MPD from armored car contract, <i>provide cost and contact to Jennofer</i></p>	December	Vicky	
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Research and decide on a POS system 2. Set schedule for system installation and implementation 3. Populate system with 2 years' worth of customer data provided by the City 4. Train staff on use of system 5. Designate cashier(s) and ensure that daily receipts are deposited 6. Budget Committee recommendation requested: level of security for depositing daily receipts (see armored car option above, can use state bids) 		IT Cmte. IT Cmte. IT Cmte. Aquatics Mgr. JPC BC	
Finance records	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine types of records to transfer: invoices, vouchers, receipts, reports, etc. 2011 to present <input type="checkbox"/> Determine desired format of records - electronic 	Ongoing	Vicky Vicky	✓
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Have a server in place to store electronic copies of records (duplicated in IT function) 		IT Cmte.	
State Audit	<p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Notify State Auditor about change in provider of administrative services. <i>Vicky will complete initial contact.</i> 2. Provide State Auditor contact information to MPD 3. Provide assistance with audit as needed 	August Sept	Vicky	
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Budget Committee recommendation requested: experience levels and qualifications for CPA 2. Engage an accountant capable of handling State Audits 		BC BC	
P-Cards	<p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Any credit cards issued by the City to MPD staff cancelled <i>No MPD employees have p-cards. City is looking into how to issue an MPD specific p-card. Should City stop this effort and wait until MPD has an accountant on board?</i> 2. Provide information to MPD so they can set up their own P-Card system. 	December August October	Vicky	
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Continue to work toward achieving an MPD-specific P-Card <i>(No, we do not want to start over!)</i> 		JPC	

MASTER - TRANSITION TASKS – DRAFT 2

Banking	<p>2. Budget Committee recommendation: Who will receive P-cards? 3. Begin process for acquiring a card for Aquatics Manager and others as needed</p> <p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Coordinate with designee to begin accepting MPD deposits 2. Transfer a portion of MPD funds to the MPD 3. Transfer remaining MPD funds to the MPD 	<p>Nov? December After transition</p>	<p>BC CPA</p>	
Payroll	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Engage an Accountant/Bookkeeper/CPA 2. Open own bank account (Resolution #3?), also King Co uses US Bank, easiest option if going with King Co) 3. Budget Committee recommendation: Decide how to invest cash reserves (can elect to use King Co at set up) 4. Budget Committee recommendation: Signing authority policy, banking policies, cash flow policies, etc. <p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide MPD with all required benefit provider information (L&I, etc) 2. Transition benefit administration to MPD designee 3. Continue providing payroll services to current and newly hired MPD employees until the transition 	<p>Nov December Now until December 31</p>	<p>BC ED/CPA BC BC</p>	
Reporting	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Budget Committee recommendation: Decide how the work will be done – i.e. who will do calculations, who will issue checks 2. Budget Committee recommendation: Calculate acceptable benefits cost 3. Coordinate to provide benefits to staff <p>City Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide MPD with templates for current reporting model 2. Provide MPD with final year-end financial statement <p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Budget Committee recommendation: Consider what year-end reporting model to use: cash basis (simpler, less time consuming) or GAAP (what the City uses) 	<p>Nov February</p>	<p>BC BC ED/CPA</p>	
Bond	<p>City Responsibilities:</p>		<p>BC</p>	

MASTER - TRANSITION TASKS – DRAFT 2

	<p>1. City Attorney reviews current ILA and make contact with MPD Attorney if recommending further action.</p> <p>MPD Responsibilities:</p> <p>1. MPD Attorney review current ILA and make contact with City Attorney if recommending further action to the Board <i>Done - no further action recommended</i></p>				
Excise Tax	<p>City Responsibilities:</p> <p>1. Provide MPD with all excise tax returns</p> <p>2. Prepare final excise tax return. Due in January 2015</p> <p>3. Notify WA State Dept of Revenue of change in administrative services provider</p> <p>4. Provide information on reporting excise tax</p> <p>MPD Responsibilities:</p> <p>1. Engage an accountant with experience doing Excise tax returns</p> <p>2. Provide City with accountant's contact information</p> <p>3. Check with the Department of Revenue to see if MPD meets criteria to report quarterly</p>	<p>July</p> <p>December</p> <p>December</p> <p>December</p> <p>/January</p>	<p>Brian Snure</p> <p>Vicky</p> <p>Vicky</p> <p>Vicky</p> <p>Vicky</p> <p>BC</p> <p>JPC</p> <p>CPA</p>		<p>✓</p>
Unclaimed Property	<p>City Responsibilities:</p> <p>1. Provide MPD with final unclaimed property report</p> <p>2. Provide reporting documentation from WA State Unclaimed Property division</p> <p>MPD Responsibilities:</p> <p>1. Adopt a 2014 resolution for unclaimed property</p> <p>2. Learn what is required (Attorney) and develop policy for unclaimed property as needed</p>	<p>Nov</p> <p>Nov</p> <p>Sept</p>	<p>JPC/Board</p> <p>Brian Snure/BC</p>		<p>✓</p>

Draft 2 – 9/14/14 JPC & BC Chair changes

MASTER – TRANSITION TASKS – DRAFT 2

Function: Human Resources

Primary Goal: Transition Human Resources support service responsibilities to the MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
Documents	<p>City Responsibilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide sample copies of personnel policies to MPD <input type="checkbox"/> Job Descriptions for temporary staff <input type="checkbox"/> Salary schedule for temporary staff <input type="checkbox"/> Parent/School Authorization Form <input type="checkbox"/> Sample copy of application form <input type="checkbox"/> Emergency contact form <p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Define document storage requirements/policies 2. Establish document storage facilities 3. Revise or create MPD's HR Documents <ol style="list-style-type: none"> a. Personnel Policies b. Job Descriptions c. Payroll schedule d. Parent/School Authorization Forms e. Applications f. Emergency contact forms g. Photo Release 	October 2014	Stephanie	✓
Staff Transition	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine end date for part-time / temporary staff recruitment <input type="checkbox"/> Determine end date for advertising part-time/temporary staff <input type="checkbox"/> Send final PAF's for temporary staff signatures <input type="checkbox"/> Provide Public Employees Retirement System (PERS) withdrawal information. <p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Define hiring needs 2. Define hiring process & timeline for each staff position 3. In partnership with City staff, participate in an upcoming pool staff meeting to communicate hiring process to current staff 	Nov. & Dec 2014	Logistics Cmte Logistics Cmte Logistics Cmte	✓

MASTER – TRANSITION TASKS – DRAFT 2

	4. Implement hiring process	ED/AM	
HR Policies	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Research and review policy options 2. Propose personnel policies to the Board for immediate implementation 	Logistics Cmte Logistics Cmte	
On-Boarding Staff	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Develop a District Employee Handbook 2. Revise or create all necessary HR documents such as those listed above (See Documents) 	Logistics Cmte ED/AM	
Benefits Administration	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Define benefits for each position 2. Propose to Board for approval 3. Establish process for administration of benefits 	Budget Cmte Budget Cmte ED/CPA	

MASTER – TRANSITION TASKS – DRAFT 1

Function: Information Technology

Primary Goal: Transition all IT responsibilities to MPD.

Task	Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
POS (Point of Sale) System Transition	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware <p>MPD Responsibilities: (Duplicated in Finance function)</p> <ol style="list-style-type: none"> 1. Research and decide on a POS system 2. Set schedule for system installation and implementation 3. Populate system with 2 years' worth of customer data provided by the City 4. Train staff on use of system – Inform City of training schedule 2 weeks in advance 			✓
Social Media	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Website access <input type="checkbox"/> Facebook access <p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Assign website updating responsibility and provide access if needed 2. Assign Facebook responsibility and provide access 3. Develop additional social media outlets as needed 			X
CLASS Records	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Jennafer, Amy, or Malcolm need to identify the type of information they'll need to continue with MPD programs after the transition. Amy may be able to print out much of that data before the transition, but she'll have to work with IT to extract. <p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Determine what information is desired (<i>already requested 2 years of complete records, possibly electronic records only, paper records are not desirable, or only very limited paper records</i>) 			
Analogue Phone Lines	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition to new phone system. <input type="checkbox"/> Transfer service of Integra account from City to MPD. <input type="checkbox"/> Determine type of phone system and features to be implemented. <input type="checkbox"/> MPD will need to install new wiring if analogue phones will be used. 			

