

TUKWILA POOL METROPOLITAN PARK DISTRICT

Regular Meeting of the Board of Commissioners

President of the Board: Jeri Frangello-Anderson

Clerk of the Board: Christine Neuffer

Board Members: Ellen Gengler, Vanessa Zaputil, Diane Myers

Recording Secretary: Richard J. Rabe

Date and Time: **Monday, September 11, 2017, 6:00 PM**

Resolution Number: **2017-03**

Location: Valley View Sewer District Conference Room at 3460 S 148th St. Tukwila, WA 98168

1. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(Limited to 4 minutes)</i>		
4. CONSENT AGENDA	a) Approve Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Special Meeting, August 7, 2017 ; and Minutes of Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting, August 14, 2017 .	Pages 3-10
	b) Approve Vouchers	Pages 11-18
5. REPORTS	a) Commissioners	Page 19
	b) Director of Aquatics Operations	Pages 20-25
	c) District Administrator	Page 26
	d) Finance	Pages 27-44
	e) Tukwila Pool Advisory Committee (TPAC)	Page 45
6. BUSINESS ITEMS	a) Kaiser Permanente Presentation by Gene Achziger	Pages 46-48
	b) Signatures applied to the Accounts Payable Authorized Signature Form, Resolution Number: 2017-03	Pages 49-56
	c) Draft Version of the TPMPD Employee Handbook	Pages 57-118 [pgs. 1-61]
	d) Board of Commissioner's Fall Retreat, Board Roles	
7. MISCELLANEOUS		
8. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.		
9. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT

Mission, Vision & Values

TPMPD Mission Statement:

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

TPMPD Vision Statement:

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

TPMPD Core Values:

We Value...

- ...a safe, inclusive, caring public resource that is integrated into the fabric of our community
- ...educating all ages of our community in the lifelong skills of swimming and water safety
- ...integrity and maintaining the highest ethical standards by communicating honestly and transparently
- ...treating everyone with respect and embracing diverse opinions
- ...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- ...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- ...a spirit of collaboration and innovation when working with others to enhance services available for our community members
- ...our amazing volunteers!
- ...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

TUKWILA POOL METROPOLITAN PARK DISTRICT

August 7, 2017
6:00 p.m.
Tukwila Library Meeting Room

BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 6:00 p.m.

MISSION STATEMENT

PLEDGE OF ALLEGIANCE

TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were Commissioner Gengler, Commissioner Neuffer, Commissioner Zaputil and President Frangello-Anderson.

TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES

Kristine Selleck, Bookkeeper and Notary Public; Richard Rabe, District Administrator

MEMBERS OF THE TUKWILA POOL ADVISORY COMMITTEE

Diane Myers

AGENDA

MOVED BY COMMISSIONER ZAPUTIL TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (4-0).

CITIZEN COMMENTS

None

NEW BUSINESS

- a) Appointment of TPMPD Commissioner to fill vacant Position #5.
- b) Consideration of Changes to the Job Description and Job Title for the Aquatics Manager position.

MOVED BY COMMISSIONER GENGLER TO APPOINT DIANE MYERS TO THE TUKWILA POOL METROPOLITAN PARK DISTRICT BOARD OF COMMISSIONERS, POSITION NUMBER FIVE, SECONDED BY COMMISSIONER ZAPUTIL.

Comments in support of the appointment of Diane Myers, as an incredibly reliable, trustworthy person were made by Commissioner Gengler, and Commissioner Zaputil.

MOTION TO APPOINT DIANE MYERS CARRIED (4-0).

Newly Appointed Commissioner Diane Myers took the Oath of Office and signed a Declaration of Appointment, which was Notarized by Kristine Selleck.

AQUATICS MANAGER JOB DESCRIPTION

Commissioner Gengler introduced a “Red-Line” edition of the Aquatics Manager (AM) job description, indicating the salary and job title changes were not included.

Commissioner Zaputil suggested that five years of experience should be required instead of two years because the position now has more responsibility and the two-years of experience requirement is more consistent with an AM position.

Commissioner Neuffer asked if the candidates had five years of experience?

President Frangello-Anderson said only a handful of the candidates had five years of experience, the rest did not.

Commissioner Gengler and Commissioner Zaputil commented that the job Michelle Simpson is doing now has much more accountability and responsibility and discussion ensued covering specific changes to the wording used in the Job Description document for her position as Aquatics Manager.

Commissioner Zaputil commented that she would not want the public to wrongly think the AM position has no supervisor, now that the Executive Director has been eliminated, but to emphasize that the Board of Commissioners supervises the AM position, just not “on site.” It should read, “This position reports to the Board of Commissioners.”

Commissioner Myers asked, “What is the value of having that statement here?” (in the Job Description document)

Commissioner Gengler answered, “For the Job Description, none. This language helps us (the Board of Commissioners) to reflect on the purpose because she now has much more accountability in the job.”

Commissioner Neuffer said the word “safety” should be added to bullet point #1, the word “recruiting” should be added to bullet point #2 and the word “certifying” should be added to bullet point #2.

Commissioner Zaputil said the AM doesn’t certify some things, like CPO, so could “ensuring certification” be better?

Commissioner Neuffer brought up the question of how the Job Description document should address the responsibility of the AM to act as Public Information Officer. Discussion ensued covering the need for the AM to consult with the President of the BoC prior to making statement to the media, and that consultation with legal counsel is the responsibility of the Board President.

Kristine Selleck asked about the duty of updating the website, social media presence, saying, “Is that Operational?”

Commissioner Gengler said she talked with Michelle Simpson about the website and “that is why we have a marketing fund, for her to farm that out.”

Commissioner Zaputil added, “It is the intention for this to be under the umbrella of Operations, by saying ‘This is what they’re responsible for, but how they do it is up to them (the AM and DA).’ The District stuff will be under the District Administrator...”

Commissioner Gengler added, “...such as posting the meeting Agenda, posting the Minutes, records, contracts, etc.”

The discussion moved onto the AM job title question, with three possibilities becoming the preferred options to vote among, either: Aquatics Director, Director of Aquatics Operations, and Aquatics Operations Manager.

Commissioner Zaputil said, “The ultimate thing is that we must post (announcements) for these jobs, and we need to get the greatest number of hits for these jobs. And what are people looking at when they’re looking for jobs?”

Commissioner Gengler said “What Des Moines uses is more descriptive If you say to me ‘Assistant Manager’ sounds like anything from Taco Time to anything at the Mall. It sounds like their just above

a cashier. But if you use something like “Swim Lesson Coordinator,” that’s pretty clear-cut what they’re doing. So that might be helpful to the pool...”

President Frangello-Anderson said Ms. Simpson would likely choose the title “Director of Aquatics Operations,” as she always liked the word “Director.”

The discussion continued on the topic of the Aquatics Manager’s salary, in light of the increased accountability and responsibility created by shifting duties to that Job Description. The wage scale was discussed in terms of the number of years of experience the AM has, as well as the rates when future applicants (if the position needs to be filled) have varying years of experience.

Commissioner Zaputil reported that other pools in this area have several ranges of salary for Aquatics Managers positions, and said that “we need Michelle’s input on the red-line version.”

Commissioner Gengler offered to send a .pdf of the red-line version of the Job Description to the Board members, Aquatics Manager, and District Administrator, for review and marked-up edits.

The discussion about the AM’s job title and job description was tabled until the next Regular meeting of the Board of Commissioners, scheduled for August 14, 2017.

The discussion moved to issues concerning computer system access, passwords, and getting Cascade Computer Maintenance out to help re-gain access to the file left behind by the former Executive Director.

COMMISSIONER ZAPUTIL MADE A MOTION TO ADJOURN, SECONDED BY COMMISSIONER NEUFFER. MOTION CARRIED (5-0), with newly appointed Commissioner Myers joining in the vote.

TUKWILA POOL METROPOLITAN PARK DISTRICT

August 14, 2017

6:00 p.m.

Valley View Sewer District Conference Room
3460 S. 148th Street, Tukwila, WA 98168

BOARD OF COMMISSIONERS REGULAR MEETING MINUTES

1. CALL TO ORDER

President of the Board: President Frangello-Anderson called the meeting to order at 6:01 p.m.

TPMPD VISION AND MISSION STATEMENT was read by President Frangello-Anderson.

THE PLEDGE OF ALLEGIANCE was recited by the attendees.

ROLL CALL

TUKWILA POOL METROPOLITAN PARK DISTRICT COMMISSIONERS

Present were: Commissioner Ellen Gengler, Commissioner Diane Myers, and President Jeri Frangello-Anderson.

TUKWILA POOL METROPOLITAN PARK DISTRICT REPRESENTATIVES

Present were: Michelle Simpson, Aquatics Manager; Richard Rabe, District Administrator

MEMBERS OF THE TUKWILA COMMUNITY

Present were: Aaron Shipman, TPAC Chair; David Puki; Kenneth Spencer

MOVED BY COMMISSIONER GENGLER TO EXCUSE COMMISSIONER NEUFFER AND COMMISSIONER ZAPUTIL, SECONDED BY COMMISSIONER MYERS. Without discussion, the **MOTION CARRIED (3-0).**

2. AGENDA

MOVED BY COMMISSIONER GENGLER TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY COMMISSIONER MYERS. Without discussion, the **MOTION CARRIED (3-0).**

3. CITIZEN COMMENTS

Kenneth Spencer, Head Coach of the Central Area Aquatics Team (CAAT), spoke about his group (200 members) and their need for pool facilities. He asked that the TPMPD Board of Commissioners allow his group to pay the Residential Rate, rather than the “out-of-town” rate, when they use the pool. After questioning by the Board of Commissioners, and Mr. Spencer’s answers, discussion and questions continued, concerning the population served by CAAT, the funding resources CAAT has and the uses it goes toward, potential difficulties with scheduling the CAAT activities, and what marketing activities CAAT

conducts. David Puki asked Mr. Spencer if CAAT will be assuming control of the Whitewater Orca swim club? Mr. Spencer said yes. Mr. Puki asked if the Whitewater Orca swim club was receiving the residential rate? Commissioner Gengler answered yes.

COMMISSIONER GENGLER MOVED TO OFFER A RESIDENTIAL RATE TO THE CENTRAL AREA AQUATICS TEAM (CAAT) IN CONTRACTING FOR THE USE OF THE TUKWILA POOL, BEGINNING SEPTEMBER 2017 AND RUNNING THROUGH JULY 2018. COMMISSIONER MYERS SECONDED. MOTION CARRIED (3-0).

4. CONSENT AGENDA

- a.) Approval of Minutes of the Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners (BoC) Regular Meeting July 10, 2017 and Special Meeting July 24, 2017. President Frangello-Anderson invited discussion, to which there was none.

COMMISSIONER GENGLER MOVED TO APPROVE THE MINUTES OF July 10 and July 24, 2017. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (3-0).

- b.) Approval of Vouchers
President Frangello-Anderson invited discussion, to which there was none.

COMMISSIONER GENGLER MOVED TO APPROVE THE VOUCHERS. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (3-0).

5. REPORTS

- a.) Commissioners Reports

- i. Commissioner Gengler reported she will be meeting with the District Administrator to cover updates to the TPMPD website, and will do updates to the website as necessary.
- ii. Commissioner Myers did not have a report to give.
- iii. President Frangello-Anderson reported that she has been working the with District Administrator and that the “Circus at the Pool” event will happen on Saturday, August 19, 2017.

- b.) Operations Report

Aquatics Manager Michelle Simpson reported that in July was the pool was fully staffed, and (so far) in August pool operations are going well, but hiring new staff is needed at this time. She reported that staff hours are being kept at 38 hours per week as a maximum, and training is ongoing.

She said “in-service” was done on July 26th. She reported that CPR training was done on August 9th, and a water rescue was done on August 11th.

She reported that the handicapped shower handle in the women's locker room was fixed by Fox Plumbing, but it was re-broken two days later and her husband came in to fix it again, but this is a temporary repair until the new part arrives.

She said the pool was closed on August 13th for Seattle City Light electrical repairs, and it will be closed on August 20th for more electrical repairs. She added that there may be a need for another pool closure in the future for electrical work, but that would need to be negotiated. She said there was only one blown fuse in the fuse box at the time of the repair work on August 13th.

She said that on September 1st there will be a cleaning effort to wash the pool grates which will alter operating hours. The pool will be open from 3:00 p.m. to 10:30 p.m., and from 6:30 a.m. to opening the cleaning project will happen. This will also effect the number of swim classes that day.

For the upcoming fall semester at Foster High School, she spoke to the principal, and the school does not plan to offer lifeguarding classes, but it might still be worked out, and that he (Clinton Long) will re-contact Ms. Simpson shortly. She said that Kennedy Catholic High School will rent the pool for a water polo team, after hours, from 8:00 to 9:30 p.m., as well as for their boys' swim team and their girls' swim team.

She said that in July the "Cardboard Boat Races" event went very well.

She said that 177 children participated in swim lessons in July and 16 new classes are being offered, and every class is full.

Admissions in July were increased over those in June, not including the camps. 120 Camp Tukwila, 40 teenage kids, and about 80 kids from Union Gospel Mission (UGM) on Fridays.

She said suggestions included offering swim lessons for age 13 or younger girls only. She commented that this would be difficult in terms of staffing because we have to offer varying levels of lessons for little kids with a variety of skill levels. Another suggestion was to sell Cheetos.

She said that after this week we'll have only one female lifeguard and that if she works on Sunday she'll be into overtime. She said besides one female from Des Moines, who is going to Alaska next week, only male applicants have responded to the job posting so far. Ms. Simpson said she has enough staff in the evenings, as they go to school during the day, but the issue is mornings and weekends. She said she does not have enough staff to cover the "Women's Only" swim times.

c.) District Administrator Report

District Administrator Richard Rabe talked about getting signatures on the Authorization for Expenditure Form, which needs a correction to the phone number for President Frangello-Anderson.

He said there are computer system issues that need to be addressed, and that Les Scott of Cascade Computer Maintenance estimated it would take two to four hours to do a system security scan, and to do training on system backups and recovery. Commissioner Myers asked how much the hourly billing rate would be? Mr. Rabe said he would research and return with the amount Cascade Computer charges per hour. President Frangello-Anderson suggested that Mr. Rabe assemble a comparison report covering computer services and charges, including ensuring we have off site system-backup capabilities. Commissioner

Gengler asked Mr. Rabe to remain involved with computer and technology systems issues, including hardware, software and licensing.

d.) Financial Report

Commissioner Gengler said the Bookkeeper, Kristine Selleck, and the District Administrator, Richard Rabe, will fill in a blank template for a preliminary 2018 budget to have ready for the Finance Committee meeting (on September 13th at the Pool building), including Operations and District Administrator financial information, as well as revenues from the levy, which will then be sent to TPAC in October for review, to have ready for budget discussions by the Board of Commissioners in November. President Frangello-Anderson said she would prefer to see the 2018 preliminary budget in October, so the Commissioners have time to look it over before November. Commissioner Myers asked how the TPMPD finances compare to this same time last year? Ms. Simpson said that while the expense side was budgeted correctly, we're on the "negative side" for income generation from swim lessons, and not on track to take in the \$30,000 budgeted as revenue from that source. Commissioner Gengler explained that the budget was created using "flat" projections for 2017.

e.) Tukwila Pool Advisory Committee (TPAC) Report

Aaron Shipman reported that at their last meeting TPAC discussed the signage issue and decided to table that question until the 2018 budget was closer to completion. He said their Programming Committee discussed getting a survey out to the public about the pool, creating more Senior Citizen programming in light of the SHAG housing being built, as well as generating new ideas for getting more people to use the pool's facilities. Commissioner Myers asked if we have any staff members who have experience with senior programming? Ms. Simpson said yes, there are two staff members who have done Water Aerobics instruction with seniors. Ms. Simpson commented that if we add more seniors' programs "I don't know where I'm going to put them, because we're running out of space."

6. BUSINESS ITEMS

Old Business

- a) Consideration of Changes to the Job Description and Job Title for the Aquatics Manager position.

AQUATICS MANAGER JOB DESCRIPTION

President Frangello-Anderson introduced the discussion of the Aquatics Manager's job description and job title, saying proposed updates are needed, referring to the discussions that took place at the Special Meeting of the Board of Commissioners on August 7, 2017. Ms. Simpson commented that the job description should require five years of previous experience in performing routine pool maintenance, supervising pool staff, and providing swimming instruction.