MASTER – TRANSITION TASKS – DRAFT 1

	<input type="checkbox"/> Remove Remote Access Call Forwarding from primary phone line.			
	MPD Responsibilities: <ol style="list-style-type: none"> Determine if analogue phone line are desired If so, purchase analogue phones Define phone procedures 			
Telephone Service	City Responsibilities: <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of alarm systems from City to MPD <input type="checkbox"/> Transfer DID lines from City to MPD (206-454-7578 through 454-7581) <input type="checkbox"/> Reclaim VOIP phones (done at time of PC/hardware reclamation) MPD Responsibilities: <ol style="list-style-type: none"> Determine if VoIP phones are desired (currently using Integra: \$83 per month) If so purchase VoIP phones Define Alarm procedures 			
Cell Phone Service	City Responsibilities: <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Transfer service of Verizon account from City to MPD <input type="checkbox"/> Reclaim Amy Kindell's iPhone or be reimbursed for iPhone (if not paid by MPD). It was purchased in Oct 2012 with budget 000.07.574.100.42.00 MPD Responsibilities: <ol style="list-style-type: none"> Clarify what Verizon account City is referring to above Transfer billing of main MPD cell number to MPD (currently in Jen's name) Determine issuance of cell phone to new Aquatics Manager 			
Email	City Responsibilities: <i>Currently hosted by Rackspace</i> <ul style="list-style-type: none"> <input type="checkbox"/> MPD must obtain credit card processing capabilities before target transition date. <input type="checkbox"/> Setup meeting with Jennafer, to transition Admin account and methods of payment to MPD MPD Responsibilities: <ol style="list-style-type: none"> Obtain P-card Take over Admin and payment responsibilities 			
DNS Hosting	City Responsibilities: <i>Currently hosted by Rackspace</i> <ul style="list-style-type: none"> <input type="checkbox"/> Will be taken care of at the same time we transition Email above. 			

MASTER – TRANSITION TASKS – DRAFT 1

Server	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Research options and set up a Server 2. Ensure that maintenance and monitoring are taken care of 				
Internet connectivity	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Research options and set up internet in Pool facility (currently using Comcast \$78 per month) 2. Ensure that maintenance and monitoring are taken care of 				X
Hardware	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 				
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Assess needs (computers, printers, phones, copier, etc.) 2. Purchase equipment 				
Software	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Will be removed with hardware 				
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Determine software needs 2. Purchase and install 				
Computer peripherals	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 				
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Determine peripherals needed (current: register, receipt printers, card printers card reader, laminator, etc.) 2. Purchase equipment 				
Network / Network Switch	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine date of transition <input type="checkbox"/> Remove hardware 				
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Determine network needs 2. If needed, purchase a network switch 				
Technical Support	<p>City Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical support ends after equipment is removed 				X
	<p>MPD Responsibilities:</p> <ol style="list-style-type: none"> 1. Determine technical support needs 				

HVAC / Facility Monitoring	<p>2. Contract with service as needed</p> <p>City Responsibilities: <i>Currently a SQL database hosted by City, with remote access for vendor</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> City staff to determine retention and possible transfer of relevant record series. <input type="checkbox"/> Determine date of transition. <p>MPD Responsibilities:</p> <ul style="list-style-type: none"> 1. Make contact with HVAC vendor to modify controller IP for web access after network is established (Sunbelt does HVAC customer support) 			X
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MASTER - TRANSITION TASKS – DRAFT 2

Department: Pool Operations

Primary Goal: Transition all pool maintenance and operations to TPMPD

Task	Actions and Timeline	Target Date	Assigned to	Completed
Boiler	Provide procedures and operations of boiler system.			
Chemicals Monitoring	Provide procedures for operation of computerized chemical feed system.			
Water Circulation	Provide procedures and overview of water circulation system.			
Pool filtration system	Provide procedures and overview of pool filtration system.			
Maintenance Procedures	Provide schedule of weekly, monthly, quarterly and/or annual maintenance procedures.			
WebCNTRL	Provide procedures and overview of WebCNTRL system.			
Inventory supplies and equipment	Prepare final inventory			
Health Department Permit	Ensure permit is TPMPD name			
Pool Programs	<ul style="list-style-type: none"> A. Provide copy of procedures manual B. Provide copy of pool programs descriptions C. Provide copy of annual program schedule overview D. Provide copy of pool scheduling tool 			
Emergency Action Plans	Provide copy of current EAP procedures.			
Marketing	Provide list of 2013 and 2014 marketing resources.			
Communications	Develop joint communications letter to communicate with contractors and services to reduce confusion and save time for each agency.	Sept 22		X
Keys/Facility Security/Codes	Transfer all keys and codes from City Staff to MPD ED			
Switch garbage service from City Contract to MPD	Work with Public Works staff that manages this and Waste Management.			
MPD Responsibilities				
General pool logistics	<ul style="list-style-type: none"> • Define Hours of operation/Closure dates • Define & carry out Uniform policy for staff (including nametags) • Define opening date • Develop a staffing plan 		<p>LC LC LC LC/AM</p>	

MASTER - TRANSITION TASKS – DRAFT 2

Grounds Maintenance	Contract with a landscape maintenance company (typical tasks): Mowing, line trimming, fertilizing, spraying, blowing, weeding, pruning, garbage cans, litter p/u, etc		LC or ED	
Alarm System	Contract		ED	
Trash & Recycling Pick up	Contract		ED	
Emergency Action Plans	To be developed		ED/AM	
Keys/Security System	Contract Establish who has keys		ED	
Janitorial Maintenance	Contract		LC? Or ED?	
Marketing/Communications	<ul style="list-style-type: none"> • Development of a marketing plan • Executing materials (Activities Guide winter deadline 11/3/14) • Social Media • Posters/Info in pool lobby 		ED/AM/TPAC ED/AM LC/AM LC	
Passes	<ul style="list-style-type: none"> • Establish membership/pass structure • If different than City's system, develop new system (i.e., design cards, purchase a card reader or whatever, etc.) • “ ”, advertise changes 		LC LC ED/AM	
Pool Programming	<ul style="list-style-type: none"> • Develop Winter programming schedule • Contact instructors to confirm availability • Final schedule to graphic artist • Submit to printer by November 3 		ED/AM ED/AM ED/AM ED/AM	
Staffing	<ul style="list-style-type: none"> • Hiring of Assistant Manager(s) • Hiring of Lifeguards and Instructors • Training of Assistant Mgrs., Lifeguards and instructors • Day to day supervision of Lifeguards and instructors • Develop a staffing schedule 		ED/AM ED/AM ED/AM AM AM	
Sponsorships	<ul style="list-style-type: none"> • Develop a Sponsorship policy for Board approval • Solicit sponsorships 		LC AM/ED/TPAC	
Other operational policies	<ul style="list-style-type: none"> • Research and recommend for Board approval 			

SUPPORT SERVICES TRANSITION – LEGAL DRAFT 1

Function: **Legal**

Primary Goal: Facilitate transition of Legal matters related to the TPMPD.

Task	List Actions, Steps, Coordination and/or Questions	Target Date	Assigned to	Completed
City Responsibilities:				
Loan Repayment	A. Review ILA 11-006 B. Develop new ILA regarding secured loan repayment			
Transition Agreement	A. Records transfer B. Continuing support services (i.e. closing books, processing future public records requests) C. Indemnification			
Ending Document(s)	A. Formal termination letter B. Terminate or amend facility use agreement			
MPD Responsibilities				
	-Repeal MPD Resolution #1 regarding organization of the District to reflect operations as of January 1, 2015			
				✓



TUKWILA POOL METROPOLITAN PARK DISTRICT

EMPLOYEE HANDBOOK

Policies and Procedures of the TPMPD
relating to Employees and Human
Resources

Developed by the TPMPD Logistics Committee
Christine Neuffer, Community Member
Dave Puki, Tukwila Pool Advisory Committee Chair
Jennafer Price Cargill, Executive Director
Kathy Hougardy, Board of Commissioners
Verna Seal, Board of Commissioners

Tukwila Pool Metropolitan Park District Employee Handbook

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Part 1: General Information

1.1 Introduction

1.1.1 The Tukwila Pool Metropolitan Park District (District), which was established in 2011, operates under laws of the State of Washington governing Metropolitan Park Districts (RCW 35.61). Under this system, the Commissioners are ex-officio members of the Tukwila City Council.