COMMISSIONER GENGLER MADE A MOTION THAT THE JOB TITLE NEW JOB TITLE "DIRECTOR OF AQUATICS OPERATIONS" BE ADOPTED, WITH CHANGES TO THE JOB DESCRIPTION INCLUDED AS NOTED. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (3-0).

COMMISSIONER GENGLER MADE A MOTION THAT THE PAY SCALE OF THE DIRECTOR OF AQUATICS OPERATIONS BE SET AT \$55,000 TO \$65,000 ANNUALLY, DEPENDING ON EXPERIENCE, RETROACTIVE TO MAY 8, 2017. COMMISSIONER MYERS SECONDED THE MOTION. MOTION CARRIED (3-0).

New Business

None

7. MISCELLANEOUS

None

8. EXECUTIVE SESSION

None

9. ADJOURNMENT

MOVED COMMISSIONER GENGLER TO ADJOURN, SECONDED BY COMMISSIONER MYERS. MOTION CARRIED (3-0).

The meeting concluded at 7:28 p.m.



Special District Voucher Approval Document

KC v2.0

Scheduled Payment Date: 08/10/2017
Total Amount: \$2,551.61
Control Total: 7
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170807104256.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

Christ Nell _____ Date 8-07-17
 Authorized District Signature Date

[Signature] _____ Date 8-7-17
 Authorized District Signature Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
 Email: SpecialDist.AP@kingcounty.gov
 Fax: (206) 263-3767
 Attn: Special Districts
 401 5th

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
 Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170807104256.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AQUATIC SPECIALTY SERVICES, INC.			13697	07/28/2017	\$220.22	SERVICE DATE: 07/25/2017 POOL CHEMICALS
CONSOLIDATED PRESS PRINTING COMPANY			19401 Pool	07/26/2017	\$1,167.68	SHIP DATE: 07/26/2017 POOL INSERT (QTY: 13500)
FOX PLUMBING & HEATING			30850	08/02/2017	\$761.25	SERVICE DATE: 07/28/2017 REPAIR TO ACCESSIBLE SHOWER IN WOMEN'S LOCKER ROOM
ORKIN PEST CONTROL			160174493	07/25/2017	\$79.66	SERVICE DATE: 08/01/2017 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (ACCOUNT 28121376)
ORKIN PEST CONTROL			155910858	07/25/2017	\$86.21	SERVICE DATE: 08/01/2017 SCH SVC PC STANDARD - QUARTERLY 4-PC STANDARD (ACCOUNT 27871600)
REC-1			REC1-011500	08/01/2017	\$231.59	SERVICE DATES: 07/01/2017 - 07/31/2017 REVENUE PROCESSING SOFTWARE
RICHARD RABE			20170801	08/01/2017	\$5.00	SERVICE DATE: 08/01/2017 FINGERPRINTS - RESIDENTIAL (REIMBURSEMENT FOR CITY OF TUKWILA POLICE DEPARTMENT)



King County

Special District Voucher Approval Document

KC V2.0

Scheduled Payment Date: 08/21/2017
Total Amount: \$944.97
Control Total: 4
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170815112236.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

Jean Tranelle 8-17-17
Authorized District Signature Date

[Signature] 8/19/17
Authorized District Signature Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable Attn: Special Districts 401 5th
Email: SpecialDist.AP@kingcounty.gov Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170815112236.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
AIRGAS NATIONAL CARBONATION			33998696	07/31/2017	\$91.80	RENTAL PERIOD: 07/01/2017 - 07/31/2017 CARBON DIOXIDE CYLINDER RENTAL
BROADVIEW NETWORKS			17322229	08/09/2017	\$466.34	SERVICE DATES: 07/09/2017 - 08/08/2017 LINE CHARGES, FEATURES & FEES USAGE, TAXES AND SURCHARGES
COMCAST BUSINESS			20170728	07/28/2017	\$329.83	SERVICE DATES: 08/08/2017 - 09/07/2017 BUSINESS CABLE AND INTERNET AND \$155.45 PAST DUE AMOUNT
VALLEY VIEW SEWER DISTRICT			20170801	08/01/2017	\$57.00	SERVICE DATES: 07/01/2017 -07/31/2017 UTILITIES SEWER



King County

KC.V2.0

Special District Voucher Approval Document

Scheduled Payment Date: 08/28/2017
Total Amount: \$11,482.72
Control Total: 6
Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
File Name: AP_TUKPLMPD_APSUPINV_20170823111212.csv
Fund #: 175910010

CONTACT INFORMATION

Preparer's Name: Kristine Selleck

Email Address: accounting@tukwilapool.org

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

Jean Turney 8-23-17
Authorized District Signature Date

[Signature]
Authorized District Signature

8/24/17
Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

Authorized District Signature

Date

SUBMIT SIGNED DOCUMENT TO:

King County Email: SpecialDist.AP@kingcounty.gov
Accounts Payable Fax: (206) 263-3767
Attn: Special Districts
401 5th

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
Date Processed: _____



King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170823111212.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1080794	07/25/2017	\$154.00	SERVICE DATE: 07/05/2017 FIRE AND SECURITY MONITORING LABOR SERVICE: RETRIEVE CODES FROM PANEL/DELETE AND REPROGRAM CODES
ANDREW JAMES BEAL			20170815	08/15/2017	\$10.00	SERVICE DATE: 08/03/2017 FINGERPRINTS - NON-RESIDENTIAL (REIMBURSEMENT FOR CITY OF TUKWILA POLICE DEPARTMENT)
CITY OF TUKWILA			MB-02633	07/24/2017	\$10,121.48	BILLING DATE: AUGUST / 2017 CITY BRIDGE LOAN PAYMENT
LADY OF LETTERS, INC.			3329	08/16/2017	\$762.00	SERVICE DATES: 07/10/2017 TUKWILA POOL BOARD MEETING 145 MINS, 07/24/2017 SPECIAL MEETING 236 MIN
RICOH USA, INC.			99192747	08/04/2017	\$343.24	BILLING PERIOD: 07/30/2017 - 08/29/2017 EQUIPMENT RENTAL, ADDITIONAL IMAGES, TAXES
SNURE LAW OFFICE, PSC			20170801	08/01/2017	\$92.00	SERVICE DATE(S): 07/24/2017 RE: SINGLE GENDER SWIM MEMORANDUM



Special District Voucher Approval Document

RCV 92.0

Scheduled Payment Date: 09/05/2017
 Total Amount: \$6,144.95
 Control Total: 7
 Payment Method: WARRANT

District Name: Tukwila Pool Metropolitan Park District
 File Name: AP_TUKPLMPD_APSUPRW_20170828110300.csv
 Fund #: 175910010

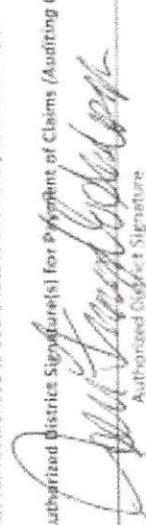
CONTACT INFORMATION

Preparer's Name: Kristine Sellenck
 Email Address: accounting@tukwillapool.org

PAYMENT CERTIFICATION RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is/are just, due and unpaid obligation against the above-named government(s) unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signatures(s) For Payment of Claims (Auditing Officer(s) or Board Member(s)):

	Date: <u>8-28-17</u>
Authorized District Signature	Date
Authorized District Signature	Date
Authorized District Signature	Date

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____
 Date Processed: _____

SUBMIT SIGNED DOCUMENT TO:
 King County Email: SpecialDistAP@kingcounty.gov
 Accounts Payable Fax: (206) 263-3767
 Attn: Special Districts
 401 5th



King County

Special District Voucher Approval Document

KC v2.0

District Name: Tukwila Pool Metropolitan Park District

File Name: AP_TUKPLMPD_APSUPINV_20170828110300.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
ALARM CENTER, INC.			1082108	08/21/2017	\$90.00	SERVICE DATES: 09/01/2017 - 09/30/2017 FIRE AND SECURITY MONITORING FEES
FOX PLUMBING & HEATING			31224	08/16/2017	\$653.40	SERVICE DATE: 08/16/2017 CLOGGED FLOOR DRAINS AROUND POOL
FOX PLUMBING & HEATING			31225	08/16/2017	\$34.71	SERVICE DATE: 08/16/2017 HANDLE FOR HANDICAP SHOWER IN LADIES ROOM
PUGET SOUND ENERGY			20170823	08/23/2017	\$1,855.77	SERVICE DATES: 07/24/2017 - 08/22/2017 UTILITIES NATURAL GAS
SEATTLE CITY LIGHT			20170818	08/18/2017	\$1,161.85	SERVICE DATES: 07/19/2017 - 08/16/2017 UTILITIES ELECTRIC
WALTER E NELSON CO.			612364	08/16/2017	\$884.17	SHIP DATE: 08/16/2017 JANITORIAL SUPPLIES
WATER DISTRICT NO. 125			20170818	08/18/2017	\$1,465.05	SERVICE DATES: 06/16/2017 - 08/16/2017 UTILITIES WATER

Commissioner's Reports

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Michelle Simpson, Manager
DATE: September 11th, 2017
SUBJECT: **August Pool Operations Report**

STAFF UPDATES: Jessica Stiles and Kim McCoy are our new assistant managers! Jessica oversees the swim lesson program and is already doing some awesome improvements and I am confident she and I will work well together to ensure our swim lessons program is top notch! Kim McCoy is going to be helping with the website, monthly reporter, and the maintenance side of things. Samantha Lacoste is my new head lifeguard and she oversees ordering cleaning supplies for the facility, the daily cleaning schedule for the facility, doing new lifeguard orientation, and ensuring the guards are on top of their training. (each day I am requiring them to watch a certain lifeguard video that is assigned for that day)

We have some new swim instructors that are going through training and should be ready to go in another month.

In service was held on September 1st when we were closed for cleaning/ DE filter change. All staff were in attendance and we were able to review CPR, first aid scenarios and water rescues.

PROGRAM REPORT

As you will see in your revenue report, swim lessons in August were awesome compared to last year! I believe we have gained quite a momentum now and I am excited about this fall and how well I believe we will end the year.

Facility Update

We had the DE grates changed out on September 1st which was much needed and way overdue! We also had a cleaning day that day and cleaned the rust off the mat wheel, rust off the diving board and lifeguard stand and we pressure washed the entire pool deck, and front lobby. The bulk head was acid washed and looks much better and brighter! All windows were cleaned and a few spiders may or may not have been killed that day! The flower beds were weeded, and every trash can in the facility was scrubbed! Kudos to my hard-working staff!!

The drains on the pool deck on the stadium side were blocked by some concrete along with a ton of hair, etc. that the plumber found and were mostly cleared out using a snake. He was able to unclog the stadium drains that as well were completely stopped up and would not drain at all. We are now able to scrub the stadium seating and the drains not create a huge puddle of water.

The handicapped shower on the women's side now has a new handle and is working properly.

ATTACHMENTS

1. Operational Comparison Report
2. Rec 1 Revenue report
3. Rec 1 Membership Check-In report
4. Rec 1 Point of Sale report



Revenue Report for September 2017 TPMPD Board Meeting

July & August Monthly Comparison

Category	July 2016	July 2017	August 2016	August 2017
Merchandise Sales (Taxable)	\$ 290.54	\$ 499.59	\$ 481.87	\$ 403.07
Merchandise Sales (Non-Taxable)	\$ 193.75	\$ 490.82	\$ 217.75	\$ 524.07
Pass Sales	\$ 2,237.59	\$ 1,806.98	\$ 1,876.67	\$ 1,459.08
Lifeguard Classes	\$ -	\$ -	\$ -	\$ -
Other Fees (Red Cross Pass Thru)	\$ -	\$ -	\$ -	\$ -
Facility Rental (short-term)	\$ -	\$ 355.45	\$ 99.55	\$ 1,215.00
Equipment (Locker) Rental	\$ -	\$ -	\$ -	\$ -
Facility Rental (long-term)	\$ 1,007.50	\$ 1,444.25	\$ 9,688.00	\$ 277.00
Cash Donations	\$ -	\$ -	\$ -	\$ -
Other Misc. Revenue	\$ -	\$ (1.00)	\$ (20.00)	\$ 143.01
General Admission	\$ 5,153.13	\$ 6,202.36	\$ 4,449.94	\$ 4,734.21
Special Events	\$ 24.66	\$ 48.27	\$ 120.56	\$ 99.09
Swim Classes/Instruction	\$ 10,869.50	\$ 10,733.35	\$ 5,685.50	\$ 10,983.75
Exercise Classes	\$ 60.00	\$ 70.00	\$ 106.00	\$ -
Sales of Capital Assets	\$ -	\$ -	\$ -	\$ -
Scholarship Usage	\$ 1,694.50	\$ 693.00	\$ 2,491.50	\$ 264.00
Free Pass Usage	\$ -	\$ -	\$ -	\$ -
Gift Certificate Usage	\$ -	\$ -	\$ -	\$ -
Tax	\$ 741.56	\$ 872.53	\$ 681.16	\$ 790.74
Total:	\$ 22,272.73	\$ 23,215.60	\$ 25,878.50	\$ 20,893.02

Run On 09/01/2017 01:55 PM

Run By TPMPD Bookkeeper

From 08/01/2017 12:00 AM

To 08/31/2017 11:59 PM

Payment Types Cash, Check, Credit/Debit

General Ledger Summary

GL Type	GL Code	Cash	Check	Credit/Debit	GL Debit	GL Credit	GL Net
1. Revenue	341.70.10: Sale of Merchandise (Taxed)	\$291.71	\$0.00	\$111.36	\$1.82	\$404.89	(\$403.07)
2. Revenue	341.70.20: Sale of Merchandise (Untaxed)	\$460.82	\$0.00	\$63.25	\$3.50	\$527.57	(\$524.07)
3. Revenue	347.30.10: Pass Sales	\$147.27	\$107.27	\$1204.54	\$0.00	\$1,459.08	(\$1,459.08)
4. Revenue	362.40.10: Facility Rentals-Short Term	\$400.00	\$261.82	\$553.18	\$0.00	\$1,246.82	(\$1,246.82)
5. Revenue	362.40.30: Facility Rentals (Long-Term/Contracted) Non-Taxable	\$197.00	\$0.00	\$80.00	\$0.00	\$278.00	(\$278.00)
6. Revenue	374.30.20: General Admission	\$3553.18	\$10.91	\$1170.11	\$28.18	\$4,762.38	(\$4,734.20)
7. Revenue	374.30.20: Special Events	\$48.19	\$0.00	\$50.90	\$0.00	\$99.09	(\$99.09)
8. Revenue	374.60.10: Swim Classes and Instruction	\$1414.75	\$117.00	\$9419.00	\$232.00	\$11,359.25	(\$11,127.25)
9. Liability	369.00.10: Account Credit	\$0.00	\$0.00	\$0.00	\$212.50	\$0.00	\$212.50
10. Liability	386.11.00: Tax	\$443.83	\$38.00	\$308.91	\$3.00	\$796.92	(\$793.92)
11. Asset	111.10: Deposit Account	\$0.00	\$0.00	\$0.00	\$20,721.50	\$268.50	\$20,453.00
		\$6,956.75	\$535.00	\$12,961.25	\$21,202.50	\$21,202.50	\$0.00
Totals for General Ledger Summary							
		\$6,956.75	\$535.00	\$12,961.25	\$21,202.50	\$21,202.50	\$0.00

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Run By TPMPD Bookkeeper

From 08/01/2017 12:00 AM

To 08/31/2017 11:59 PM

Check-In Summary by Membership

Membership Name	Total Check-Ins
1. 1 Month Memberships 1 Month Adult	186
2. 1 Month Memberships 1 Month Family (2 Adults & Children)	1
3. 1 Month Memberships 1 Month Youth/Veteran/Senior	99
4. 10 Visit Memberships 10x Adult	53
5. 10 Visit Memberships 10x Youth/Veteran/Senior	177
6. 10 Visit Memberships Adult Non-Resident	3
7. 10 Visit Memberships Adult Resident	5
8. 10 Visit Memberships Youth/Veteran/Senior Resident	2
9. 3 Month Memberships 3 Month Youth/Vet/Senior	117
10. Annual Memberships 1 Year Adult	39
11. Annual Memberships 1 Year Youth/Vet/Senior	240
12. Annual Memberships Employee Family Pass	14
13. Annual Memberships Youth/Senior Non-Resident	7
14. Annual Memberships Youth/Senior Resident	12
15. Exercise Pass 10 Visit 10x Exercise Adult	15
16. Exercise Pass 10 Visit 10x Exercise Veteran/Senior	9
17. Legacy Memberships Punch Passes	7
	986
Totals for Check-In Summary by Membership	
	986

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Run By TPMPD Bookkeeper
From 08/01/2017 12:00 AM
To 08/31/2017 11:59 PM

POS Summary Report

Item Description	Quantity	Total
1. POS Item: Adult (18-54) NON-Resident	178	\$647.53
2. POS Item: Adult (18-54) Resident	217	\$789.19
3. POS Item: Corn Nuts	102	\$154.50
4. POS Item: Corn Nuts - staff	5	\$3.75
5. POS Item: Gatorade	62	\$84.43
6. POS Item: Gatorade - staff	10	\$6.80
7. POS Item: Late Night NON-Resident	13	\$23.63
8. POS Item: Late Night Resident	26	\$47.29
9. POS Item: Meat Stick	100	\$150.00
10. POS Item: Meat Stick - staff	28	\$21.00
11. POS Item: Neighborcare Health	15	\$27.29
12. POS Item: Nuts	60	\$45.00
13. POS Item: Nuts - staff	19	\$9.50
14. POS Item: Semi-Private Swim Lessons - Resident	2	\$80.00
15. POS Item: Senior (55+) NON-Resident	106	\$289.29
16. POS Item: Senior (55+) Resident	130	\$354.74
17. POS Item: Shower	23	\$41.85
18. POS Item: Special Events Resident	5	\$13.65
19. POS Item: Swim cap, silicone	10	\$90.91
20. POS Item: Swim Diaper	3	\$5.45
21. POS Item: Swim Goggles	23	\$146.33
22. POS Item: T-Shirt	1	\$13.64
23. POS Item: Tiger Bar	39	\$39.00
24. POS Item: Tiger Bar - staff	4	\$2.00
25. POS Item: Trail Mix	8	\$13.50
26. POS Item: Trail Mix - staff	26	\$19.50
27. POS Item: Veteran NON-Resident	1	\$2.73
28. POS Item: Vitamin Water	22	\$40.04
29. POS Item: Vitamin Water - staff	19	\$17.29
30. POS Item: Water	44	\$44.00
31. POS Item: Water - staff	41	\$20.50
32. POS Item: Youth (3-17) NON-Resident	278	\$758.09
33. POS Item: Youth (3-17) Resident	674	\$1,838.01
	2294	\$5,840.43
Totals for POS Summary Report	2294	\$5,840.43

**Tukwila Pool Metropolitan Park District
District Administrator's Report
September 11, 2017**

August was a month of outstanding progress for both myself and our Director of Aquatics Operations, Michelle Simpson, our staff, and members of the public for whom the pool is available, for their exercise, recreation, and education.

I have just completed my first full month here, and I'd like to thank President Jeri Frangello-Anderson especially, and all the other Commissioners, for your wonderful work, support and encouragement.

The Employee Handbook (EH) has been my primary (almost exclusive) focus this entire week, and now that it is virtually finished, I'll be able to move forward with other pressing matters. Thanks go out to Michelle Simpson for her insight and input, as well as the Board of Commissioners for their guidance and support. I have made suggestions and corrections to the EH, which I hope and trust the Board will consider carefully during their deliberations later in this meeting and beyond.

Commissioner Gengler has provided excellent training on doing updates to the TPMPD website, and that process is perpetual.

My familiarity with the duties of the DA position is increasing daily, and processes and procedures are improving along the way as well. While there have been certain "hiccups" here and there, the patience of President Frangello-Anderson is greatly appreciated.

I have had meetings with Brandon Adams of Cascade Computer Maintenance and Pat Lipscomb, the Ricoh service technician, resulting in the resolution of several technical issues. I've also had productive telephone conversations with our Of Counsel, Brian Snure, and our CPA, Alan Dance.

A preliminary budget is being generated for the 2018 budget-year, and will be forthcoming in short order. Research indicates the Congressional Budget Office (CBO) projects a 2.3% rate of inflation for 2018, and 2.5% for each year 2019 through 2024. Those are national projections, and with the recent changes to state law covering employee sick-leave and minimum wage, our budget should take a higher local inflation rate into account. Thanks to Kristine Selleck, district Bookkeeper, for all her diligence and conscientiousness in helping me to develop the District-specific budget sections.

On Thursday, September 14th, I will attend the free Public Records Act training at the Lakewood City Council Chambers, conducted by the Office of the Secretary of State, to fulfill my requirement as Public Records Officer to get this training within 90-days of being hired. Additional training on the Open Public Meetings Act and the Open Government Training Act are optional, and I will be completing those courses online, as time allows, to help save District resources.

My heartfelt thanks to everyone at the Tukwila Pool for their kind, considerate treatment during my "honeymoon" month!

Cordially,

Richard J. Rabe
District Administrator
Tukwila Pool Metropolitan Park District



Tukwila Pool Metropolitan Park District

BALANCE SHEET

As of July 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
111.10 US Bank Checking Acct - 5669	35,653.51
111.10 US Bank Deposit Acct - 8744	54,996.86
111.21 Capital Improvement Project (CIP) Fund	256,965.13
115.21 US Bank (King County) - #2969	258,101.19
US Bank Zero Balance Acct - 7414	-2,353.54
Total Bank Accounts	\$603,363.15
Other Current Assets	
Change Fund	150.00
City of Tukwila Receivable	0.00
Credit Card Clearing	0.00
IRS Tax Refund Receivable	0.00
Prepaid Expenses	0.00
Undeposited Funds	1,529.50
Total Other Current Assets	\$1,679.50
Total Current Assets	\$605,042.65
Fixed Assets	
172.00 Tukwila Pool - Building	2,032,757.62
181.00 Tukwila Pool - Non Building	30,264.37
Tukwila City Pool Accumulated Depreciation	0.00
Total Fixed Assets	\$2,063,021.99
Other Assets	\$0.00
TOTAL ASSETS	\$2,668,064.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Tukwila Pool MPD (Reconcile) - 2794	1,480.03
Total Credit Cards	\$1,480.03
Other Current Liabilities	
231.00 Payroll Liabilities	0.00
231.70 Employee Withholdings	
231.71 Federal Tax	0.00
231.72 L&I	0.00
231.72.1 L&I Payable	3,495.84
Total 231.72 L&I	3,495.84

	TOTAL
Total 231.70 Employee Withholdings	3,495.84
Total 231.00 Payroll Liabilities	3,495.84
231.30 Uncashed Payroll Checks	0.00
Deferred Revenue	0.00
Unearned Revenue	0.00
Total Other Current Liabilities	\$3,495.84
Total Current Liabilities	\$4,975.87
Long-Term Liabilities	
217.10 Bond Payable	562,103.92
227.00 Bridge Loan Payable	668,225.76
Total Long-Term Liabilities	\$1,230,329.68
Total Liabilities	\$1,235,305.55
Equity	
King County Fund Opening Balance	8,742.92
Net Book Value of Asset Transfer	-36,978.01
Opening Balance Equity	390,389.27
Retained Earnings	868,811.72
Net Income	201,793.19
Total Equity	\$1,432,759.09
TOTAL LIABILITIES AND EQUITY	\$2,668,064.64



Tukwila Pool Metropolitan Park District

BUDGET VS. ACTUALS: 2017 BUDGET - FY17 P&L

January - July, 2017

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
311.10.00 Real and Personal Property Tax	481,424.20	463,277.00	18,147.20	103.92 %
313.11.00 Sales Tax Collected	4,520.20	3,181.00	1,339.20	142.10 %
341.70.00 Sales of Merchandise				
341.70.10 Taxable Merchandise	1,568.85	1,650.00	-81.15	95.08 %
341.70.20 Untaxable Merchandise	1,609.94	1,150.00	459.94	139.99 %
Total 341.70.00 Sales of Merchandise	3,178.79	2,800.00	378.79	113.53 %
347.00.00 Cultural and Recreation				
347.30.10 Activity Fees - General Passes (Taxable)	11,928.52	13,125.00	-1,196.48	90.88 %
347.30.20 Activity Fees - General Admissions (Taxable)	23,041.50	17,200.00	5,841.50	133.96 %
347.30.30 Activity Fees - Special Events (Taxable)	1,376.65	850.00	526.65	161.96 %
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	39,280.32	50,500.00	-11,219.68	77.78 %
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	254.00	470.00	-216.00	54.04 %
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)	505.00	800.00	-295.00	63.13 %
347.90.00 Other Fees - pass through to Red Cross	105.00	250.00	-145.00	42.00 %
Total 347.00.00 Cultural and Recreation	76,490.99	83,195.00	-6,704.01	91.94 %
362.00.00 Rents, Leases and Concessions				
362.40.10 Rentals - One-time, private events (Taxable)	4,096.60	1,750.00	2,346.60	234.09 %
362.40.20 Equipment and Locker Rentals - Taxable	775.51	700.00	75.51	110.79 %
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	56,187.35	29,000.00	27,187.35	193.75 %
Total 362.00.00 Rents, Leases and Concessions	61,059.46	31,450.00	29,609.46	194.15 %
367.10.00 Contributions from Private Sources				
367.10.10 Cash Donations	451.00	0.00	451.00	
Total 367.10.00 Contributions from Private Sources	451.00	0.00	451.00	
369.00.00 Miscellaneous Income				
369.91.00 Other Miscellaneous Income	-496.35		-496.35	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
369.91.10 Scholarship Funds Applied	3,912.12	6,112.00	-2,199.88	64.01 %
369.91.20 Adult Free Passes Applied		35.00	-35.00	
369.91.30 Youth Free Passes Applied	9.00	170.00	-161.00	5.29 %
369.91.40 Discounts Applied	-44.00		-44.00	
369.91.50 Gift Certificates	322.00		322.00	
369.91.90 Deposit Over/Short	0.00		0.00	
Total 369.00.00 Miscellaneous Income	3,702.77	6,317.00	-2,614.23	58.62 %
369.00.10 Unapplied Cash Payment Income	64.27		64.27	
Total Income	\$630,891.68	\$590,220.00	\$40,671.68	106.89 %
GROSS PROFIT	\$630,891.68	\$590,220.00	\$40,671.68	106.89 %
EXPENSES				
576.20.00.00 Culture & Recreation - Park Facility				
576.20.100.00 Board of Commissioners Expenditures				
576.20.100.10.00 BOC Stipend	2,850.00	3,078.00	-228.00	92.59 %
576.20.100.30.10 BOC Supplies - Office Supplies		50.00	-50.00	
576.20.100.30.20 BOC Supplies - Equipment	18.68	50.00	-31.32	37.36 %
576.20.100.30.30 BOC Supplies - Meeting Food	102.07	250.00	-147.93	40.83 %
576.20.100.40.10 BOC Services - Consultant Fees		500.00	-500.00	
576.20.100.40.20 BOC Services - Transcription	2,476.00	3,240.00	-764.00	76.42 %
576.20.100.40.30 BOC Services - Meeting Site Rental		420.00	-420.00	
576.20.100.40.40 BOC Services - Public Records Requests		280.00	-280.00	
576.20.100.40.50 BOC Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		112.00	-112.00	
576.20.100.40.61 BOC Services - Development, Travel/Transportation		112.00	-112.00	
576.20.100.40.62 BOC Services - Development, Tuition/Registration Fees		378.00	-378.00	
576.20.100.40.70 BOC Services - Notices & Ads	135.00	112.00	23.00	120.54 %
Total 576.20.100.00 Board of Commissioners Expenditures	5,581.75	8,582.00	-3,000.25	65.04 %
576.20.200 Executive Expenditures				
576.20.200.10.10 Executive Salary & Wages	24,041.19	26,856.00	-2,814.81	89.52 %
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)	3,375.00	4,027.00	-652.00	83.81 %
576.20.200.20.11 Executive Personnel Benefits - Non-Taxable, FICA		2,381.00	-2,381.00	
576.20.200.20.12 Executive Personnel Benefits - Non-Taxable, Unemployment		1,411.00	-1,411.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.200.20.13 Executive Personnel Benefits - Non-Taxable, L & I		71.00	-71.00	
576.20.200.40.11 Executive Services - Development, Travel/Transportation		40.00	-40.00	
576.20.200.40.12 Executive Services - Development, Tuition/Registration Fees		287.00	-287.00	
576.20.200.40.20 Executive Services - Travel (Mileage, Ferries, Parking, Gas, etc.)		112.00	-112.00	
Total 576.20.200 Executive Expenditures	27,416.19	35,185.00	-7,768.81	77.92 %
576.20.400.00.00 Pool Expenditures				
576.20.400.10.00 Pool Salaries & Wages				
576.20.400.10.10 Pool S&W - Lifeguards	59,539.56	57,000.00	2,539.56	104.46 %
576.20.400.10.20 Pool S&W - Instructors	24,281.47	29,400.00	-5,118.53	82.59 %
576.20.400.10.40 Pool S&W - Aquatics Manager	18,544.88	32,083.00	-13,538.12	57.80 %
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	46,795.69	44,300.00	2,495.69	105.63 %
576.20.400.10.60 Pool S&W - Front Desk	19,948.17	26,200.00	-6,251.83	76.14 %
576.20.400.10.70 Pool S&W - Overtime	8,780.39		8,780.39	
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	10,043.34	11,415.00	-1,371.66	87.98 %
Total 576.20.400.10.00 Pool Salaries & Wages	187,933.50	200,398.00	-12,464.50	93.78 %
576.20.400.20.00 Pool Personnel Benefits				
576.20.400.20.11 Pool Benefits - FICA	17,169.91	15,239.00	1,930.91	112.67 %
576.20.400.20.12 Pool Benefits - WA Unemployment	7,358.36	10,605.00	-3,246.64	69.39 %
576.20.400.20.13 Pool Benefits - L & I	5,707.50	5,540.00	167.50	103.02 %
Total 576.20.400.20.00 Pool Personnel Benefits	30,235.77	31,384.00	-1,148.23	96.34 %
576.20.400.30.00 Pool Supplies				
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment				
576.20.400.30.11 Pool Supplies - Program, Exercise Classes	139.80	112.00	27.80	124.82 %
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction	412.20	700.00	-287.80	58.89 %
576.20.400.30.13 Pool Supplies - Program, Special Events	1,572.55	812.00	760.55	193.66 %
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	1,223.37	1,050.00	173.37	116.51 %
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	2,659.85	950.00	1,709.85	279.98 %
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class	156.44		156.44	
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	164.25		164.25	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	6,328.46	3,624.00	2,704.46	174.63 %
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies				
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	7,000.99	6,417.00	583.99	109.10 %
576.20.400.30.22 Pool Supplies - Maint., Janitorial	3,608.78	3,500.00	108.78	103.11 %
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	866.72	875.00	-8.28	99.05 %
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	644.71	500.00	144.71	128.94 %
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	12,121.20	11,292.00	829.20	107.34 %
576.20.400.30.30 Pool Supplies - Resale Inventory	2,012.30	1,516.00	496.30	132.74 %
576.20.400.30.40 Pool Supplies - Miscellaneous	283.85	112.00	171.85	253.44 %
Total 576.20.400.30.00 Pool Supplies	20,745.81	16,544.00	4,201.81	125.40 %
576.20.400.40.00 Pool Services				
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	4,129.68	3,790.00	339.68	108.96 %
576.20.400.40.20 Pool Svcs. - Translation Services		500.00	-500.00	
576.20.400.40.30 Pool Svcs. - Advertising & Promotion				
576.20.400.40.31 Pool Svcs. - A&P, Material Development	360.00	1,333.00	-973.00	27.01 %
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying	1,211.65	2,331.00	-1,119.35	51.98 %
576.20.400.40.33 Pool Svcs. - Ads/Postings	225.00	470.00	-245.00	47.87 %
576.20.400.40.34 Promotional Supplies	26.03	500.00	-473.97	5.21 %
576.20.400.40.35 Marketing Services		2,000.00	-2,000.00	
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion	1,822.68	6,634.00	-4,811.32	27.47 %
576.20.400.40.40 Pool Svcs. - Staff Development				
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees	1,184.08	2,500.00	-1,315.92	47.36 %
Total 576.20.400.40.40 Pool Svcs. - Staff Development	1,184.08	2,500.00	-1,315.92	47.36 %
576.20.400.40.50 Pool Svcs. - Rentals and Leases				
576.20.400.40.51 Pool Svcs. - Rentals & Leases, Equipment		250.00	-250.00	
576.20.400.40.52 Pool Svcs. - Rentals & Leases, Facility Ground Lease		0.00	0.00	
Total 576.20.400.40.50 Pool Svcs. - Rentals and Leases		250.00	-250.00	
576.20.400.40.60 Pool Svcs. - Utilities				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.400.40.61 Pool Svcs. - Utilities, Electrical	9,617.99	9,331.00	286.99	103.08 %
576.20.400.40.62 Pool Svcs. - Utilities, Gas	33,156.53	28,700.00	4,456.53	115.53 %
576.20.400.40.63 Pool Svcs. - Utilities, Water	3,660.33	3,000.00	660.33	122.01 %
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	901.46	2,450.00	-1,548.54	36.79 %
576.20.400.40.65 Pool Svcs. - Utilities, Garbage Collection		581.00	-581.00	
Total 576.20.400.40.60 Pool Svcs. - Utilities	47,336.31	44,062.00	3,274.31	107.43 %
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services				
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	26,578.76	11,662.00	14,916.76	227.91 %
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment	4,219.69	2,331.00	1,888.69	181.02 %
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	30,798.45	13,993.00	16,805.45	220.10 %
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)	21.04	112.00	-90.96	18.79 %
576.20.400.40.90 Pool Svcs. - Miscellaneous Services				
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	3,912.12	6,112.00	-2,199.88	64.01 %
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)	280.00	520.00	-240.00	53.85 %
576.20.400.40.94 Pool Svcs. - Misc., Other Service		250.00	-250.00	
576.20.400.40.95 Adult Free Passes		35.00	-35.00	
576.20.400.40.96 Youth Free Passes	9.00	175.00	-166.00	5.14 %
576.20.400.40.98 Gift Certificates	322.00		322.00	
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	4,523.12	7,092.00	-2,568.88	63.78 %
Total 576.20.400.40.00 Pool Services	89,815.36	78,933.00	10,882.36	113.79 %
Total 576.20.400.00.00 Pool Expenditures	328,730.44	327,259.00	1,471.44	100.45 %
Total 576.20.00.00 Culture & Recreation - Park Facility	361,728.38	371,026.00	-9,297.62	97.49 %
576.20.300 Shared Expenditures				
576.20.300.10.00 Shared Salary & Wages				
576.20.300.10.10 Bookkeeper Wages	6,242.70	4,375.00	1,867.70	142.69 %
Total 576.20.300.10.00 Shared Salary & Wages	6,242.70	4,375.00	1,867.70	142.69 %
576.20.300.20.00 Shared Personnel Benefits				
576.20.300.20.11 FICA		335.00	-335.00	
576.20.300.20.12 Unemployment		262.00	-262.00	
576.20.300.20.13 L & I		42.00	-42.00	
Total 576.20.300.20.00 Shared Personnel Benefits		639.00	-639.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.30.00 Shared Supplies				
576.20.300.30.00 Office/Computer Supplies & Equipment				
576.20.300.30.11 Office Supplies (Consumables)	794.26	581.00	213.26	136.71 %
576.20.300.30.12 Printing & Copying Supplies (Consumables)	131.41	475.00	-343.59	27.67 %
576.20.300.30.13 Office Equipment (Non-Consumable)	275.59	581.00	-305.41	47.43 %
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)	306.59	581.00	-274.41	52.77 %
Total 576.20.300.30.00 Office/Computer Supplies & Equipment	1,507.85	2,218.00	-710.15	67.98 %
Total 576.20.300.30.00 Shared Supplies	1,507.85	2,218.00	-710.15	67.98 %
576.20.300.40.00 Shared Services				
576.20.300.40.10 IT/Computer Service	1,366.25	750.00	616.25	182.17 %
576.20.300.40.20 Legal Services	4,509.00	5,833.00	-1,324.00	77.30 %
576.20.300.40.30 Communications				
576.20.300.40.32 Postage	49.00	200.00	-151.00	24.50 %
576.20.300.40.33 Website & Email Hosting	1,157.00	758.00	399.00	152.64 %
576.20.300.40.34 Internet/VoIP Phones	4,256.23	4,520.00	-263.77	94.16 %
576.20.300.40.35 Software Programs (non-financial)	564.12	875.00	-310.88	64.47 %
576.20.300.40.36 Advertising/Posting Fees	329.00	200.00	129.00	164.50 %
576.20.300.40.37 Printing & Copying Services	3,372.01	2,742.00	630.01	122.98 %
Total 576.20.300.40.30 Communications	9,727.36	9,295.00	432.36	104.65 %
576.20.300.40.40 Bank Charges	284.84	1,342.00	-1,057.16	21.23 %
576.20.300.40.50 Payroll Service	3,530.35	3,150.00	380.35	112.07 %
576.20.300.40.60 Membership Dues	755.00	500.00	255.00	151.00 %
576.20.300.40.70 Miscellaneous Shared Services		300.00	-300.00	
576.20.300.40.80 Risk Management Services				
576.20.300.40.81 Security & Fire Alarms	1,392.10	2,450.00	-1,057.90	56.82 %
576.20.300.40.82 Pest Control	331.02	408.00	-76.98	81.13 %
576.20.300.40.83 Insurance	13,170.00	12,612.00	558.00	104.42 %
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks	150.00	462.00	-312.00	32.47 %
Total 576.20.300.40.80 Risk Management Services	15,043.12	15,932.00	-888.88	94.42 %
576.20.300.40.90 Financial Services				
576.20.300.40.92 CPA	4,887.50	5,831.00	-943.50	83.82 %
576.20.300.40.93 Financial Software Programs	75.00	0.00	75.00	
Total 576.20.300.40.90 Financial Services	4,962.50	5,831.00	-868.50	85.11 %
Total 576.20.300.40.00 Shared Services	40,178.42	42,933.00	-2,754.58	93.58 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
576.20.300.50.00 Shared Intergovernmental Services				
576.20.300.50.10 External Taxes and Operating Assessments		500.00	-500.00	
576.20.300.50.40 Annual Permits	593.00	600.00	-7.00	98.83 %
576.20.300.50.60 State Audit		0.00	0.00	
Total 576.20.300.50.00 Shared Intergovernmental Services	593.00	1,100.00	-507.00	53.91 %
Total 576.20.300 Shared Expenditures	48,521.97	51,265.00	-2,743.03	94.65 %
586.00.300.00.00 Sales Tax Paid	4,795.25	3,181.00	1,614.25	150.75 %
591.76.300.70.00 Debt Service Principle				
591.76.300.70.10 City Bridge Loan Principal	62,621.36	62,898.00	-276.64	99.56 %
591.76.300.70.20 Loans and Bonds Principal	47,872.83	48,214.00	-341.17	99.29 %
Total 591.76.300.70.00 Debt Service Principle	110,494.19	111,112.00	-617.81	99.44 %
592.76.300.80.00 Debt Service Interest				
592.76.300.80.10 City Bridge Loan Interest	8,229.00	7,952.00	277.00	103.48 %
592.76.300.80.20 Loans and Bonds Interest	8,692.17	8,351.00	341.17	104.09 %
Total 592.76.300.80.00 Debt Service Interest	16,921.17	16,303.00	618.17	103.79 %
595.76.300.00.00 Park Facility Improvements & New Construction (CIP)				
595.76.300.40.00 CIP Services		15,000.00	-15,000.00	
Total 595.76.300.00.00 Park Facility Improvements & New Construction (CIP)		15,000.00	-15,000.00	
597.00.300.00.00 Transfers Out				
597.00.300.00.10 Capital Improvement Fund	35,105.00	5,000.00	30,105.00	702.10 %
Total 597.00.300.00.00 Transfers Out	35,105.00	5,000.00	30,105.00	702.10 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$577,565.96	\$572,887.00	\$4,678.96	100.82 %
NET OPERATING INCOME	\$53,325.72	\$17,333.00	\$35,992.72	307.65 %
OTHER INCOME				
361.10.00 Interest and Other Earnings	2,739.05	1,450.00	1,289.05	188.90 %
395.10.00 Sale of Capitol Assets	272.73		272.73	
397.00.00 Transfers In				
397.00.10 Transfers In - CIP Account		0.00	0.00	
Total 397.00.00 Transfers In		0.00	0.00	
Total Other Income	\$3,011.78	\$1,450.00	\$1,561.78	207.71 %
OTHER EXPENSES				
Ask My Accountant	143.50		143.50	
Transfer Activity				
CIP Transfers	-35,105.00		-35,105.00	
City Bridge Loan Principle	-62,621.36		-62,621.36	
Loans and Bonds Principle	-47,872.83		-47,872.83	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Transfer Activity	-145,599.19		-145,599.19	
Total Other Expenses	\$ -145,455.69	\$0.00	\$ -145,455.69	0.00%
NET OTHER INCOME	\$148,467.47	\$1,450.00	\$147,017.47	10,239.14 %
NET INCOME	\$201,793.19	\$18,783.00	\$183,010.19	1,074.34 %