1.1.2 The Executive Director is appointed by the District Commissioners and is responsible for the overall administration of the District's operations. Managers are responsible to the Executive Director. Thus, our chain of command runs from the Board of Commissioners, to the Executive Director, to the Managers, to Head or Lead Guards, to non-supervisory personnel.

1.2 Purpose/Scope of Employee Handbook

This manual is a general informational guide to the district's current employment policies and practices. Any department standard operating procedures needs to be consistent with these policies and approved in advance by the Executive Director. This employee handbook can be accessed online on the Staff page of the District website www.tukwilapool.org.

1.2.1 The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the District and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of the District.

1.2.2 The District reserves the right to amend, delete, supplement, or rescind any of the District's personnel policies, as the district deems necessary and appropriate, without advance notice. The district also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its customers.

1.2.3 These practices and policies are not an express or implied contract or any type of promise or guarantee of specific treatment in specific instances upon which any employee may rely.

1.2.4 These personnel practices and policies apply to all District employees.

1.2.5 These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Board of Commissioners of the District.

1.3 At Will Employment

You became an employee at the District voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that the District may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

Unless specific benefits or rights to the contrary are granted to an employee through resolutions, individual employment contracts, employees are considered at-will employees and may be terminated from District employment at any time, with or without cause and with or without notice.

1.4 Equal Employment Opportunity

The District is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats its employees on the basis of merit, qualifications, and competence, without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, disability, or any other status protected by federal, state, or local law. The District provides reasonable accommodation for qualified, disabled employees and applicants as required by law. Any alleged act or complaint of discriminatory treatment by any District employee should be reported to the Executive Director for appropriate investigation and action.

1.5 Work Place Harassment

Sexual or any other type of unlawful verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. This includes harassment based on gender, sexual orientation, race, religion, age, national origin, disability or any other legally protected status. 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.

1.5.1 Harassment can take many forms. Prohibited harassment includes, but is not limited to:

- Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
- Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).
- Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).

1.5.2 Sexual harassment can include 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 in a negative or embarrassing way; displaying nude or sexual pictures, cartoons or calendars in or on District property; invitation for dates which do not stop when the response is negative; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

1.5.3 Conduct of this type is improper, and it may be illegal if:

- Submission to this conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or
- 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.

1.5.4 All employees are responsible to ensure a work place 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 ask the offending employee to cease the conduct. If an employee is uncomfortable doing this, or if the conduct does not stop, s/he should report the alleged act immediately to his/her Supervisor. Alternatively, if his/her Supervisor is engaging in such conduct or if his/her Supervisor is unavailable, the employee should immediately report the alleged harassment to the Executive Director.

1.5.5 All complaints will be promptly and thoroughly investigated. Any employee who is found to have harassed another employee will be subject to appropriate disciplinary action, which could range from a disciplinary warning to termination.

1.5.6 No retaliation of any type will result from reporting instances of harassment or cooperating in an investigation.

1.6 Work Place Violence

Work place violence is any verbal or physical action that is communicated or perceived as a threat, harassment, abuse, intimidation, or personal contact, that produces fear, causes bodily harm, or damage to property. Even joking about violent acts is prohibited. Work place violence may involve family, friends, strangers, co-workers, elected officials, or members of the public. The District does not tolerate acts of violence towards District employees or property. All acts of violence are treated seriously and each act of violence will be dealt with promptly and appropriately using administrative, managerial, legal and disciplinary actions to minimize risk to employees and property.

1.6.1 All employees are responsible for refraining from participating in violent actions and for reporting to their Supervisor or the Executive Director any threatening or dangerous situations that occur within the work place or affect their work requirements. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible. Employees may not bring weapons of any type into the workplace.

1.7 Workplace Ethics and Conduct

We expect the District employees to be ethical in their conduct. It affects our reputation and success. The District requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

1.7.1 Our continued success depends on our customers' trust. Employees owe a duty to the District, our customers, and the public to act in ways that will earn the continued trust and confidence of the public.

1.7.2 As an organization, the District will comply with all applicable laws and regulations. We expect all directors, officers, Supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

1.7.3 If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Executive Director for advice and consultation.

1.7.4 It is the responsibility of every District employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

1.8 Immigration Law Compliance

The District is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizens or national origin.

1.8.1 Because we comply with Immigration Reform and Control Act of 1986, every new employee at the District is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

1.8.2 If you leave the District and are rehired, you must complete another Form I-9 if the previous I-9 with the District is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

Note: If you have questions or want information on the immigration laws, contact the Executive Director. If you ask questions you will not be punished in any way.

1.9 Employee Personnel Records

A personnel file for each employee is maintained by the Executive Director or his/her designee, and access is generally limited to the employee, the employee's Supervisor, the Executive Director unless broader disclosure is required by law. 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/pay-rate, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

1.9.1 Each employee may periodically review his/her personnel file. An employee may place pertinent information in his/her personnel file with the approval of the Executive Director. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the District denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

1.9.2 Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, information from an employee's personnel file will not be released to the public, including the press, without a written request for specific information or a valid court order or administrative agency request.

1.10 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. Any requests for references should be referred to Executive Director.

Part 2: Hours and Attendance

2.1 Employment Status Definitions

- 2.1.1 Full-Time Employee - An employee who regularly works a minimum of 37.5 hours a week on a continuing basis.
- 2.1.2 Part-Time Employee - An employee who regularly works less than 35 hours a week on a continuing basis.
- 2.1.3 Non-exempt Employee - An employee who is not exempt from the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees receive an hourly wage and 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 who is exempt from the minimum wage, overtime and timecard provisions of the wage and hour laws. Exempt employees include supervisory, administrative, and professional employees who are paid on a salary basis. Some examples include the Executive Director and Manager. When employees are hired, they will be informed of exempt status.
- 2.1.5 Temporary/Seasonal Employee - An employee hired with a short-term expectation of employment to cover during periods of peak workload, extended employee absences and the like. Temporary employees generally may not be employed for more than six months.

2.2 Working Hours

Different work schedules may be established by the District to meet job assignments and to provide necessary District services.

- 2.1.1 Each supervisor will notify his/her employees regarding their specific working hours.
- 2.1.2 All employees work the hours specified by their supervisors.

2.3 Overtime

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours during a work period.

- 2.3.1 All overtime must be authorized in advance by the employee's supervisor or the Executive Director.
- 2.3.2 Overtime pay is calculated at one and one-half times a non-exempt employee's rate of pay for all time worked in excess of 40 hours during a work-week and for working over eight hours in a workday, unless an employee is regularly scheduled to work more than eight hours a day (i.e. a 4/10 shift, or part-time employees working flex schedules).
- 2.3.3 For purposes of overtime computations, the District's workweek begins on Monday mornings at one minute past Sunday midnight (12:01 a.m.).
- 2.3.4 When computing overtime, paid time off is not counted as hours worked.
- 2.3.5 Exempt employees do not receive overtime.

2.4 Attendance

Punctual and consistent attendance is an essential function of every employee's job and a condition of continued employment. Employees are expected to work a complete workday. Each employee is expected to be at their place of work, dressed in their appropriate uniform and be prepared to work at the designated starting and continue to work until the designated quitting time. Employees are not expected to be absent from work without making prior arrangements with their supervisor.

2.4.1 Employees unable to work or unable to report to work on time should notify their Supervisor or his/her designee as soon as possible, ordinarily before the workday begins or within a reasonable time of the employee's usual starting time, as determined by the employee's Supervisor, and state the reason for being late or being unable to report for work. If an absence continues beyond one day, the employee is responsible for reporting in each day. Any unauthorized absence, including tardiness, will be considered an absence without pay and may be cause for disciplinary action, including possible termination.

2.4.2 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 paid holidays and PTO).

2.5 Emergency or Maintenance Closures

All District offices and activities are to be open and in operation during established working hours. 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 a closure. Should emergency conditions prevent District employees from reporting to work, it is the employee's responsibility to contact his/her supervisor to indicate anticipated absence from work, or late arrival to work, and the reason for such absence or tardiness.

2.6 Breaks and Meal Periods

Employees are allowed a meal period which usually commences between two to five hours from the beginning of the employee's shift. In most circumstances, meal periods are scheduled by the employee's supervisor.

2.6.1 If an employee works three or more hours longer than the employee's normal workday, the employee is usually allowed at least one 30 minute meal period prior to or during the extended work period.

2.6.2 In most circumstances, the District tries to provide employees at least a ten-minute paid break period for each four hours of working time. To the extent practical, the District endeavors to schedule rest periods as near as possible to the midpoint of the workday, as long as the rest period does not interfere with District business or service to the public. Employees should not work more than three hours without having either a rest break or a meal break. If you are not getting your breaks, you should inform your supervisor.

2.7 Call Back

All employees are subject to call back in emergencies or as needed by the District to provide necessary services to the public. A refusal to respond to a call back may be grounds for disciplinary action, including possible termination. Employees called back to duty are paid their appropriate rate of pay for hours worked (and overtime rate, if applicable.)

2.7.1 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 hour worked. Exempt employees are not

eligible for call-out 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.

- 2.8.1 Each employee is responsible for completing his/her own time record as required.
- 2.8.2 Reported times should be rounded off to the nearest 15 minute increments.
- 2.8.3 Supervisors are responsible for ensuring that the time records are maintained and submitted to the District bookkeeper.
- 2.8.4 Falsification of time records is grounds for disciplinary action, including possible termination.

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Part 3: Employment Practices

3.1 New Employee Orientation

New employees usually participate in a new employee orientation to the position. Typically, new employee orientation includes information about the District's organization and services, safety work rules, personnel policies, departmental rules and procedures, completion of payroll forms and introduction to other District personnel.

3.2 Customer Relations

Community residents each pay a special tax called a levy for the privilege of having a community pool. They are just as important to us as our customers or patrons. Every employee represents the District to the patrons and the public and they judge all of us by how we treat them. One of the highest priorities at the District is to help any patron or potential patron in every way possible. Nothing is more important than being courteous, friendly, prompt, and helpful to our patrons and community. Your contacts with the public, your telephone manners, and any communications you send out reflect not just on you but also in the professionalism of the District. Good customer relations translates into long-term stability for the pool.

3.3 Staff Supervision

The District holds itself to a high standard of performance and therefore makes every effort to provide high quality support and supervision to District employees. Clear communication, respect for all, and appropriate staff development are key to these efforts and every District employee with a supervisory role is expected to personify those high expectations.

3.3.1 Candidates must attend a supervisor skills class 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.

3.3.1 Each employee shall have a direct supervisor who will be expected to provide steady support, professional development and general guidance to that employee. Supervisors are accountable for the performance of each of their assigned employees and are encouraged to give each employee their best effort, asking for help whenever necessary.

3.3.2 Supervisors shall make time to regularly meet with each assigned employee to discuss issues or topics relating to the performance of the employee's duties no fewer than 4 times per year. Written notes capturing the general discussion topics and agreed upon outcomes from each meeting shall be kept and retained by the supervisor.

3.3.3 The employee is expected to inform their supervisor as soon as possible of any challenges they face in the performance of their duties and the supervisor is expected to work with them to find solutions.

3.3.4 The supervisor is expected to inform assigned employees as soon as possible of challenges that may be impacting the performance of their duties and the employee is expected to work with their supervisor to find solutions.

3.3.5 The supervisor shall provide the employee with a written performance evaluation a minimum of one time per year.

3.3.6 When a supervisor knows they will be unavailable for more than 5 days due to a planned absence, it is incumbent upon them to arrange for alternate support for their assigned employees during their absence.

3.3.7 When a supervisor becomes unavailable due to an unplanned absence that lasts longer than 5 days, it is up to the supervisor's supervisor to either step into the breach personally or identify an alternate supervisor to support the affected employees.

3.4 Promotions and Transfers

All employees are eligible for promotion, transfer to another equivalent position or voluntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position, unless the Executive Director determines that waiving those requirements is in the best interest of the District.

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

3.4.2 A promotion is an appointment of an employee to another position with a higher pay-rate and/or expanded responsibilities. The amount of any pay increase and/or specific responsibilities are to be decided by the District. A promoted employee may be demoted or terminated from the new position if the District determines, in its sole discretion, that the employee is not satisfactorily performing in the new position.

3.4.3 The 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 Executive Director in writing.

3.5 Layoffs

The District may lay off employees due to lack of work, lack of funds, or for other financial or organizational reasons. In determining who is to be laid off, consideration should be given to individual performance and the qualifications required for remaining jobs. Prior to such action, the District may endeavor to place affected employees into another available position for which they are qualified, as determined by the District, within the District.

3.5.1 Prior to a layoff, the District will try to provide affected employees at least two weeks' notice of the pending layoff or pay in lieu of notice.

3.5.2 During the 12 month period following a layoff, the District 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.

3.6 Reclassification

If, based on the needs of the District, the duties and responsibilities of a particular position are substantially changed, the District may reclassify a position. If the reclassification places the position in a higher salary range, the employee's rate may be adjusted to the next higher step. If the reclassification places the position in a lower salary range, the employee's rate of pay may be adjusted to the pay step in the new range that is nearest to the employee's former rate of pay.

3.7 Resignation

Employees are encouraged to submit written notice of resignation to their Supervisor at least ten working days (two calendar weeks) prior to the effective date of their resignation. The Executive Director may schedule an exit interview, if appropriate. When an employee resigns the employee is expected to return all District property, including uniforms, equipment and keys. Failure to do so may delay release of the employee's final pay check.

Part 4: Compensation

4. Compensation Policy

The District wishes to practice transparency and fairness in regard to employee pay rates, offering equal pay for equal work. Therefore, each position or job title within the District is assigned a defined salary or pay-rate that is applied to all employees holding that position or job title. Pay rates for each position are outlined in the District's salary and wage schedule, which is usually approved annually by the District Board of Commissioners.

4.1 Employee Pay Rates

4.1.1 Each position's pay-rate is reviewed periodically to ensure that it remains competitive with other comparable positions.

4.1.2 Pay-rates are based on the expectations of the position, reflect levels of authority and responsibility, required certifications or training if any, and other skills as needed to perform the expectations of the position with a great deal of competency. Within available resources, the District's compensation plan is generally competitive with other comparable employers in similar job markets.

4.1.3 From time to time the District Board of Commissioners may grant cost-of-living adjustments, raising the salaries of all positions by a specified amount or for all employees within a defined position.

4.1.4 Pay increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a scheduled pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory.

4.2 Paydays

[To be determined.]

4.3 Payroll Records

[To be determined.]

4.4 Deductions

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The District withholds from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

4.5 Paycheck Errors

The District does its best to provide you with proper pay for all hours worked. Should you notice an error in your pay or an improper deduction, please bring it to the attention of your Supervisor right away so that we can check into it and correct it if appropriate. Should we discover an overpayment, the employee will be notified as soon as possible and the overpayment will be taken out of the next paycheck.

4.6 Expense Reimbursement

Employees and officials may be reimbursed for normal and reasonable travel and other expenses incurred for a Tukwila Pool Metropolitan Park District business related purpose. 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 incurred by employees who are traveling for District business purpose only.

4.6.1 Per Diem

The District does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. Expenses are reimbursed based on a TPMPD Reimbursement and Travel Report Form filed within 30 days after completion of the trip and accompanied by original receipts for each expense reported.

4.6.2 Receipts

No claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the Executive Director 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.

4.6.3 Meals

Meals may be reimbursed by the District only when associated with official business. Payment for meals (including sensible tip), is reimbursable as a reasonable and necessary cost for such service. All employees and officials claiming reimbursement for meals consumed while on District business must use the TPMPD Reimbursement and Travel Report Form and provide original receipts.