July 2017
Combined Excise Tax Return

603-151-833
TUKWILA POOL METROPOLITAN PARK DISTRICT

State Business and Occupation Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0004	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	13,430.42	13,430.42	0.00	0.0150	0.00
0002	Retailing	8,912.65	8,912.65	0.00	0.00471	0.00
		22,343.07	22,343.07	0.00		0.00

Deductions

Deduction Code	Tax Classification	Deduction Name	Amount
000499	Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	Other	13,430.42
000299	Retailing	Other	8,912.65
			22,343.07

Explanations for Other Deductions

Deduction Code	Explanation
000499	499 Tax Exempt Non Enterprise Swimming Pool Lessons and Activities(WAC 45820189)
000299	299 Tax Exempt Non Enterprise Activities and Sales (WAC 45820189)

State Sales and Use Section

Taxes

Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
0001	Retail Sales	8,912.65	0.00	8,912.65	0.0650	579.32
		8,912.65	0.00	8,912.65		579.32

Local Sales Section

Line Code	Location Code	Location Name	Taxable Amount	Rate	Tax Due
0045	1729	TUKWILA	8,912.65	0.0350	311.94
			8,912.65		311.94

Summary Section

State Business and Occupation Tax Total	0.00
State Sales and Use Tax Total	579.32
Local and Regional Tax Total	311.94
Lodging Tax Total	0.00
Public Utilities Tax Total	0.00
E911 Tax Total	0.00
Other Tax Total	0.00
SubTotal	891.26
Less Total Credits	0.00
Total	891.26
Amount Paid	891.26
Balance	0.00

Additional Information

Confirmation Number	21310696	Date Printed	8/11/2017
Date and Time Submitted	8/11/2017 11:59:23 AM	Tax Registration Number	603-151-833
Payment Type	E-Check	Person Completing Return	Kristine Selleck
Total Amount Paid	891.26	Phone Number	(206)267-2350
Date To Transfer Payment	8/14/2017	E-Mail Address	accounting@tukwilapool.org
Person Authorizing Payment	Alan Dance		

This is a copy for your records.
Please DO NOT MAIL a copy to the Department of Revenue.



Tukwila Pool Metropolitan Park District

PROFIT AND LOSS

July 2017

	TOTAL	
	JUL 2017	JAN - JUL, 2017 (YTD)
INCOME		
311.10.00 Real and Personal Property Tax	4,937.24	481,424.20
313.11.00 Sales Tax Collected	872.53	4,520.20
341.70.00 Sales of Merchandise		
341.70.10 Taxable Merchandise	499.59	1,568.85
341.70.20 Untaxable Merchandise	490.82	1,609.94
Total 341.70.00 Sales of Merchandise	990.41	3,178.79
347.00.00 Cultural and Recreation		
347.30.10 Activity Fees - General Passes (Taxable)	1,806.98	11,928.52
347.30.20 Activity Fees - General Admissions (Taxable)	6,202.36	23,041.50
347.30.30 Activity Fees - Special Events (Taxable)	48.27	1,376.65
347.60.10 Program Fees - Swim Classes/Instruction (Non-taxable)	10,733.35	39,280.32
347.60.20 Program Fees - Exercise Classes (Non-Taxable)	70.00	254.00
347.60.30 Program Fees - Lifeguard Classes (Non-Taxable)		505.00
347.90.00 Other Fees - pass through to Red Cross		105.00
Total 347.00.00 Cultural and Recreation	18,860.96	76,490.99
362.00.00 Rents, Leases and Concessions		
362.40.10 Rentals - One-time, private events (Taxable)	355.45	4,096.60
362.40.20 Equipment and Locker Rentals - Taxable		775.51
362.40.30 Rentals - Multiple dates, contracted (Non-Taxable)	1,444.25	56,187.35
Total 362.00.00 Rents, Leases and Concessions	1,799.70	61,059.46
367.10.00 Contributions from Private Sources		
367.10.10 Cash Donations		451.00
Total 367.10.00 Contributions from Private Sources		451.00
369.00.00 Miscellaneous Income		
369.91.00 Other Miscellaneous Income		-496.35
369.91.10 Scholarship Funds Applied	693.00	3,912.12
369.91.30 Youth Free Passes Applied		9.00
369.91.40 Discounts Applied		-44.00
369.91.50 Gift Certificates		322.00
369.91.90 Deposit Over/Short	-1.00	0.00
Total 369.00.00 Miscellaneous Income	692.00	3,702.77
369.00.10 Unapplied Cash Payment Income		64.27
Total Income	\$28,152.84	\$630,891.68
GROSS PROFIT	\$28,152.84	\$630,891.68
EXPENSES		

	TOTAL	
	JUL 2017	JAN - JUL, 2017 (YTD)
576.20.00.00 Culture & Recreation - Park Facility		
576.20.100.00 Board of Commissioners Expenditures		
576.20.100.10.00 BOC Stipend	228.00	2,850.00
576.20.100.30.20 BOC Supplies - Equipment		18.68
576.20.100.30.30 BOC Supplies - Meeting Food		102.07
576.20.100.40.20 BOC Services - Transcription	480.00	2,476.00
576.20.100.40.70 BOC Services - Notices & Ads		135.00
Total 576.20.100.00 Board of Commissioners Expenditures	708.00	5,581.75
576.20.200 Executive Expenditures		
576.20.200.10.10 Executive Salary & Wages		24,041.19
576.20.200.10.20 Executive Salary & Wages - Other Taxable Compensation (Benefits stipend)		3,375.00
Total 576.20.200 Executive Expenditures		27,416.19
576.20.400.00.00 Pool Expenditures		
576.20.400.10.00 Pool Salaries & Wages		
576.20.400.10.10 Pool S&W - Lifeguards	10,213.63	59,539.56
576.20.400.10.20 Pool S&W - Instructors	6,156.64	24,281.47
576.20.400.10.40 Pool S&W - Aquatics Manager	4,583.34	18,544.88
576.20.400.10.50 Pool S&W - Assistant Aquatics Managers	6,365.99	46,795.69
576.20.400.10.60 Pool S&W - Front Desk	3,864.24	19,948.17
576.20.400.10.70 Pool S&W - Overtime	1,947.56	8,780.39
576.20.400.10.80 Pool S&W - Other Taxable Compensation (Benefits Stipend)	1,666.30	10,043.34
Total 576.20.400.10.00 Pool Salaries & Wages	34,797.70	187,933.50
576.20.400.20.00 Pool Personnel Benefits		
576.20.400.20.11 Pool Benefits - FICA	2,750.75	17,169.91
576.20.400.20.12 Pool Benefits - WA Unemployment	1,162.76	7,358.36
576.20.400.20.13 Pool Benefits - L & I	1,107.12	5,707.50
Total 576.20.400.20.00 Pool Personnel Benefits	5,020.63	30,235.77
576.20.400.30.00 Pool Supplies		
576.20.400.30.10 Pool Supplies - Program Supplies and Equipment		
576.20.400.30.11 Pool Supplies - Program, Exercise Classes		139.80
576.20.400.30.12 Pool Supplies - Program, Swim Classes/Instruction		412.20
576.20.400.30.13 Pool Supplies - Program, Special Events	301.98	1,572.55
576.20.400.30.14 Pool Supplies - Program, Staff Uniforms	701.46	1,223.37
576.20.400.30.15 Pool Supplies - Program, Safety Equipment	-722.25	2,659.85
576.20.400.30.16 Pool Supplies - Program, Lifeguard Class		156.44
576.20.400.30.17 Pool Supplies - Program, Drop In/Open Swim	125.26	164.25
Total 576.20.400.30.10 Pool Supplies - Program Supplies and Equipment	406.45	6,328.46
576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies		
576.20.400.30.21 Pool Supplies - Maint., Pool Chemicals	523.67	7,000.99
576.20.400.30.22 Pool Supplies - Maint., Janitorial	389.24	3,608.78
576.20.400.30.23 Pool Supplies - Maint., Tools and Equipment	426.27	866.72