4.6.4 Reimbursable business expenses:

- **Personal vehicle:** Expenses shall be reimbursed for travel at 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.
- **Air travel:** The District will reimburse the cost of standard airfare (coach) only. The lowest available discount airfare or customary standard airfare (coach or equivalent) must be purchased. Reservations should be made in advance to guarantee the ticket is purchased at the lowest available discount fare. Accommodation savings of the traveler may offset additional cost incurred by purchasing the ticket at a higher price.
- **Automobile rental expenses:** Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. A receipt must support such expenses. Automobile insurance will not be reimbursed for domestic automobile rental, and should be declined. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
- **Alcoholic beverages:** Alcoholic beverages are not allowed as a reimbursable travel expense.
- **Incidental expenses:** Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt.
- **Laundry:** Only services which cannot be deferred until completion of the trip may be claimed as a reimbursable expense.
- **Lodging/Meals:** Itemized receipts for all lodging expense must accompany the TPMPD Reimbursement & Travel Report Form.

Note: *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.*

4.6.5 The TPMPD Reimbursement & Travel Report Form

The TPMPD Reimbursement & Travel Report Form should be submitted within 30 days from the end of the travel for all overnight travel. Reimbursement for meals is based on actual expenses. If expenses include the cost of meals for other persons, the form must list names of individuals, the purpose, time, place and amount.

The cost of Conferences, seminars, Training Courses, and Classes related to employee training and training materials should also be listed on the TPMPD Reimbursement & Travel Report Form and submitted within 30 days of the end of the event.

4.6.6 Cash Advance

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 & Travel Report 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.

4.6.7 Non-Travel Reimbursement of Expenses

- Same day travel and meals consumed by the District employees during meetings and other functions, which conduct official District business or serve to benefit the District are reimbursable to the employee.
- Meetings or functions wherein a District function, public purpose, training or District program is served or furthered and wherein the Executive Director has expressly approved the meeting as such, the District may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the District.

4.7 Compensation Upon Termination

When an employee's employment with the District is terminated, the employee receives the following compensation:

4.7.1 Regular wages for all hours worked up to the time of termination that have not already been paid; or

4.7.2 Any overtime, compensatory time, or paid time off.

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Part 5: Performance Evaluations and Training

5.1 Performance Evaluation Policy

To achieve the District's goal to train, promote and retain the best qualified employee for every job, the District conducts periodic performance evaluations for every employee. Performance evaluations are designed to ensure that each employee is in the position that best fits their skills, therefore an employee's position may be adjusted based on the outcome of the evaluation.

5.1.1 In most circumstances, employees are evaluated by their supervisor at least once every 12 months. Shorter evaluations periods may be done at the supervisor's discretion on an individual basis.

5.1.2 The evaluation is part of an employee's personnel record and may be a factor in determining whether the employee is to be promoted, transferred, demoted, laid off, or terminated.

5.1.3 Performance evaluations should be used to identify training needs, potential for advancement or ability to improve. They are not meant to be the primary method of communicating a performance issue. If an employee's performance is substandard, the supervisor has an obligation to inform the employee immediately and to clearly communicate the necessary improvement expected. The outcome of that communication can be incorporated into a performance evaluation.

5.2 Training Policy

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

5.2.1 The District may pay for employees to attend an approved supervisory skills training or class at the discretion of the Executive Director.

Part 6: Benefits

6. Benefits Policy

The Tukwila Pool Metropolitan Park District provides certain positions with an Optional Benefits package and the ability to earn paid time off (PTO). Positions currently eligible to receive these benefits include:

- Executive Director
- Aquatics Manager
- Assistant Aquatics Manager

No other positions are currently eligible to receive optional benefits or paid time off (PTO).

6.1 Optional Benefits

The District will designate an allowance for each eligible employee which we intend them to use at their discretion to purchase Health Insurance, Dental Insurance, Vision Insurance, Child or Elder Care, or Disability Benefits as they choose.

6.1.1 The benefit amount will be reviewed by the District and potentially adjusted annually and all or a portion of it may be eliminated at any time. Amounts are calculated based on the employee's salary or pay-rate and may be pro-rated for part-time employees.

6.1.2 This allowance is distributed in lieu of traditional employee benefits and is not defined as salary for the employee, however they will be taxed on the funds as income.

6.1.3 Each employee provided with a benefit allowance is expected to maintain, at minimum, up-to-date medical coverage as required by the Affordable Care Act. Employees who do not maintain this coverage risk losing their benefit allowance.

6.2 Paid Holidays

The Tukwila Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day).

6.2.1 Exempt employees are not expected to work on these Holidays, but will be compensated in the usual manner.

6.2.2 Non-exempt or hourly employees will not be scheduled to work on stated Holidays. If, due to an emergency, they are required to report to work, they will be compensated at double their usual hourly rate for the time worked.

6.3 Paid Time Off

Paid time off (PTO) may be accrued and used by an employee for any purpose, including vacation, sick days, or personal time.

6.3.1 Eligible employees accrue PTO as follows:

Years of Service	Non-Exempt Accrual Rate	Exempt Accrual Rate	Maximum accruable
1	8 hours for every 173 hours worked	1 day per month	12 days
2	8.64 hours for every 173 hours worked	1.08 days per month	13 days
3	9.28 hours for every 173 hours worked	1.16 days per month	14 days
4	10 hours for every 173 hours worked	1.25 days per month	15 days
5	10.64 hours for every 173 hours worked	1.33 days per month	16 days
6	11.28 hours for every 173 hours worked	1.41 days per month	17 days
7+	12 hours for every 173 hours worked	1.5 days per month	18 days

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6.3.2 PTO accrual is calculated on a monthly basis beginning with an employee's first date of employment and is not pro-rated for partial months.

6.3.3 If an employee plans to use PTO for personal or vacation time, it must be approved in advance by their supervisor. Requests that have a negative impact on the operations or other employees may not be approved.

6.3.4 Exempt employees must submit a written request (email is acceptable) to utilize PTO. The request must be sent to the designated bookkeeper/payroll specialist before the close of the pay period to which the request applies, and it must specify exactly how much time is being applied toward PTO.

6.3.5 Once the maximum accrual of PTO is achieved, an employee will not be able to accrue additional PTO.

6.3.6 PTO may only be transferred to another employee with approval from the Executive Director.

6.4 Family And Medical Leave

The District complies with the federal Family and Medical Leave Act of 1993 ("FMLA") and all applicable state laws related to family and medical leave.

6.4.1 The FMLA provides up to 12 weeks of unpaid leave every 12 months to eligible employees for certain family and medical reasons. To be eligible an employee must have worked for the District at least one year, defined as 1,250 hours over the previous 12 months.

6.4.2 Reasons for Taking Leave

Unpaid FMLA leave may be granted for any of the following reasons:

- To care for a child after birth or placement for adoption or foster care.
- To care for an employee's spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes an employee unable to perform the essential functions of his/her job.
- To care for an employee's spouse, son, daughter, parent or next of kin undergoing medical treatment as a member of the armed forces, National Guard or Reserves.
- For "any qualifying exigency" (as the Secretary of Labor shall by regulation determine) arising out of the call to duty of an employee's spouse, son, daughter or parent.
- Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

6.4.3 Under some circumstances, FMLA leave may be taken intermittently, which means taking leave in blocks of time, or by reducing an employee's normal weekly or daily work schedule or if medically necessary because of a serious health condition. If an employee is granted intermittent leave or works a reduced schedule, he/she may be required to provide a written certification from his/her health care provider that includes the projected dates and duration of treatment and a statement of the medical necessity for taking intermittent leave or working a reduced schedule.

6.4.3.1 The District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or

reduced work schedule.

6.4.3.2 If FMLA leave is taken for the birth or placement for adoption or foster care of a child, use of intermittent leave is subject to the District's prior approval.

6.4.4 Substitution of Paid Time Off (PTO): The District may require an employee to use accrued PTO as part of the employee's FMLA entitlement. For example, if an employee wishes to take 12 weeks of FMLA leave and he/she has accrued two weeks of PTO, they must first use their PTO and would then have ten weeks of unpaid FMLA leave available.

6.4.5 Advance Notice and Medical Certifications:

The District requires that an employee provide the District with advance leave notice, with medical certification of the need for a leave related to a serious health condition, and with medical certification of the employee's fitness to return to duty after medical leave. Taking leave, or reinstatement after leave, may be denied if the following requirements are not met:

- An employee must give the District at least 30 days' advance notice of his/her request for leave if the reason for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment. If 30 days' notice is not practicable, then the employee must give the District notice as soon as practicable. If the employee does not give the District 30 days' advance notice, and if the employee is able to foresee the need for the leave and the approximate date of the leave, the District may deny the employee's request for leave until at least 30 days after the date the employee gives the District such notice.
- The District requires that employees provide a medical certification to support a request for leave because of a serious health condition (the employee's, employee's child's, spouse's or parent's) whenever the leave is expected to extend beyond three consecutive working days or will involve intermittent or part-time leave. The District may require second or third opinions, at the District's option and expense.
- The District requires employees provide a medical certification of fitness for duty to return to work after a medical leave that extends beyond ten consecutive working days, or that involves substance abuse, or where the medical condition and the employee's job are such that the District believes the employee may present a serious risk of injury to the employee or others if the employee is not fit to return to work.

6.4.6 Periodic Reporting: If an employee takes FMLA leave for more than ten consecutive days, the District requires that the employee report in, to his/her Supervisor or designee, at least every two weeks regarding the employee's status and intent to return to work, unless a different requirement is set by the Supervisor.

6.4.7 Couples Employed by Us: If both the employee and the employee's spouse work for the District and the employee requests leave for the birth, adoption or foster care placement of a child, to care for anew child, or to care for a sick parent, the total annual FMLA leave available to both individuals for those purposes is 12 weeks.

6.4.8 Determining Leave Availability: FMLA leave is available for up to 12 weeks during a 12-month period. For purposes of calculating leave availability, the "12-month period" is a rolling 12-month period measured backwards from the date the employee uses any FMLA leave.

6.4.9 Leave Related to Pregnancy: If an employee takes leave for pregnancy disability, the leave taken while the employee is physically unable to work will be in addition to the employee's annual 12-week FMLA leave allowance. For example, if an employee works until her due date and then the physician

certifies a six-week disability period, the employee could take as much as 18 weeks of leave. However, insurance benefits would only be continued at the District's expense for 12 weeks. After that the employee would need to arrange to self-pay benefit premiums.

6.4.10 Reinstatement Rights: If an employee takes leave under this policy, he/she usually will be able to return to the same or a similar job with equivalent status, pay, and benefits, and one which entails substantially equivalent skill, effort, responsibility and authority.

6.4.11 Worker's Compensation: The District considers leave taken as a result of an on-the-job injury covered by state industrial insurance and resulting in a "serious health condition" as leave under this policy.

6.5 Administrative Leave

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

6.6 Military Leave

The District provides military leave for employees while performing military service in accordance with federal and state law. Military service includes active military duty and reserve or National Guard training. An employee must provide his/her Supervisor with copies of his/her military orders as soon as possible after he/she receives those orders. Reinstatement upon return from military service is determined in accordance with applicable federal and state law.

6.6.1 Family Leave Due to a Call to Active Duty. This benefit provides 12 weeks of FMLA leave for "any qualifying exigency (as the Secretary [of Labor] shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation." The following type of exigencies may qualify: (DOL Rulemaking pending)

6.6.1.1 Making arrangements for childcare;

- Making financial and legal arrangements to address the service member's absence;
- Attending counseling related to the active duty of a service member;
- Attending official ceremonies or programs where the participation of the family member is requested by the military;
- Attending farewell or arrival arrangements for a service member; and
- Attending to affairs caused by the missing status or death of a service member.

6.6.2 Washington's Family Military Leave Act provides that during a period of military conflict, an employee who is the spouse of a member of the Armed Forces, National Guard or Reserves who has been called to active duty or who has been deployed is entitled to 15 days of unpaid leave per deployment. An employee who seeks to take family military leave must provide the employer with notice of his/her intent to take leave within five business days of receiving official notice of an impending call or order to active duty or notice of a leave from deployment. Employees "may elect" to use any accrued leave as part of this family military leave. The use of paid leave is at the employee's option.

6.7 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.

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6.7.1 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.

6.7.2 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.

6.7.3 Pay and Benefits during Leave. The employee may elect to use sick leave, compensatory, or other paid time off, or may take unpaid leave. To the extent allowed by law (for example, by the applicable benefits plan), the District will maintain the employee's health care coverage as if the employee had not taken leave.

6.7.4 The employee will be restored to the position s/he held before the leave commenced, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

6.8 Other Leaves of Absence With Pay

6.8.1 Bereavement Leave. Three days' leave may be granted for the death of an employee's immediate family or household member. "Immediate family" includes the employee's spouse, child, parent, sibling, parent-in-law, son or daughter-in-law. Additional leave may be approved beyond the allotted three days, but may not exceed a total of nine days. Any days (up to six) beyond the original three days will be charged, as determined by the Executive Director, to the employee's accrued, but unused PTO, or if neither is available, will be unpaid.

6.8.2 Jury Duty. 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. An employee released from jury duty for part of a day should call his/her supervisor for instructions. An employee receiving a jury summons should inform his/her department as soon as possible so that arrangements may be made to cover for the employee.

6.9 Workers Compensation

Regular employees who are injured on the job and file for Worker's Compensation may use accumulated PTO 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 PTO used by the employee will be reinstated to the employee's account on a pro-rated basis. Employees may use PTO to supplement their time loss payments up to the equivalent of their usual hours or salary.

6.10 Education Training

The District may agree to pay or reimburse employees for pre-authorized job-related training. To be eligible, the employee must demonstrate that:

- The training is necessary for improving skills to perform or enhance present work or to qualify the employee for promotion;
- The money is budgeted in the operating budget;

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- It is in the District's best interest to pay for this training; and
- District services may be improved by authorizing the training.

The employee should make his/her request in writing to his/her Supervisor who forwards it, with comments, to the Executive Director for approval. Employees taking courses that are graded must earn at least a C or equivalent in order to receive reimbursement. The District reimburses for tuition and fees only. Employees are generally responsible for books and any other costs associated with the class.

6.11 Membership in Professional and Technical Societies

District employees are encouraged to participate in technical and professional societies. These activities are considered a benefit to the District and to the employee through additional knowledge or personal associations gained through the membership. 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.

6.12 Professional and Technical Registration

The District encourages professional and technical registration by providing the necessary experience under the direction of registered professionals, and assumes that each qualified individual will want to achieve professional status at the earliest opportunity. 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 Executive Director.

6.13 Staff use of the Facility

All employees are eligible for a TPMPD swim pass, which entitles that employee to the same privilege as an annual family pass holder.

6.13.1 If the employment is terminated or the employee has not worked one shift per calendar month, the pass is void and must be surrendered. Temporary or substitute employees retain the use of his/her employee pass only during the calendar month he/she works.

6.13.2 Any inappropriate or unprofessional conduct while off-duty at Tukwila Pool is grounds for discipline up to and including termination.

6.13.3 These privileges are extended to immediate family members of employees, but are not extended to family members who are not dependents or do not live with the employee.

6.13.4 All employees may purchase Tukwila Pool sale items that are on the shelf at 10% off the current purchase price, plus tax, excluding vending items

Part 7: Drugs and Alcohol

7. Drugs and Alcohol Policy

The District has a significant interest in the health and safety of its employees and the patrons of the pool. 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 or abuse is prohibited:

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.

7.1.1 Pre-Duty Use of Alcohol: An on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty.

7.1.2 Use of Drugs: An employee may not report for duty or remain on duty when the employee has used an illegal or legal drug or drugs, except when the use is pursuant to written instructions of a physician notifying the employee that the substance does not 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 duties safely must report this to their 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.

7.1.3 Possession, Transfer or Sale: No employee may possess, transfer or sell drugs or alcohol while employed by and working for the District.

7.2 Removal from Duty

If removed from duty based on reasonable suspicion of alcohol or drug use the employee may not return to work for a minimum of 24 hours.

7.3 Testing

Use of prohibited substances may be determined by a supervisor based on behavior, odor, or a test if necessary.

7.3.1 Reasonable Suspicion Testing: Employees are required to submit to a drug and/or alcohol test whenever District personnel reasonably suspect that the requirements of this policy (except the prohibitions against possession, transfer or sale of alcohol) may have been or are presently being violated. In most circumstances, referrals for testing are based on contemporaneous, specific observations. Such referrals are made by the employee's supervisor.

7.3.2 No employee may refuse to submit to an alcohol or drug test as directed by the District. Refusal to submit to a test is considered the same as a positive test result. A refusal to submit includes, but is not limited to:

- A failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing as required by the District;
- Failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing as required by the District; or
- Failure to cooperate in any part of the testing process or engaging in conduct that obstructs the

testing process.