	TOTAL	
	JUL 2017	JAN - JUL, 2017 (YTD)
576.20.400.30.24 Pool Supplies - Maint., Groundskeeping/Landscaping	26.69	644.71
Total 576.20.400.30.20 Pool Supplies - Maintenance and Repairs Supplies	1,365.87	12,121.20
576.20.400.30.30 Pool Supplies - Resale Inventory	688.83	2,012.30
576.20.400.30.40 Pool Supplies - Miscellaneous		283.85
Total 576.20.400.30.00 Pool Supplies	2,461.15	20,745.81
576.20.400.40.00 Pool Services		
576.20.400.40.10 Pool Svcs. - Transaction Services/Merchant Fees	854.23	4,129.68
576.20.400.40.30 Pool Svcs. - Advertising & Promotion		
576.20.400.40.31 Pool Svcs. - A&P, Material Development		360.00
576.20.400.40.32 Pool Svcs. - A&P, Printing & Copying		1,211.65
576.20.400.40.33 Pool Svcs. - Ads/Postings		225.00
576.20.400.40.34 Promotional Supplies		26.03
Total 576.20.400.40.30 Pool Svcs. - Advertising & Promotion		1,822.68
576.20.400.40.40 Pool Svcs. - Staff Development		
576.20.400.40.42 Pool Svcs. - Staff Dev., Tuition/Registration Fees		1,184.08
Total 576.20.400.40.40 Pool Svcs. - Staff Development		1,184.08
576.20.400.40.60 Pool Svcs. - Utilities		
576.20.400.40.61 Pool Svcs. - Utilities, Electrical		9,617.99
576.20.400.40.62 Pool Svcs. - Utilities, Gas	3,343.23	33,156.53
576.20.400.40.63 Pool Svcs. - Utilities, Water		3,660.33
576.20.400.40.64 Pool Svcs. - Utilities, Sewer	57.00	901.46
Total 576.20.400.40.60 Pool Svcs. - Utilities	3,400.23	47,336.31
576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services		
576.20.400.40.72 Pool Svcs. - Repairs & Maint., Facility	3,275.11	26,578.76
576.20.400.40.73 Pool Svcs. - Repairs & Maint., Equipment		4,219.69
Total 576.20.400.40.70 Pool Svcs. - Repairs and Maintenance Services	3,275.11	30,798.45
576.20.400.40.80 Pool Svcs. - Travel (Mileage, Ferries, Parking, Gas, etc.)		21.04
576.20.400.40.90 Pool Svcs. - Miscellaneous Services		
576.20.400.40.91 Pool Svcs. - Misc., Scholarship Fund	693.00	3,912.12
576.20.400.40.92 Pool Svcs. - Misc., Red Cross (pass through)		280.00
576.20.400.40.96 Youth Free Passes		9.00
576.20.400.40.98 Gift Certificates		322.00
Total 576.20.400.40.90 Pool Svcs. - Miscellaneous Services	693.00	4,523.12
Total 576.20.400.40.00 Pool Services	8,222.57	89,815.36
Total 576.20.400.00.00 Pool Expenditures	50,502.05	328,730.44
Total 576.20.00.00 Culture & Recreation - Park Facility	51,210.05	361,728.38
576.20.300 Shared Expenditures		
576.20.300.10.00 Shared Salary & Wages		
576.20.300.10.10 Bookkeeper Wages	931.50	6,242.70
Total 576.20.300.10.00 Shared Salary & Wages	931.50	6,242.70

	TOTAL	
	JUL 2017	JAN - JUL, 2017 (YTD)
576.20.300.30.00 Shared Supplies		
576.20.300.30.00 Office/Computer Supplies & Equipment		
576.20.300.30.11 Office Supplies (Consumables)		794.26
576.20.300.30.12 Printing & Copying Supplies (Consumables)		131.41
576.20.300.30.13 Office Equipment (Non-Consumable)		275.59
576.20.300.30.14 Computer Equipment (Non-Consumable, Replacement)		306.59
Total 576.20.300.30.00 Office/Computer Supplies & Equipment		1,507.85
Total 576.20.300.30.00 Shared Supplies		1,507.85
576.20.300.40.00 Shared Services		
576.20.300.40.10 IT/Computer Service	133.78	1,366.25
576.20.300.40.20 Legal Services	230.00	4,509.00
576.20.300.40.30 Communications		
576.20.300.40.32 Postage		49.00
576.20.300.40.33 Website & Email Hosting	1,152.00	1,157.00
576.20.300.40.34 Internet/VoIP Phones	439.34	4,256.23
576.20.300.40.35 Software Programs (non-financial)	16.49	564.12
576.20.300.40.36 Advertising/Posting Fees		329.00
576.20.300.40.37 Printing & Copying Services	559.76	3,372.01
Total 576.20.300.40.30 Communications	2,167.59	9,727.36
576.20.300.40.40 Bank Charges	45.22	284.84
576.20.300.40.50 Payroll Service	369.88	3,530.35
576.20.300.40.60 Membership Dues		755.00
576.20.300.40.80 Risk Management Services		
576.20.300.40.81 Security & Fire Alarms	366.10	1,392.10
576.20.300.40.82 Pest Control		331.02
576.20.300.40.83 Insurance		13,170.00
576.20.300.40.84 Fingerprinting Services & Supplies/Background Checks	150.00	150.00
Total 576.20.300.40.80 Risk Management Services	516.10	15,043.12
576.20.300.40.90 Financial Services		
576.20.300.40.92 CPA	2,640.00	4,887.50
576.20.300.40.93 Financial Software Programs	75.00	75.00
Total 576.20.300.40.90 Financial Services	2,715.00	4,962.50
Total 576.20.300.40.00 Shared Services	6,177.57	40,178.42
576.20.300.50.00 Shared Intergovernmental Services		
576.20.300.50.40 Annual Permits		593.00
Total 576.20.300.50.00 Shared Intergovernmental Services		593.00
Total 576.20.300 Shared Expenditures	7,109.07	48,521.97
586.00.300.00.00 Sales Tax Paid	700.40	4,795.25
591.76.300.70.00 Debt Service Principle		
591.76.300.70.10 City Bridge Loan Principal		62,621.36
591.76.300.70.20 Loans and Bonds Principal		47,872.83
Total 591.76.300.70.00 Debt Service Principle		110,494.19
592.76.300.80.00 Debt Service Interest		
592.76.300.80.10 City Bridge Loan Interest		8,229.00
592.76.300.80.20 Loans and Bonds Interest		8,692.17

	TOTAL	
	JUL 2017	JAN - JUL, 2017 (YTD)
Total 592.76.300.80.00 Debt Service Interest		16,921.17
597.00.300.00.00 Transfers Out		
597.00.300.00.10 Capital Improvement Fund		35,105.00
Total 597.00.300.00.00 Transfers Out		35,105.00
Unapplied Cash Bill Payment Expense	0.00	0.00
Total Expenses	\$59,019.52	\$577,565.96
NET OPERATING INCOME	\$ -30,866.68	\$53,325.72
OTHER INCOME		
361.10.00 Interest and Other Earnings	600.53	2,739.05
395.10.00 Sale of Capitol Assets		272.73
Total Other Income	\$600.53	\$3,011.78
OTHER EXPENSES		
Ask My Accountant		143.50
Transfer Activity		
CIP Transfers		-35,105.00
City Bridge Loan Principle		-62,621.36
Loans and Bonds Principle		-47,872.83
Total Transfer Activity		-145,599.19
Total Other Expenses	\$0.00	\$ -145,455.69
NET OTHER INCOME	\$600.53	\$148,467.47
NET INCOME	\$ -30,266.15	\$201,793.19

Run On 08/01/2017 01:11 PM**Run By** TPMPD Bookkeeper**From** 07/01/2017 12:00 AM**To** 07/31/2017 11:59 PM**Payment Types** Scholarship, Adult Free Pass, Youth Free Pass, Gift Certificates**Scholarship/Passes/Gift Certificates Funds Applied Month Summary**

Receipt #	Date	Time	Activity	Res. Facility	Scholarship	Adult Free Pass	Youth Free Pass	Gift Certificates	Total
1. 6461520	07/22/2017	11:08 AM	Shark 1	N/A	\$132.00	\$0.00	\$0.00	\$0.00	\$132.00
2. 6461411	07/22/2017	11:03 AM	Minnow 1	N/A	\$66.00	\$0.00	\$0.00	\$0.00	\$66.00
3. 6461373	07/22/2017	11:01 AM	Shark 1	N/A	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
4. 6461316	07/22/2017	10:58 AM	Shark 2	N/A	\$88.00	\$0.00	\$0.00	\$0.00	\$88.00
5. 6461200	07/22/2017	10:52 AM	Shark 1	N/A	\$176.00	\$0.00	\$0.00	\$0.00	\$176.00
6. 6460605	07/22/2017	10:21 AM	Shark 1	N/A	\$88.00	\$0.00	\$0.00	\$0.00	\$88.00
7. 6460527	07/22/2017	10:17 AM	Minnow 3	N/A	\$66.00	\$0.00	\$0.00	\$0.00	\$66.00
8. 6350990	07/13/2017	07:59 PM	Pre-Comp	N/A	\$33.00	\$0.00	\$0.00	\$0.00	\$33.00
					\$693.00	\$0.00	\$0.00	\$0.00	\$693.00
Totals for Scholarship/Passes/Gift Certificates Funds Applied Month Summary					\$693.00	\$0.00	\$0.00	\$0.00	\$693.00



Tukwila Pool Metropolitan Park District

TRANSACTION DETAIL CREDIT CARD ACCOUNTS

July 2017

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Tukwila Pool MPD (Reconcile) - 2794			
213.10 US Bank Michelle CC - 7436			
07/02/2017	Walmart	3rd Saturday Event Date: 07/15/2017 (Cardboard Races) Duct Tape (\$16.32) Hoses and Nozzle (\$87.60) Lawn Repair, Weed Killer (\$26.69)	130.61
07/06/2017	Adobe	Monthly Subscription Acrobat Pro	16.49
07/07/2017	Rush Order Tees	54 Staff Shirts	701.46
07/15/2017	Rackspace	Renewal: Rackspace Cloud Office	1,152.00
07/18/2017	Swim Outlet	Resale Inventory: 30 Goggles	130.68
07/20/2017	Oriental Trading	3rd Saturday Event Date: 08/19/2017 (Circus) Top Hats, Sponge Noses, Table cloths, cups, plates, napkins, inflatables, plush animals, bags, tattoos	119.13
07/21/2017	Target	Resale Inventory: Swim Diapers	32.17
07/22/2017	Cash & Carry	Resale Inventory: Nuts, Meat Sticks, Cornnuts, Tiger Bars	401.97
07/22/2017	Lowe's	Supplies to build Life Jacket holder	92.27
07/22/2017	Costco Wholesale	Resale Inventory: Water, Gatorade, Trail mix (\$124.01) 3rd Saturday Event Supplies: Plates (\$10.44)	134.45
07/26/2017	The Pool Guy Plus	Pool Chemicals	197.70
07/28/2017	Spectrum Aquatics	Parts for Pool Mat Crank: Loop Tie Handle Assembly, 18" Lead Straps	338.67
07/31/2017	PVC Fittings Online	Supplies to build Life Jacket holder	32.99
Total for 213.10 US Bank Michelle CC - 7436			\$3,480.59
Total for Tukwila Pool MPD (Reconcile) - 2794			\$3,480.59
576.20.00.00 Culture & Recreation - Park Facility			\$2,312.10
576.20.300 Shared Expenditures			\$1,168.49

TPAC Meeting 08/19/2017

ATTENDEES

TPAC Members Aaron Shipman and Sharon Shipman

Board Members Ellen Gengler and Diane Myers

Pool Employee Michelle Simpson

Agenda

Unfortunately there were not enough members of TPAC to call the meeting to order.

However we did have a discussion with the attendees on the third saturday event at the pool and finding more people to join TPAC.

From: jfrangelo@tukwilapool.org
To: rrabe@tukwilapool.org
Subject: Community Engagement Sponsorship Request
Date: Wednesday, September 6, 2017 8:41:00 PM
Attachments: [ACH_PAYMENT_REQUEST_FORM.xls](#)
[Acknowledgement of Cash Contribution from Kaiser Foundation Hospitals.docx](#)

From: "CommunityEngagement" <KPWA.communityenga@kp.org>
Sent: Monday, August 28, 2017 1:30pm
To: "jfrangelo@tukwilapool.org" <jfrangelo@tukwilapool.org>
Cc: "Garcia, Victoria" <garcia.v@ghc.org>, "Gene Achziger" <gachziger@yahoo.com>
Subject: RE: Community Engagement Sponsorship Request

Dear Jeri:

Thank you for your sponsorship request to Kaiser Permanente. From our current Community Health Needs Assessment Implementation Strategy, we will focus sponsorship support on addressing unmet medical needs and providing assistance to the uninsured; partnering with organizations tackling the challenges of those with depression and mental illness; and continuing to support programs which address obesity, physical inactivity, unhealthy eating, high blood pressure, high cholesterol and chronic disease.

Your work aligns with this approach and we are pleased to inform you that Kaiser Permanente will provide financial support in the amount of **\$20,000**. Victoria Garcia, copied here, will contact you about developing a simple scope of work for this support.

Kaiser Permanente requires that organizations receiving a charitable contribution

provide written acknowledgement of receipt of funds. *Within 90 days of receipt of payment, please complete and return the attached Acknowledgement of Cash Contribution form.*

Please see below for next steps regarding logo use, sponsorship ads, and invoicing.
Kaiser Permanente logo use

To use the Kaiser Permanente logo, please reply to this email with answers to the following:

 Yes, we will be using the Kaiser Permanente logo; please send logo files and logo guidelines.

If you will be requesting Kaiser Permanente logo files, please answer the following questions:

1. How will your organization be using the logo?
 - a. Printed materials
 - b. Web page or html email
 - c. PowerPoint
 - d. Large format printed signage or display
 - e. T-shirts or other garments
 - f. Other (please specify) _____

1. If you require a specific file format(s), please indicate (tiff, jpeg, eps, png) _____

1. Do you have a professional design staff member who will be working with the logo?

1. What software will be used to create your materials with the logo?
 - a. Microsoft Word
 - b. Microsoft PowerPoint
 - c. Adobe Creative Suite
 - d. Other (please specify) _____

There is a 3-day turnaround to provide the logo and a subsequent 48-hour turnaround for brand review and approval. Please be sure to build these times into your production schedule.

Sponsorship Ad

If this sponsorship comes with an ad, and details weren't included in your original sponsorship request, please send the specs and deadline to our team at communityenga@ghc.org as soon as details are available. **Please note: we need at least three weeks of lead time.**

Invoicing

Kaiser Permanente terms are net 45 days from the invoice date unless otherwise stipulated between the vendor and Kaiser Permanente. Please submit invoices with a current W9 form to hesselbrock.r@ghc.org as a PDF formatted file. If you would like the payment to be directly deposited, please also complete and return the attached ACH form.

Include the following information on all invoices to ensure accurate and timely processing and remember to complete and return the Acknowledgement of Cash Contribution form once payment has been received.

1. Vendor name
2. Vendor remit information (payee and mailing address)
3. Vendor phone or e-mail
4. Invoice number and invoice date
5. Description of the sponsorship

If you have any questions about this sponsorship, please feel free to contact me. Thank you for your work to improve our community. We look forward to a successful partnership.

**Sincerely,
The Kaiser Permanente Community Engagement Team**

**Rose Hesselbrock
Community Benefit Program Manager
Community Health & Benefit**

**Kaiser Permanente
Physical location: 1300 SW 27th St., Renton
Mailing address: PO Box 9813, GNW-C1E-05, Renton, WA 98057-9813
Phone: 206-630-4136
E-mail: hesselbrock.r@ghc.org**

Upcoming PTO: 9/18-10/4

KP Confidentiality Statement

NOTICE TO RECIPIENT: If you are not the intended recipient of this e-mail, you are prohibited from sharing, copying, or otherwise using or disclosing its contents. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and permanently delete this e-mail and any attachments without reading, forwarding or saving them. Thank you.