7.4 Confidentiality and Record Retention

All records related to drug and alcohol testing are maintained by the Executive Director or his/her designee in a secure location with controlled access. These records are kept separate from records pertaining to all other employees.

7.5 Consequences of Engaging in Prohibited Conduct or Positive Drug or Alcohol Tests

7.5.1 Discipline: Employees are subject to appropriate disciplinary action up to and including termination of employment if:

- The employee tests positive for a drug or drugs;
- Results from an alcohol test indicate a blood alcohol level of 0.02 or greater; and/or,
- The employee has engaged in prohibited conduct as outlined in Section 7.2.

The District will endeavor to advise an employee, regardless of any disciplinary action taken, of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse.

7.6 Voluntary Referral

The District supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily. In most instances, any employee who comes forth and notifies the District of alcohol or drug abuse problems usually 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.

Paid time off or leave of absence without pay may be granted for treatment and rehabilitation as with other illnesses. Confidentiality of information will be maintained as much as possible at all times.

Part 8: Employees Responsibilities

8. Policy on Employee Responsibilities

District employees are expected to represent the District to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and supervisor.

8.1 Uniforms

The District may furnish or pay for clothing required by the District as finances allow. If not, the employee is required to provide their own clothing pursuant to their supervisor's instructions.

8.2 Standards of Professional Conduct

Since the proper working relationship between employees and the District depends on each employee's on-going job performance and behavior, the District has established certain minimum standards of professional conduct. Among the District's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to District practices, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the District's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

8.3 Outside Employment and Conflicts of Interest

Full time employees may not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the District's opinion, with the best interests of the District or interfere with the employee's ability to perform his/her assigned District job. Examples include, but are not limited to, outside employment which:

- 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;
- Is conducted during the employee's work hours;
- Utilizes District telephones, computers, supplies, or any other resources, facilities or equipment;
- Is employment with a firm which has contracts with or does business with the District; or
- May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

8.3.1 An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior approval from his/her supervisor and the Executive Director. Any employee engaged in outside employment which conflicts with the requirements of this policy may be required to resign from such outside employment or be terminated, if the employee refuses to resign.

8.3.2 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 needs to immediately report those situations to his/her Supervisor.

8.4 Gifts and Gratuities

Employees may not accept any gift or gratuity from any vendor or agent with whom the District transacts business. Employees may not use their official position or accept gifts and gratuities for personal gain. An occasional lunch or coffee is not considered a "gift."

8.5 Other Conflicts of Interest

Except upon approval of the Executive Director, District employees may not sell or barter anything to the

District or to a contractor supplying the District, or make any contract with the District or purchase anything from the District other than those things which the District offers generally to the public, such as, but not limited to, services, and then only on the same terms as are offered to the public, unless an invitation to submit sealed bids is published and the District accepts the sealed bid which is most advantageous to the District.

8.6 Political Activities

District employees may participate in political or partisan activities of their choosing provided that District resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

8.6.1 Employees may not campaign on District time or in a District uniform or while representing the District in any way.

8.6.2 Employees may not allow others to use District facilities or funds for political activities.

8.6.3 Any District employee who meets with or may be observed by the public or otherwise represents the District to the public while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit for a contribution for a partisan political cause on District property or District time.

8.6.4 Employees who file for election to public office in the District, may be required to take a leave of absence without pay during the campaign or be terminated from District employment upon election where said office may, in the District's sole judgment, create an appearance of impropriety or a conflict of interest.

8.7 No Smoking

For health and safety considerations, and in accord with State law and District policy, the District prohibits smoking by employees in all District facilities, including District-owned buildings, vehicles, and offices or other facilities rented or leased by the District, including individual employee offices. Employees may smoke outside only in designated smoking areas at least 25 feet from any door or ventilation equipment. Employees using the smoking area must keep it neat and clean and pick up trash and cigarette butts.

8.8 Use of District Equipment

Use of District phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other District equipment should be used by employees for official District business only.

8.8.1 An employee's misuse of District services, telephones, equipment or supplies can result in disciplinary action, including possible termination.

8.8.2 Certain job assignments may require that employees furnish personal equipment. If an employee is required to furnish any items, his/her supervisor will provide a list of the items needed. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment, as well as any money or valuables, they have in the work place.

8.9 Non-Solicitation

It is the District's desire to conduct its operations in an orderly and efficient manner. 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.

8.9.1 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 any time.

8.9.2 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. Work areas include the employee dressing room.

8.10 Employment of Relatives

Relatives will not be hired if such employment would result in one relative supervising another directly; auditing the work of another; or otherwise working in a relationship that would create actual or perceived conflicts of interest or favoritism. 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 transfer. The Executive Director shall consult with the affected employees and allow them to decide which one of them will resign, prior to taking final action.

"Relative" is defined as any family relationship resulting from birth, marriage or adoption, as well as any person cohabiting with another employee.

8.11 Bulletin Boards

Information of special interest to all employees is posted regularly on the District bulletin boards. Employees may not post any information on these bulletin boards without the prior authorization of the Executive Director or one of the Managers. Employees are urged to check the bulletin board frequently, as they are expected to be aware of its posted contents.

8.12 Employee Parking

Employees are requested to be courteous, watch vehicle doors, and drive safely in District parking lots. 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 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.

8.14 Computer Usage and Privacy

The District regards desks, computers, file cabinets, furniture, and other work spaces as the District's property, and reserves the right to inspect those locations 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.

8.14.1 Computer correspondence, E-mail or other documents or information stored in the computer used by an employee are not private or confidential. Any correspondence or other documents on a District owned computer or system must be available to the public in accordance with the Public Disclosure Act Chapter 42.56 RCW. Even after correspondence or documents have been deleted, it is still possible to retrieve and make them publicly available. Also, all messages or other computer documents are the District's records and are the property of the District. The District reserves the right to read, use and disclose computer correspondence or other documents or messages. For these reasons, employees should not use the computer system for any information considered personal or private.

8.14.2 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.

Because E-mail is a business communications tool, all E-mail messages should be business-like and professional in tone and content. Obscene, offensive, illegal, or unprofessional communication through E-mail is forbidden. This includes, but is not limited to:

- obscene, profane, abusive, or threatening language or graphic representations;
- 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;
- reference to or discussion of any sexual acts, sexual relationships, dates, dating, or any personal relationships;
- communications that violate the personal privacy of, or are disrespectful of, any individual; and
- communications in furtherance of any illegal activity, including, but not limited to, "football pools" and other forms of illegal gambling.

8.15 Contact with News Media

The Executive Director is responsible for all official contacts with the news media during working hours, including answering of questions from the media before or after any event or emergency. The Executive Director may designate specific employees to give out procedural, factual or historical information on particular subjects on a case by case basis.

8.16 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.

8.16.1 In case of an accident involving a personal injury or property damage, regardless of how serious, employees need to immediately notify their supervisor.

8.16.2 Employees should exercise caution in the performance of duties and shall follow and adhere to published safety regulations and controls. If a District vehicle or mobile equipment is involved in an accident within the District limits, the Police Department or Sherriff's Office should be promptly notified, and an accident report form should be completed.

8.17 Suggestions

All employees are encouraged to make suggestions which will improve the efficiency of District operations or employee job satisfaction. Even ideas for other departments are encouraged. 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 Executive Director.

8.18 Dispute Resolution Procedures

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.

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.

Step 2: If the employee is not satisfied with the response from his/her Supervisor, the employee may submit the problem, in writing, to next level supervisor within ten working days after receiving their direct

supervisor's response. The written complaint must contain, at a minimum:

- A description of the problem;
- A specific practice, guideline, or procedure, which the employee believes, has been misapplied;
- The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- The remedy sought by the employee to resolve the dispute.

Step 3: The Manager or Executive Director may meet with the parties, either individually or together, and will endeavor to respond in writing to the aggrieved employee within ten working days of any such meeting, if possible. Such determination will be final and binding.