Authorization Agreement for ACH Payments

ALL FIELDS ARE REQUIRED IN ORDER TO PROCESS FORM

Business Name: _____

Federal Tax ID Number: _____

Group Health Cooperative Payee Identification Number (if known): _____

City: _____

Email Address: _____

Is this to? (select one) ADD CHANGE CANCEL

Account Name:	<input type="checkbox"/> CHECKING
	<input type="checkbox"/> SAVINGS
ABA/Bank Transit Number (routing number):	Account Number:
Financial Institution Name (bank name):	

I hereby authorize Group Health Cooperative to initiate ACH payments to the financial institution above:
This authority is to remain in full force and effect during my participation with Group Health Cooperative. I understand thirty (30) days notice in writing to Group Health Cooperative **is required** if I change banks and/or accounts.

Authorization Signature: (by typing your name below, you are authorizing Group Health to issue payment via ACH)

_____ Date: _____

- Please note:
- Processing time for ACH is approximately 30 days from receipt of completed form
 - Dates of deposit may vary due to individual financial institution data processing times

Have you provided all of the following information? (personal checklist)

- 1) Business name:** the name you are doing business as.
- 2) Federal Tax ID number:** your Federal Identification Number.
- 3) GHC identification number:** the Group Health Cooperative assigned ID number that appears on your remittance advice, except for new accounts.
- 4) Account name:** the full and complete name appearing on your bank account.
- 5) Account number:** your bank account number as it appears at the bottom of your checks.
- 6) Financial institution name:** the name of your bank, credit union or financial/lending institution.
- 7) Signature and date:** the signature of an employee who is authorized to make this financial decision on behalf of the payee.
- 8) Email address:** your ACH confirmation of funds transferred and remit will be sent to this email address.

For inquiries call customer service toll-free at 1-877-693-2269 or email apachconfirmation@ghc.org.

Acknowledgement of Cash Contribution from Kaiser Foundation Hospitals		
Information Requested	Our Records Show	Corrections
1. Organization's Legal Name:		
2. Organization's Tax ID:		
3. Organization's Tax Exempt Status:		
4. Fiscal Agents only: the name of the benefiting organization		
CASH CONTRIBUTION FROM KAISER FOUNDATION HOSPITALS		
5. Brief description of project:		
6. Check amount:		
7. Check number:		
8. Check date:		
GOODS AND SERVICES		
9. Goods or services provided to Kaiser Foundation Hospitals and/or its representatives for the contribution listed above <ol style="list-style-type: none"> a. Type(s) of goods or services provided (circle): <ul style="list-style-type: none"> • NONE • Meal • Advertisement • Event Ticket • Booth • Other _____ b. Quantity of goods or services provided: (for example, 10 dinner seats) _____ c. Fair market value of goods or services provided: (for example, \$50 per seat, totaling \$500) \$ _____ 		
10. Signature (Item 9 above must be completed before signing) Name & Title (type or print) _____ Signature _____ Date _____		

Instructions

Within 90 days of receipt of payment, please return this signed document to KPWA.communityenga@kp.org

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**
FROM: Jeri Frangello-Anderson, President
DATE: September 11, 2017
SUBJECT: **Resolution and supporting documents regarding signature authority**

ISSUE

Should the Commissioners repeal TPMPD Resolution #2016-01 and provide other needed signature permissions to reflect the new Board President and the Executive Director?

FINANCIAL IMPACT

None

BACKGROUND

King County, in its capacity as the Treasurer of the Tukwila Pool Metropolitan Park District, requests that the District submit a new Accounts Payable Authorized Signature form whenever there is a change of Auditing Officers delegated with payment approval authority. The TPMPD will elect a new Board President and the Commissioners have expressed a desire to add the new District Administrator as an Auditing Officer with administrative permissions to QuickBooks and the US Bank accounts.

In the future, when individuals named as Auditing Officers change (such as after the election of a new President) King County requests only the submission of an updated AP Authorized Signature Form. A new Resolution will not be required.

DISCUSSION

Shall the TPMPD take one or more of the following actions?

1. Submit a new Accounts Payable Authorized Signature Form to King County that names our new President, the Director of Aquatics Operations, and the District Administrator, and the District CPA as Auditing Officers for the TPMPD.
2. Repeal Resolution 2016-01 and replace it with a new Resolution that includes the Executive Director as an Auditing Officer.
3. Authorize District CPA Alan Dance to give the District Administrator appropriate administrative privileges and access to the TPMPD's QuickBooks program and the US Bank Accounts.

LEGAL REVIEW

The Resolution was reviewed and approved as to form by TPMPD Attorney Brian Snure.

ATTACHMENTS

1. Resolution 2017-03
2. AP Authorized Signature Forms

TUKWILA POOL METROPOLITAN PARK DISTRICT

**AUDITING OFFICER DELEGATION RESOLUTION (Revised)
FOR TUKWILA POOL METROPOLITAN PARK DISTRICT #17591**

RESOLUTION #2017-03

APPOINTING OF AUDITING OFFICERS FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL AND REPEALING RESOLUTION #2016-01.

WHEREAS there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District's warrants and claims;

WHEREAS there is a need by the District to process warrants and electronic payments in a timely and consistent manner;

WHEREAS it would be of financial benefit to appoint Auditing Officers to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;

WHEREAS RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;

WHEREAS this agency shall enact the following policies and procedures pursuant to RCW 42.24.180:

1. All routine operating claims against Tukwila Pool Metropolitan Park District will be pre-audited and signed by any two of the Auditing Officers; and
2. The Auditing Officers shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties; and
3. Tukwila Pool Metropolitan Park District #17591 establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims; and
4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
5. If the Board of Commissioners disapproves some claims, the Auditing Officers will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 does resolve as follows:

Section 1: Authorize the Auditing Officers, to include the Board Clerk Christine Neuffer; District CPA Alan Dance; and District Administrator Richard J. Rabe to submit vouchers for payment and disbursement in accordance with Tukwila Pool Metropolitan Park District #17591 prior to the Board taking action to approve said claims; and

Section 2: Resolution #2016-01 is hereby repealed

ADOPTED by the Board of Commissioners of Tukwila Pool Metropolitan Park District #17591 at a special meeting held on this _____ day of _____, 20_____.

ATTEST:

By: Christine Neuffer, Board Clerk

By: Jeri Frangello-Anderson, Board President

Accounts Payable Authorized Signature Form

(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 1 – GENERAL INFORMATION

Please complete each field below. For the "Number" field, enter the first 5 digits of your Fund Numbers. Typed/ electronic entries are preferred for readability.

District/Organization Name: Tukwila Pool Metropolitan Park District Number: 17591

Street Address: 4414 S. 144th Street

City/ State/ Zip: Tukwila, WA 98168

General Telephone #: 206-267-2350 Fax #: _____

Primary Contacts

Name: Richard J. Rabe Title: District Administrator

Telephone #: 206-267-2350 ext. 102 Email: rrabe@tukwilapool.org

Name: Jeri Frangello-Anderson Title: President of the Board of Commissioners

Telephone #: 206-552-1620 Email: jfrangello@tukwilapool.org

SECTION 2 –AUDITING OFFICER(S) DELEGATED WITH PAYMENT APPROVAL AUTHORITY (If Applicable)

Complete the fields below for each Auditing Officer that has been delegated signatory authority in accordance with RCW 42.24.180. This RCW is intended to expedite the issuance of warrants by authorizing one or more persons signatory authority to approve warrant issuance before the board has acted to approve the claims. A copy of the resolution delegating this authority is required to accompany this form. When submitting Voucher Approval documentation, it is understood that any restrictions attached to an Auditing Officer's signatory authority will have been honored by the Auditing Officer. Due to the electronic voucher data submission process, King County does not monitor these restrictions.

Number of Required Auditing Officer Signatures for Payment of Claims: 2

Auditing Officer Signatures

	Name	Telephone	Email
Sign:	_____	_____	_____
Print:	<u>Richard J. Rabe</u>	<u>206-267-2350 ext. 102</u>	<u>rrabe@tukwilapool.org</u>
Sign:		_____	_____
Print:	<u>Alan Dance</u>	<u>425-283-5425</u>	<u>tpmpd@forprivateclients.com</u>
Sign:	_____	_____	_____
Print:	<u>Christine Neuffer</u>	<u>206-930-5729</u>	<u>cneuffer@tukwilapool.org</u>
Sign:	_____	_____	_____
Print:	_____	_____	_____

Accounts Payable Authorized Signature Form
(For Districts for which King County, as Treasurer, Issues Payments)

SECTION 3 – BOARD MEMBERS – APPROVALS AND PAYMENT CERTIFICATION AUTHORIZATION

If an Auditing Officer with signing authority, per RCW 42.24.180, has not been delegated or, if such an Auditing Officer is delegated and any designated restriction is exceeded, board action is required for warrant issuance. As members of the board, the following persons are also authorized to sign for Approval and Payment Certification as per RCW 42.24.080 and other respective agency RCWs.

Number of Required Board Member Signatures for Payment of Claims: 2

Board Member Signatures

	Name	Telephone	Email
Sign:	_____		
Print:	<u>Jeri Frangello-Anderson</u>	<u>206-552-1620</u>	<u>jfrangello@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Ellen Gengler</u>	<u>206-372-3316</u>	<u>egengler@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Diane Myers</u>	<u>206-434-2776</u>	<u>dmyers@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Christine Neuffer</u>	<u>206-930-5729</u>	<u>cneuffer@tukwilapool.org</u>
Sign:	_____		
Print:	<u>Vanessa Zaputil</u>	<u>206-242-9945</u>	<u>vzaputil@tukwilapool.org</u>
Sign:	_____		
Print:	_____	_____	_____

I attest the above information is true and accurate and the signatures herein are authorized as described. Our district will execute a new form with King County Accounts Payable as information or signatories change:

Signature: _____ **Date:** _____
Print Name: _____ **Title:** President
Chairperson/ President

District/Organization Name: Tukwila Pool Metropolitan Park District

Please send King County Accounts Payable this original completed form and, if applicable, a copy of a resolution delegating signatory authority (*sample attached*). Incomplete forms will be returned. Please send documents to:

King County Accounts Payable
 Attn: Special Districts
 401 5th Avenue, Room 323
 Seattle, WA 98104

If you require assistance completing this form, please contact (206) 263-9284 or SpecialDist.AP@kingcounty.gov.

Sample Auditing Officer Delegation Resolution

(Resolution is required if delegating an Auditing Officer to expedite payment of claims)

(District Name and Number)

Resolution Number _____

APPOINTING OF AUDITING OFFICER(S) FOR THE PURPOSE OF AUTHORIZING THE ISSUANCE OF WARRANTS AND ELECTRONIC TRANSACTIONS PRIOR TO BOARD OF COMMISSIONERS APPROVAL

- WHEREAS** there may be circumstances when the Board of Commissioners does not meet prior to a day in which they would need to approve vouchers for the District’s warrants and claims;
- WHEREAS** there is a need by the District to process warrants and electronic payments in a timely and consistent manner;
- WHEREAS** it would be of financial benefit to appoint Auditing Officer(s) to certify the voucher approval document for the correct and certified submission of vouchers to the King County Finance Office without awaiting a Commissioners meeting to authorize specific payments;
- WHEREAS** RCW 42.24.180 authorizes the issuance of warrants before approval of the vouchers by the Board of Commissioners in order to expedite the payment of claims;
- WHEREAS** this Agency shall enact the following policies and procedures pursuant to RCW 42.24.180:
 1. All routine operating claims against *(district name)* will be pre-audited and signed by the Auditing Officer
 2. The Auditing Officer shall be bonded for no less than \$50,000 to assure the faithful discharge of their duties
 3. *(Your policy name/number)* establishes the necessary purchasing and disbursing procedures that implements effective internal control for issuance of warrants and claims
 4. The Board of Commissioners shall review and approve the claims paid at its next regularly scheduled public meeting; and
 5. If the Board of Commissioners disapproves some claims, the Auditing Officer will recognize these claims as receivables of the District and will pursue collection diligently until the amounts are either collected or the Board of Commissioners approves the claims

THEREFORE BE IT RESOLVED, that the Board of Commissioners of *(district name and number)* does hereby authorize the Auditing Officer(s), *(includes name(s))*, to submit vouchers for payment and disbursement in accordance with *(policy name/number from above)* prior to the Board taking action to approve said claims;

ADOPTED by the Board of Commissioners of *(district name and number)* at a regular meeting held on this ____ day of _____, *(year)*.

ATTEST:

By: Board Secretary

By: Commissioner

By: Chairperson/ President

By: Commissioner

By: Commissioner

By: Commissioner



Employee Handbook

Policies & Procedures for
Tukwila Pool Metropolitan
Park District Employees

Draft Date: 9/8/2017

Tukwila Pool Metropolitan Park District
Employee Handbook
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Addenda

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Dear New Staff Member;

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

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

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

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

Stay Safe & Have Fun!!!!

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

Warmly,



Michelle Simpson
Director of Aquatics Operations
Tukwila Pool Metropolitan Park District



Richard J. Rabe
District Administrator
Tukwila Pool Metropolitan Park District

1. General Information

1.1. Introduction

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

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

1.2. History of the Tukwila Pool Metropolitan Park District

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

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

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

When the TPMPD was first formed, the original ballot measure established the Tukwila City Council as the “ex officio” Board of Commissioners for the district. This meant they would provide governance for the TPMPD as one of the many responsibilities of their official role as City Council members. In turn, the Board contracted with the City of Tukwila to completely operate and manage the pool as well as provide administrative support. The Board also appointed a citizen’s advisory group, called the Tukwila Pool Advisory Committee (TPAC) and hired an Executive Director to carry out the work of the Board of Commissioners and manage the District.

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

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

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

1.3. Mission Statement, Vision Statement and Organizational Values

1.3.1. TPMPD Mission Statement:

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

1.3.2. TPMPD Vision Statement:

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

1.3.3. TPMPD Organizational Values:

We Value...

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

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

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

...treating everyone with respect and embracing diverse opinions

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

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

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

...our amazing volunteers!

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

1.4. Purpose/Scope of Employee Handbook

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

- 1.4.1. The policies in this handbook are not intended to create promises or guarantees of employment or specific treatment in specific instances on which employees may rely.
- 1.4.2. The provisions in this handbook have been developed at the discretion of the Board of Commissioners and, except for the policy of employment-at-will, may be amended or cancelled by them at any time as is deemed necessary and appropriate, **and shall provide notice within 30 days to changes to this handbook**. TPMPD also reserves the right to deviate from these policies in individual situations, particularly in an emergency, to achieve its primary mission.
- 1.4.3. These personnel practices and policies apply to all Tukwila Pool Metropolitan Park District employees.

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

1.5. At Will Employment

All employment with the Tukwila Pool Metropolitan Park District is voluntarily and at will. "At will" means that employees are free to resign at any time, with or without cause. Likewise, "at will" means that the District may demote or terminate employment, change job duties, or alter benefits of any employee, with or without cause, and with ten days written notification for changes to take effect. **All employment with the TPMPD is at-will and therefore may be ended by either party with or without warning at any time (except as noted in Section 3.5.2). The party terminating the employment relationship will notify the other party immediately upon the termination taking effect.**

1.6. Equal Employment Opportunity

Tukwila Pool Metropolitan Park District is an equal opportunity employer.

1.7. Non-Discrimination Policy

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

- 1.7.1. Reporting Discrimination. Any alleged act or complaint of discriminatory treatment by any District

employee should be promptly reported to the Director of Aquatics Operations (or to the Board of Commissioners if the Director of Aquatics Operations, is the alleged perpetrator of the discriminatory action) for appropriate investigation and action.

1.7.2. Reasonable Accommodations – Disabilities. The District recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job duties. Any employee who believes s/he needs reasonable accommodation should notify the Director of Aquatics Operations or designee.

1.7.2.1. Although the need for accommodations is determined on a case by case basis, generally the District and the employee will engage in an interactive process with the employee and the employee's healthcare provider(s) to confirm the existence of the condition, its impact on the employee's ability to perform the essential functions of his/her position and possible reasonable accommodations. The employee has an obligation to cooperate with the District in this process, which may include authorizing the District to communicate with the employee's healthcare providers concerning the employee's condition, its limitations and possible reasonable accommodations.

1.7.2.2. Any reasonable accommodations shall be approved by the Director of Aquatics Operations.

1.7.3. Reasonable Accommodations – Religion. The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District's business.

1.7.3.1. Any employee who sincerely believes that his or her religious beliefs or practices conflict with his or her duties, work schedule, or with the District's policy or practice regarding dress and appearance, or with other aspects of employment and who seeks a religious accommodation must request accommodation from the Director of Aquatics Operations. The request should explain the alleged religious conflict that exists and the employee's suggested accommodation.

1.7.3.2. The District will evaluate the request considering whether a work conflict exists, whether an accommodation is available which is reasonable and which would not create an undue hardship on the District's business or for its other employees. Any reasonable accommodations shall be approved by the Director of Aquatics Operations.

1.7.3.3. As a publicly-funded, government entity, the TPMPD may not make any accommodation that would allow an employee to discriminate against anyone, or actively promote a particular belief system to others (including, but not limited to, proselytizing and/or unsolicited distribution of religious materials) while on duty or on the TPMPD premises.

1.8. Safety

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

1.8.1. Employees should exercise caution in the performance of duties. Always observe the special safety rules applicable in each work area and follow at all times general rules of safety.

1.8.2. Employees are expected to comply with the following specific safety rules, including but not limited to:

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

1.9. Workplace Harassment

Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

- 1.9.1. Sexual or any other type of unlawful verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.
- 1.9.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:
 - 1.9.2.1. Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
 - 1.9.2.2. Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).

- 1.9.2.3. Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).
- 1.9.2.4. Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.
- 1.9.3. Conduct of this type is improper, and it may be illegal if:
 - 1.9.3.1. Submission to this conduct is either an explicit or implicit term or condition of employment.
 - 1.9.3.2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved.
 - 1.9.3.3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment
- 1.9.4. All employees are responsible to ensure a workplace free from any type of harassment. If an employee is aware of any instances of work place harassment or believes he/she is a victim of harassment, the employee should:
 - 1.9.4.1. Ask the offending employee to cease the conduct.
 - 1.9.4.2. If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.
 - 1.9.4.3. Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the Director of Aquatics Operations.
 - 1.9.4.4. If the Director of Aquatics Operations or the District Administrator is engaging in such conduct, the employee should immediately report the alleged harassment to the Board President.
- 1.9.5. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the need to undertake a full investigation. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.
- 1.9.6. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.
- 1.9.7. A supervisor's failure to ensure these provisions are enacted may result in disciplinary action up to and including termination of that supervisor.

1.10. Workplace Violence

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

- 1.10.1. The District does not tolerate threats or acts of violence towards District employees, family,

friends, co-workers, elected officials, members of the public or TPMPD property. All threats or acts of violence are treated seriously and each will be dealt with promptly and appropriately using administrative, managerial, legal and/or disciplinary actions to minimize risk to employees and property.

- 1.10.2. All employees are responsible for refraining from threatening or participating in violent actions and for reporting to any supervisor or (up to and including the Director of Aquatics Operations or Board President) any threatening or dangerous situations that occur within the work place or affect their work requirement. Employees who feel an immediate threat and cannot reach a manager should call 911 and leave the area as soon as possible.
- 1.10.3. Employees may not bring weapons of any type into the workplace.

1.11. Organizational Ethics

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

- 1.11.1. TPMPD officers, supervisors, volunteers and employees shall communicate honestly, transparently and respectfully with individual patrons and the community at large.
- 1.11.2. As an organization, the District will comply with all applicable laws and regulations. We expect all officers, supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything or ask someone else to do anything that is illegal, dishonest, or unethical.
- 1.11.3. If someone asks you to take an action that seems illegal, dishonest or unethical in your judgement, you are encouraged to ask for advice and consultation with any supervisor up to and including the Director of Aquatics Operations before taking the suggested action.
- 1.11.4. It is the responsibility of every Tukwila Pool Metropolitan Park District employee to comply with our policy of organizational ethics. Employees who ignore or do not comply with this standard of ethics may be subject to disciplinary action, up to and including possible termination of employment.

1.12. Customer Relations

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

- 1.12.1. Good customer service requires the following action on the part of the TPMPD staff:
Every contact with the public, (including by telephone and electronic communications) is conducted with respect, care, patience and professionalism -- with no exceptions.
- 1.12.2. Customer complaints are listened to respectfully and reasonable action is taken immediately to remedy the situation while the customer is still present. If the customer must leave before the complaint is remedied, the staff should try to collect the customer's contact information.

- 1.12.3. If the cause of the complaint cannot be remedied immediately, the staff member receiving the complaint must communicate the complaint to the management, and/or Director of Aquatics Operations, as quickly as possible, including the customer's contact information.
- 1.12.4. The Assistant Managers or Director of Aquatics Operations must make every reasonable effort to address the complaint in a timely manner and communicate the resolution to the customer.
- 1.12.5. If a customer becomes physically or verbally abusive or otherwise presents a danger to the employee, other patrons or themselves, the staff member must still remain calm and respectful. However, staff are not required to put themselves into dangerous situations and must request assistance from management and/or the Tukwila Police Department as appropriate.

2. Employment Conditions

2.1. Employment Status Definitions

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

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

2.2. Working Hours & Shift Assignments

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

- 2.2.1. The Tukwila Pool's normal business hours are as posted at the facility and on www.tukwilapool.org.
- 2.2.2. The district reserves the right to change the regular workweek, the normal business hours, or the normal workday with prior notice to employees.

- 2.2.3. The Director of Aquatics Operations establishes the normal working hours and schedule for all nonexempt and temporary/seasonal employees. Employees are expected to keep the Aquatics Manager informed of their availability and to show up on time and ready to work for every scheduled shift.
- 2.2.4. If an employee is not available to work an assigned shift, they are expected to find a qualified substitute which must be approved by the Director of Aquatics Operations. If no acceptable substitute is found and the leave is not otherwise protected (see Section 6 for leave information), the employee must work the shift or risk disciplinary action up to and including termination.
- 2.2.5. Assistant Managers are expected to be on duty during the pool's regular business hours and should be scheduled to cover as many of those hours as possible. When a manager is not available, the Director of Aquatics Operations may fulfill the role of manager-on-duty, or may temporarily delegate this responsibility to a qualified employee.
- 2.2.6. Employees who are not scheduled to work and have not been called into work by a supervisor are not authorized to work. Employees are prohibited from clocking-in when they are not authorized to work.
- 2.2.7. Employees are not permitted to volunteer their time, or work without compensation.

2.3. Overtime

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

- 2.3.1. All overtime must be authorized in advance by the Director of Aquatics Operations or designee, unless due to an emergency, in which case approval must be obtained as soon as reasonably possible.
- 2.3.2. Overtime pay is calculated at one and one-half (1.5) times the regular rate of pay for all hours actually worked over forty (40) hours in one week. Time that is paid, but not actually worked, like sick leave, vacation or holidays, does not count as "hours worked" when computing overtime. Nonexempt employees are prohibited from engaging in "off-the-clock" work.
- 2.3.3. A nonexempt employee may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the Director of Aquatics Operations, or designee. Compensatory time is accrued at the rate of one and one-half (1.5) hours for each hour of overtime work. Compensatory time must be used within thirty (30) days of the time it was earned and authorized. Any accrued compensatory time not used within 30 days or prior to an employee's termination from service will be paid for on the next paycheck.
- 2.3.4. Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime or compensatory time.
- 2.3.5. For payroll and overtime computation purposes, the regular work week begins on Sunday mornings at 12:00:01 a.m. and ends the following Saturday at 12:00:00 p.m. (midnight).

2.4. Schedules & Attendance

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

- 2.4.1. Employees are required, as a condition of employment, to work their scheduled shift and arrive prepared and on time. Each employee is expected to be at their place of work during their scheduled work days and at their scheduled hours of work. Employees may not alter their scheduled hours of work or take "comp time" without prior manager approval unless due to an unforeseen emergency or illness, in which case approval must be obtained as soon as reasonably possible.
- 2.4.2. While the TPMPD makes **every reasonable** effort to maintain stability and consistency in scheduling, it is not possible for any staff member to have a set schedule. Therefore, employees are responsible for checking the schedule regularly and knowing when they are scheduled to work. The TPMPD provides a scheduling system that allows each employee to check their schedule online and report their availability to work. Employees are asked to report their availability at least **four** weeks in advance. Shifts are scheduled at least two weeks in advance based on that reported availability. Employees will be notified personally if there is a need to change a scheduled work time after the schedule has been posted. If an employee is unable to work a scheduled shift, they are responsible for finding a suitable replacement that meets with supervisory approval. If an employee reports that they are available and **gets** scheduled and then fails to appear for work due to a reason other than protected leave, they may be subject to disciplinary action, up to and including termination.
- 2.4.3. Employees who are suddenly unable to work due to illness or injury or unable to report to work on time must call the Tukwila Pool main number and notify the shift supervisor as soon as possible, but no later than 30 minutes before the scheduled starting time. They must state the reason for being late or being unable to report for work. If the absence or tardiness is due to an emergency that makes them unable to call, the employee must have someone else call the Tukwila Pool phone line within the same time period as applied to the employee.
- 2.4.4. Recurring absenteeism or tardiness, including failure to comply with any feature of this policy may result in disciplinary action up to and including termination of employment. If an employee fails to report for work or call-in for three (3) days in a row (and is not on a pre-approved leave of absence), the employee will be deemed to have abandoned his or her job and employment will terminate. Unexcused excessive absenteeism may be grounds for disciplinary action, including possible termination.
- 2.4.3 Employees are expected to be at work even during inclement weather. Supervisors may allow employees to be late or leave early during severe weather conditions. Hours not worked will not be compensated (with exceptions for approved paid leave).

2.5. Emergency or Maintenance Closure

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

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

2.6. Breaks and Meal Periods

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

- 2.6.1. Employees working at least 4 hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.
- 2.6.2. Employees working at least 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.
- 2.6.3. Employees working in excess of five (5) hours in a single workday must take a meal break that shall last no less than 30 minutes. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked in during the meal break. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.
- 2.6.4. Any employee who works more than ten (10) hours in a day is required to take a second thirty-minute (30) unpaid meal period around the middle of the second five (5) hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If the employee is available to return to duty (to answer a phone call or address other immediate needs) then he or she may stay clocked-in during the meal break.
- 2.6.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.
- 2.6.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If you have not received a meal or rest period as provided above, please inform the shift supervisor immediately.
- 2.6.7 The TPMPD may require employees to stay on the work site during:
 - 2.6.7.1 Paid rest breaks.
 - 2.6.7.1.1 Any meal period whenever the TPMPD pays the employee during that meal period.
 - 2.6.7.1.2 Any meal period without paying the employee if the employee is completely relieved from duty for the entire meal period **and** will never be called back to work during the meal period.
 - 2.6.7.1.3 THE TPMPD is not required to pay for meal periods if employees are free from any duties for their entire meal period.
 - 2.6.7.1.4 Employees must be paid during their meal period when:
 - 2.6.7.1.4.1 required to remain on duty, and

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

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

2.7. Call Back

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

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

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

2.8. Time Reporting

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

Each employee is responsible for following the procedure for recording their time as required.

2.8.2 Employees working lifeguarding shifts or swim instructor shifts must use the appropriate code to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination.

2.8.3 Supervisors are responsible for reviewing and approving the time records for accuracy.

2.8.4 Employees must enter their own time record and in doing so are testifying that the information is accurate and truthful.

2.8.5 Making entries on behalf of another employee is not permitted. Any deliberate falsification of your own or someone else's time record is grounds for disciplinary action, including possible termination.

2.8.6 Tukwila Pool Metropolitan Park District's official payroll records are kept by the Aquatics Manager.

2.9. References

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

2.10. Personal Information

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

employees as needed.

2.11. Employee Personnel Records

A personnel file for each employee is maintained by the District, and access is generally limited to the employee, the Director of Aquatics Operations unless broader disclosure is required by law. Medical records, shall be maintained in a confidential file which is separate from other personnel records. Usually, an employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

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

3. Employment Practices

New Employee Orientation and Conditional Employment Period

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

- 3.1.1 All newly hired Tukwila Pool Metropolitan Park District staff are considered temporary employees pending the successful completion of a three-month conditional employment period to ensure their suitability to the position.
 - 3.1.1.1 During this time, the new employee will:
 - 3.1.1.1.1 complete a background check if one has not already been completed, and
 - 3.1.1.1.2 learn to perform the duties of the position to TPMPD standards, and
 - 3.1.1.1.3 be evaluated for their potential to excel in the position.
 - 3.1.2 Employees must successfully meet the standards of TPMPD employment to be converted to regular employment status. The conditional employment period may be extended at the sole discretion of the TPMPD.
 - 3.1.3 Benefit-eligible employees may not use vacation leave or floating holidays during their conditional employment period, however they may use sick leave. See Section 6 for the complete list of

benefit-eligible employees and detailed policies regarding leave.

3.2. Staff Supervision

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

- 3.2.1. All supervisors or candidates for supervisory roles should have supervisory skills training and/or demonstrate the knowledge and ability to utilize best practices in personnel supervision prior to being hired for or promoted to a supervisory role.
- 3.2.2. With the exception of the District Administrator, all employees shall consider the Director of Aquatics Operations to be their direct supervisor. When the Director of Aquatics Operations is not available, the Assistant Aquatics Manager on duty is the shift supervisor. Employees are expected to respond to them as they would the Director of Aquatics Operations.
- 3.2.3. Employees can expect the entire management staff to provide steady support, on-going communication, professional development and general guidance. Supervisors are accountable for the performance of each employee they work with and are encouraged to give each employee their best effort, asking for help whenever necessary.

3.3. Promotions, Demotions and Transfers

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

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

3.4. Change in Workforce

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

- 3.4.1. In determining who is to be laid off, consideration will be given to a number of relevant factors, including individual performance and who is best able to perform the remaining jobs. Prior to such action, the TPMPD may endeavor to place affected employees into another available position for which they are qualified, as determined by the District.
- 3.4.1. Prior to a layoff, the Tukwila Pool Metropolitan Park District will try to provide affected employees at least two weeks' notice of the pending layoff.
- 3.4.2. During the 12-month period following a layoff, TPMPD may rehire a laid off employee if a suitable position becomes available for which the employee is qualified and the former employee has requested, in writing, to be considered for re-hire.

3.5. Resignation & Termination

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

- 3.5.1. Non-exempt employees are requested to submit notice of resignation at least two weeks (14 days) prior to the effective date of their resignation. All wages and expense reimbursement owed to the employee shall be provided on the scheduled payday for the period (more information on Paydays can be found in Section 4.2).
- 3.5.2. Either the TPMPD and/or an exempt employee are free to terminate employment at any time with 30 days advance notice to the other for any reason with or without cause.
- 3.5.3. The District, without altering the at-will relationship, shall have the right to immediately terminate an employee's services for cause including but not limited to those defined in Section 11 – Rules of Conduct. If terminated for cause, all compensation and benefits described in this handbook shall cease as of the termination date.

3.6. Employment of Relatives

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

- 3.6.1. Under certain circumstances it may be necessary to employ relatives and then the following guidelines shall be observed:
 - 3.6.1.1. Neither employee will supervise, appoint, remove or discipline the other;
 - 3.6.1.2. Neither relative will evaluate or audit the work of the other;
 - 3.6.1.3. The working relationship will not create a conflict of interest or the appearance of favoritism.
- 3.6.2. If one employee becomes related to another employee through marriage and this results in a prohibited employment relationship, one of the employees must resign or transfer. The Director of Aquatics Operations, or the District Administrator, or designee, shall consult with the affected employees and allow them to decide which one of them will resign, prior to taking

final action.

Employee Background Checks

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

- 3.7.1. Currently, all TPMPD staff positions meet the threshold of the background check policy. Therefore, all TPMPD employees must submit to a background check as a condition of their employment. New positions will also be required to comply with the policy if the position meets the threshold of the policy.
- 3.7.2. When necessary, as determined by the District, prospective employees, volunteers, or independent contractors may be employed on a conditional basis pending completion of the background check investigation.
- 3.7.3. If the prospective employee, volunteer, or independent contractor has had a background check within the previous twelve months, the District may waive the requirement upon receiving a copy of the record.
- 3.7.4. The District may in its discretion require that the prospective employee, volunteer, or independent contractor pay the costs associated with the record check.
- 3.7.5. The District **may** provide a copy of the record report to the employee, volunteer, or independent contractor, upon request by the employee, volunteer, or independent contractor to whom the record corresponds.

4. Compensation

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

4.1. Employee Pay Rates

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

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

employee completing a satisfactory year of service. Increases are contingent on satisfactory performance. If an employee's performance is unsatisfactory, a pay increase may be deferred for a stipulated period of time or until the employee's job performance is satisfactory using the evaluation system noted in Section 5.1.4.