8.19 Litigation

From time-to-time the District may be involved in legal actions. The only persons authorized to receive legal summons and lawsuit filings for the District are the Executive Director, Board President and the Clerk of the Board of Commissioners during business hours, and the Executive Director or Board President or Clerk of the Board upon receipt of the summons or lawsuit are responsible for promptly notifying the District's Attorney and the District's insurance carrier.

No other persons or employees are authorized or allowed to accept service on behalf of the District. Any unauthorized person should so advise the process server.

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Part 9: Whistleblowing

9. Whistleblowing Policy

The District (1) encourages reporting by its employees of improper governmental action taken by District officers or employees and (2) protects District employees who have reported improper governmental actions in accordance with the District's policies and procedures.

9.1 Definition of Improper Governmental Action

Any action by a District officer or employee:

- 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
- 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.

Improper governmental action does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, or reprimands.

9.2 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. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Executive Director. If the employee reasonably believes the improper governmental action involves the Executive Director, the employee may raise the issue directly with the President of the Board of Commissioners.

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.

The supervisor and the Executive Director, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental action. 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. 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.

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 is attached as Appendix A to this handbook.

District employees who fail to make a good-faith attempt to follow the District's procedures in reporting

improper governmental action do not receive the protections provided by the District in these procedures.

9.3 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.

Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Executive Director. The Executive Director will endeavor to take appropriate action to investigate and address complaints of retaliation.

If the Executive Director 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:

- (a) specifies the alleged retaliatory action and
- (b) specifies the relief requested.

District employees are required to provide a copy of their written notice to the Executive Director. The District will endeavor to respond within 30 days to the charge of retaliatory action.

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 Executive Director 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.

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:

Office of Administrative Hearings
PO Box 42489
Olympia, WA 98504-2489
(360) 753-2531 (SHS)
(800) 583-8271 (Toll-free)
(360) 586-6563 (Fax)

The District will consider any recommendations provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

9.4 Responsibilities

The Executive Director is responsible for implementing the District's policies and procedures (1) for reporting improper governmental action and (2) for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures (1) are posted where employees will have reasonable access to them, (2) are made available to any employee upon request, and (3) 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 possible termination.

Part 10: Discipline, Termination & Rules of Conduct

10. Discipline, Termination & Rules of Conduct Policy

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the customers of the District.

10.1 Discipline

Acts, errors, or omissions which, in the District's sole judgment, discredit the public service, violate District policies or practices, or impair the provision of orderly services to the citizens of the District may result in discipline, including possible termination.

10.1.1 The Executive Director and supervisors have full discretion and authority to impose disciplinary action in accordance with District policies and the circumstances of the particular case.

10.1.2 Unless otherwise specified by resolution or a written employment contract, all employees are employed on an at-will basis. While the District recognizes the benefit in some cases of using progressive discipline, the need for disciplinary action is usually evaluated on a case-by-case basis and the District is not required or obligated to use progressive discipline before imposing a particular type of disciplinary sanction, including possible termination.

10.1.3 In the event that discipline is necessary, any or all of the following types of disciplinary actions may be used, depending on the particular situation:

10.1.3.1 **Verbal Warning:** A verbal warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a guideline, rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the District by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the supervisor should document the verbal warning.

10.1.3.2 **Reprimand:** A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file. Written warnings should include:

- A statement of the facts;
- A statement of the discipline being given, if any;
- If appropriate, the employee's explanation and reason for the violation;
- The required corrective action on the part of the employee;
- If appropriate, a written and definite period of disciplinary probation during which the employee must clearly demonstrate improvement; and
- A statement indicating further disciplinary action, up to and including termination, may follow if correction is not achieved.

The Reprimand should be signed by the employee's direct supervisor, the employee and the District Supervisor involved. Copies of written reprimands should be forwarded to the Executive Director. After review with the employee, a copy of the written warning should be given to the employee and a copy should be placed in the employee's personnel file.

10.1.3.3 **Suspension:** A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record. In each case of disciplinary suspension, a written memo should be prepared indicating:

- The event or events which lead to the suspension;
- The duration of suspension;
- A statement indicating required corrective action on the part of the employee;
- If appropriate, the employee's explanation or comment; and
- A statement indicating that it is a "final warning" and further indicating that the employee will be discharged upon the occurrence of another infraction or unless corrective action is taken within the stated time.

The Suspension may be signed by the employee and any other person who may be present at the discussion. The Suspension should be signed by the employee's supervisor and a copy forwarded to the Executive Director. After review with the employee, a copy of this memo should be given to the employee, and a copy should be entered into the employee's personnel file.

Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the District pending the results of an investigation or disciplinary action.

10.2 Termination

When a supervisor feels that the nature of a violation warrants termination, or if the termination is a result of the disciplinary procedure where the desired corrective action was not achieved, the supervisor should prepare a written report to his/her supervisor and the Executive Director. The written report should include:

- The reason(s) for the termination;
- Information on any previous warnings or disciplinary actions that may be relevant;
- A brief summary of the employee's past work record and length of employment with the District; and
- Any other relevant information.

10.2.1 In certain circumstances, before a final decision is made regarding a possible termination or suspension without pay, the District may convene a pre-termination meeting.

10.2.1.1 In the event the District convenes a pre-termination meeting, the employee will be notified of the reason for the pending termination and given a brief summary of the District's evidence, if any.

10.2.1.2 Usually, the employee should be given an opportunity to respond to the charges, either orally or in writing, and to explain why the District should not go ahead with the termination.

10.2.1.3 Although the District's explanation of its evidence should be sufficient to inform the employee of the basis for termination, this procedure should not be construed to limit the District at any subsequent hearing or proceeding from presenting a more detailed and complete case, including the presentation of witnesses and/or documents not introduced at the pre-termination meeting.

10.3 Rules of Conduct

In the interest of the District and the public, 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 his/her duties and responsibilities, or when it reflects unfavorably upon an employee's continuing qualifications for employment.

10.3.1 The 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.

10.3.2 These rules of conduct do not change an employee's status as an at-will employee, nor do they guarantee or imply progressive discipline will be used when the District determines discipline is warranted.

10.3.3 The following is a partial list of offenses that may lead to discipline, up to and including termination.

- Theft, misappropriation or removal of District property or the property of employees, clients or members of the public;
- Material falsification of any application for employment or any report, record, time record or any other District records;
- Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District;
- Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property;
- Violation of the substance abuse, alcohol or drug policies;
- Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position;
- Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:
 - Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty;
 - Use of abusive, insulting or obscene language to any supervisor or other employee.
- Threatening, intimidating, coercing or interfering with supervisors or other employees;
- Deliberate attempts to injure another employee or fighting on District property;
- Sleeping during work hours;
- Unauthorized possession of firearms, explosives or any dangerous weapons while performing District work;
- Participating in an unauthorized work stoppage or slowdown;
- Recklessness resulting in a serious accident while on duty;
- Workplace harassment or other unlawful discrimination directed toward another employee or other individual in the workplace;
- Use of District property or time for personal financial gain;
- Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions;
- Failure to report occupational injuries or accidents promptly to the employee's supervisor;
- Engaging in activities other than assigned work during working hours and/or while operating District equipment, without approval in advance by the employee's supervisor;
- Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District, or while operating District equipment or on District premises;
- Failure to exercise the care and attention to one's work as required by the circumstances;
- Unexcused or excessive absences, or tardiness;
- 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 employee's supervisor;
- Loafing or spending unnecessary time away from the job;
- Unauthorized possession or use of any District property, equipment or materials;
- Violation of any District Policy or Procedure.

10.3.4 These are only samples of the types of conduct that may result in disciplinary action. These rules of conduct do not change an employee's status as an at-will employee, nor do they guarantee or imply progressive discipline will be used when the District determines discipline is warranted.

Employee Handbook Receipt and Acknowledgement

This confirms that I: _____
Employee's Name Printed

- have received and read the District's Personnel policies dated ___/___/___, and
- understand and agree that these policies are not an agreement or contract for employment; and
- understand that no one in the 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 an authorized District representative; and
- understand that the policies and procedures contained may be revised and updated by the District from time to time; and
- understand that these policies revoke and supersede any prior handbooks, statements of employment policies, guidelines and procedures, or employment manuals, handbooks, or other documents issued by the District; and
- Understand that, unless otherwise provided by a law, my employment with the District is at-will.

Employee's Signature

Date

Remove this receipt from the handbook and fill in the Human Resource Employee file