4.2. Paydays

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

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

4.3. Deductions

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

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

4.4. Paycheck Errors

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

4.5. Expense Reimbursement

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

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

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

be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.

- 4.5.3. Tukwila Pool Metropolitan Park District may approve reimbursement for the following business expenses:
- 4.5.3.1. Materials, supplies or other items used for TPMPD business purposes.
 - 4.5.3.2. Mileage shall be reimbursed for travel at **54-cents per mile**, the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work- place.
 - 4.5.3.3. Meals [including a sensible tip, **15% to 18% (maximum)**] may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on Tukwila Pool Metropolitan Park District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.
 - 4.5.3.4. The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.
 - 4.5.3.5. Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance **must** be purchased when renting an automobile for foreign travel.
 - 4.5.3.6. Alcoholic beverages are not a reimbursable travel expense.
 - 4.5.3.7. Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.
 - 4.5.3.8. Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the TPMPD Reimbursement Form.
 - 4.5.3.9. The actual cost of pre-approved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.

4.6. Cash Advances

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

4.7. Compensation Upon Termination

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

4.7.1. Non-exempt Employees:

4.7.1.1. Regular wages for all hours worked up to the time of termination that have not already been paid.

4.7.1.2. Any overtime, compensatory time and accrued and unused vacation leave **and floating holidays** that **have** not already been paid.

4.7.1.3. Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

4.7.2. Exempt Employees:

4.7.2.1. Salary and benefit stipend for the entire period between the notice date and the final termination date.

4.7.2.2. Payment of accrued and unused vacation time, including time accrued between the notice date and the termination date.

4.7.2.3. Reimbursement for approved unpaid expenses incurred as outlined in Section 4.5.

5. Performance & Professional Development

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

5.1 Performance Feedback & Evaluation

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

5.1.1 Supervisors are expected to immediately inform an employee of any challenge that may be impacting their performance and to clearly communicate the necessary improvement expected. The outcome of that communication should be noted by the supervisor in writing and may influence an evaluation.

5.1.2 Employees are expected to inform a supervisor as soon as possible of any challenges they face in the performance of their duties and work cooperatively with them to find solutions.

5.1.3 Supervisors are available and encouraged to provide feedback to staff and/or discuss performance at any time. The supervisor is expected keep written notes covering the general topics of any performance-related discussion and agreed upon outcomes, if any. These notes may be sent to the employee and the Director of Aquatics Operations.

- 5.1.4 Supervisors also complete performance evaluations for each employee they supervise every three months (four times per year). This evaluation is part of an employee's personnel record and will influence whether the employee is to be promoted, transferred, demoted, laid off, or terminated. These evaluations are not meant to be a method of communicating a performance issue. Supervisors are asked to answer these four questions about each staff member they supervise:
- 5.1.4.1 Given what I know of this person's performance, and if it were my money, I would award this person the highest possible **increase in** compensation and bonus. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree
- 5.1.4.2 Given what I know of this person's performance, I would always want him or her on my team. Please answer on a five-point scale: 5 = Strongly Agree, 4 = Somewhat Agree, 3 = Neither Agree nor Disagree, 2 = Somewhat Disagree, 1 = Strongly Disagree
- 5.1.4.3 This person is at risk for low performance. Please answer Yes or No and note a brief explanation.
- The answers to these questions are incorporated into the employee's file for reference in future decision-making (i.e. promotion, transfer, demotion or termination).

5.2 Professional Development Opportunities

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

- 5.2.1 Whether an employee is trained in-house or receives their certification from an outside agency, the following procedures will apply:
- 5.2.1.1 An employee must meet all the standards of a recognized certifying agency (such as the Red Cross) before being assigned any Lifeguarding shifts.
- 5.2.1.2 An employee must satisfactorily complete these steps before being assigned solo swimming instruction shifts:
- 5.2.1.2.1 Receive Swim Lesson instruction training either 1-on-1 or in a class setting that includes education on differing strokes, effective instruction methods, group behavior management, and TPMPD standards for swim lessons.
- 5.2.1.2.2 Shadow at least two different swimming instructors for at least 2 lessons each for a total of 4 shadow lessons covering various levels. This step may be waived at the management's discretion for those who have at least one year of experience in swim instruction at another pool.
- 5.2.1.2.3 Perform at least 2 lessons under the direct (in water) supervision of two different current instructors, for a total of at least 4 supervised lessons covering various levels.
The TPMPD will provide regular in-service training opportunities and drills for employees to assist with their on-going development and to help them meet and maintain the high standards of performance expected by the District and the patrons. Employees are required to attend these in-service trainings and may be excused from no more than 1 training every 6 months.

- 5.2.3 Tukwila Pool Metropolitan Park District may agree to pay and/or reimburse employees for pre-authorized, job-related educational opportunities. Outside training approval is granted at the discretion of the Director of Aquatics Operations. Approval must be granted prior to program registration, otherwise the TPMPD is not responsible for payment of any registration fees. To be eligible, the employee must demonstrate that all of the following conditions are met:
- 5.2.3.1 The opportunity is necessary for improving skills to perform or enhance present work or to qualify the employee for a TPMPD planned promotion; and
- 5.2.3.2 It is in Tukwila Pool Metropolitan Park District's best interest to pay for this training; and
- 5.2.3.3 TPMPD's services may be improved as a direct result of the educational opportunity.
- 5.2.4 The employee should submit a request in writing to their supervisor who forwards it, with comments, to the Director of Aquatics Operations for approval.
- 5.2.5 Employees taking courses that are graded must earn at least a "C" grade, or equivalent, to receive reimbursement.
- 5.2.6 The District may, as resources permit, cover the cost of required books or other pre-approved expenses necessary for receiving the full benefit of the educational opportunity.

5.3 Professional/Technical Societies and Certifications

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

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

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

6. Benefits and Leave

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

6.1 Staff use of the Facility

All employees are eligible for a Tukwila Pool employee swim pass, which entitles them to the same privileges as a family pass holder for the duration of their employment with the TPMPD. If employment ends or the employee has not worked at least one (1) shift in a calendar month, the pass is void and must be surrendered.

- 6.1.2 Any inappropriate or unprofessional conduct while off-duty at Tukwila Pool is grounds for

suspension of the employee pass privilege and may result in further disciplinary action up to and including termination.

- 6.1.3 These privileges are extended to 1 additional adult and children who share a household with the employee. As above, these passes may be suspended if the employee no longer meets the criteria or due to misconduct.

6.2 Employee Discount on Food & Drinks

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

6.3 Eligible Employees Benefits Allowance

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

- 6.3.1 Eligible employees are currently defined as:

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

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

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

6.4 Scheduling Paid Time Off (eligible employees only)

Eligible employees as defined in Section 6.3 are also provided with paid time off for holidays, illness or injury and vacation, the amount of which is set forth in Section 6.5, 6.6 and 6.7.

6.4.1. Eligible employee's requests for time off must be made at least two weeks in advance. Requests made without this advance notice will likely be denied due to the inherent negative impact to the TPMPD.

- 6.4.2. Eligible employee's requests for time off must be sent to the supervisor via email and include the exact date(s) of absence. Supervisors must provide an email response as soon as possible verifying whether or not the request has been approved. Requests that have a negative impact on the TPMPD or other employees will not be approved. (See Section 6.6 Sick Leave for additional information on requesting time off due to illness or injury.)
- 6.4.3. When paid time off is used the supervisor is responsible for forwarding the email verifying the approved leave to the person responsible for reporting payroll by or before the end of the pay period.

- 6.4.4. If an employee requests time off and the time off is not approved, the employee is expected to work as usual. Failure to appear for a scheduled shift in the absence of an approved leave is grounds for disciplinary action, up to and including termination.
- 6.4.5. The TPMPD is not responsible for lost deposits or non-refundable fees paid out by employees prior to receiving approval for time off.
- 6.4.6. For the purposes of accrual and usage, one day of accrued time off is defined as eight (8) hours.
- 6.4.7. Paid time off may be transferred to another eligible employee for humanitarian reasons only with approval from the Director of Aquatics Operations or the District Administrator.
- 6.4.8. For the purposes of calculating accrual for non-exempt employees, paid time off does not qualify as hours worked.
- 6.4.9. Eligible employees may be approved for limited unpaid time off for extraordinary circumstances at a supervisor's discretion and it is expected that employees will not abuse this privilege. Additional leave may be granted as a reasonable accommodation under state or federal law.

6.5. Holidays & Floating Holidays (eligible employees only)

The Tukwila Pool is closed on the following holidays: December 25th and the fourth Thursday in November (Thanksgiving Day). Additionally, the pool **will** be closed early (1:00pm) on December 24th and December 31st. To compensate for the lack of traditional paid holidays throughout the rest of the year, Eligible Employees as defined in Section 6.3 are provided with five (5) "Floating Holidays" at the beginning of the calendar year to be used throughout the year at any time with approval from their supervisor. See Section 6.4 for more information on requesting and using paid time off.

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

6.5.7 Floating Holiday Allotment Schedule for newly Eligible Employees:

Start date time frame	Number of Floating Holidays allotted
Jan 1 – Feb 29	5
March 1 – April 30	4
May 1 – June 30	3
July 1 – Aug 30	2
Sept 1 – Dec 31	1

6.6. Sick Leave (Eligible Employees only)

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

The accrual rate for exempt employees is 1 day of sick leave per month.

- 6.6.2. The accrual rate for non-exempt employees is 8 hours of sick leave for every 173 hours worked. The annual maximum accrual allowed for sick leave is 12 days per year for all eligible employees. The year is defined as 12 months from their start date in the eligible position.
- 6.6.4. Accrual amounts are pro-rated and reported to the employee every pay period to reflect the actual time worked.
- 6.6.5. Eligible Employees may use accrued paid sick leave regardless of their status as a conditional/temporary employee or regular employee.
- 6.6.6. Unused sick leave can be carried over from one year to the next up to the annual maximum. Once the maximum is reached, the accrual freezes until the employee's next anniversary date when accrual may begin again. Employees may have no more than 12 days of sick leave accrued at any time.
- 6.6.7. Employees reporting an absence due to illness or injury must phone the shift supervisor in keeping with the Section 2.4. Attendance. Employees are then responsible for sending their supervisor a follow-up email that includes the exact dates of absence that may be charged toward their accrued sick leave.
- 6.6.8. When an employee uses sick leave for three or more days in a row, a doctor's certification may be requested **by the Director of Aquatics Operations, or the District Administrator.**
- 6.6.9. Sick leave may not be combined with vacation leave to extend that vacation leave. **Taking sick leave immediately before or after a period of vacation leave shall be deemed a violation of this policy unless documentation is obtained from a State Licensed Physician attesting to a medical necessity that requires treatment, care, or convalescent time away from work or work-related duties.**
- 6.6.10. Unused sick leave will not be paid out to **any** employee upon separation.

6.7. Vacation Leave (Eligible Employees only)

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

- 6.7.1. Both the accrual rate and annual maximum that an employee may accrue each year automatically adjust with each anniversary in the eligible position. Years of service in a non-eligible position do not count toward years of service for vacation accrual.

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

Years of Service	Non-Exempt Accrual Rate	Exempt Accrual Rate for 1.0 FTE	Maximum accruable
0	6.64 hours for every 173 hours worked	.833 days per month	10 days
1	7.28 hours for every 173 hours worked	.917 days per month	11 days
2	8 hours for every 173 hours worked	1 day per month	12 days
3	8.64 hours for every 173 hours worked	1.08 days per month	13 days
4	9.28 hours for every 173 hours worked	1.16 days per month	14 days
5	10 hours for every 173 hours worked	1.25 days per month	15 days
6	10.64 hours for every 173 hours worked	1.33 days per month	16 days
7	11.28 hours for every 173 hours worked	1.41 days per month	17 days
8	12 hours for every 173 hours worked	1.5 days per month	18 days
9	12.64 hours for every 173 hours worked	1.58 days per month	19 days
10+	13.28 hours for every 173 hours worked	1.66 days per month	20 days

6.8. Washington State Family Care

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

- 6.8.1. An employee may use available time off to care for their child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical or immunization services).

An employee may use time off when a spouse, registered domestic-partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition,” which are conditions:

- 6.8.1.1 Requiring an overnight stay in hospital or other medical-care facility;
 - 6.8.1.2 Resulting in a period of incapacity or treatment or recovery following inpatient care;
 - 6.8.1.3 Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular activities, or
 - 6.8.1.4 Involving an emergency (i.e. demanding immediate action).
- 6.8.2. Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The district reserves the right to require verification or documentation confirming a family member's health condition when available leave is used to care for that family member.

6.9. Family And Medical Leave

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

6.10. Administrative Leave

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

6.11. Military Leave of Absence

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

- 6.11.1. Any employee who is a member of the Washington National Guard or a Federal military unit who is called up to report for active duty shall be granted leave without pay for the period of **active-duty** service.
- 6.11.2. If an employee takes temporary or regular military leave, he or she is entitled to return to the employee's former job as provided under federal and state laws. A copy of the official orders must be submitted to the employee's supervisor at least one week ~~if possible~~, **but no less than within 72 hours if the orders are for emergency deployment during time of war**, prior to the commencement of the duty period.
- 6.11.3. The Washington State Military Family Leave Act provides that during a period of military conflict, an employee who regularly works more than twenty (20) hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of unpaid leave per deployment. An employee wishing to take this leave must notify his/her supervisor within five (5) business days of receiving official notice that the spouse is

being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she not taken the leave.

- 6.11.4. Employees seeking payment for time while performing military duty must provide the Director of Aquatics Operations a copy of their military orders, showing the employee's dates of duty performance, place of duty performance, military unit, rank or pay grade at time of service performance, the name of the NCO or Commissioned Officer who gave the orders, and with that person's signature attesting to the authenticity of the orders. No payment will be made by the District in the absence of bona-fide military orders. Employees making a claim for pay have 180 days from the time of service performance to submit military orders in a timely manner, and must retain a copy of the orders for future reference.

6.12. Domestic Violence Leave

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

- 6.12.1. An eligible employee may take "reasonable" leave, including leave on an intermittent or reduced-schedule basis, to engage in specified remedial activities relating to the abuse, including: participating in legal proceedings; seeking medical treatment or mental health counseling; obtaining social services; or taking other actions to increase the safety of the employee and her/his family members.
- 6.12.2. The District may request verification that the employee or her/his family member is a victim of abuse, and that the leave is for one of the covered remedial activities. Verification is satisfied by one or more of the following: (1) a police report indicating the employee or family member was a victim of abuse; (2) a court order protecting the employee or family member; (3) documentation from an attorney, clergy member, medical provider, or other professional from whom assistance was sought; or (4) the employee's own written statement that s/he or a family member is a victim and needs the leave to seek assistance. The District will maintain the employee's provided information as confidential and will not require the employee to disclose information beyond the verification material listed above.
- 6.12.3. The employee may elect to use paid time off (if eligible), or may take unpaid leave.
- 6.12.4. Upon return from domestic violence leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment; unless unusual circumstances have arisen (i.e. the employee's position was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the district as soon as possible. Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.

6.13. Bereavement Leave

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

6.14. Jury Duty

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

6.15 Workers Compensation

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

7. Drugs and Alcohol

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

7.1. Prohibited Conduct.

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

- 7.1.1. Alcohol Possession and On-Duty Use of Alcohol: An employee may not possess or consume alcohol while on duty, including consuming or using alcohol prior to reporting to work or during breaks or meal periods. An employee may not report for or remain on duty while under the influence of alcohol in any way.
- 7.1.2. Pre-Duty Use of Alcohol: An on-call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.
- 7.1.3. Use of Drugs: An employee may not report for duty or remain on duty when the employee has used an illegal drug or substance. Employees should note that marijuana is illegal under federal law. An employee may also not report for duty or remain on duty when the employee has used prescription or over-the-counter drugs if the substance may cause drowsiness, impair judgement, reduce reaction time or otherwise adversely affect the employee's ability to safely perform their job. Employees who are taking a prescription or over-the-counter medication that may impair their ability to perform their job must report this to the shift supervisor and will not be scheduled to work until such time as they are no longer required to take the medication. The employee is

responsible for providing the District with written notice from their physician or pharmacist with respect to the effects of all medication used while on duty.

- 7.1.4. Possession, Transfer or Sale: No employee may possess, transfer or sell drugs or alcohol on the Tukwila Pool premises or while on duty.
- 7.1.5. If an employee's behavior or odor while on duty causes a supervisor to reasonably suspect the use of prohibited substances the employee will be immediately removed from duty and may not return to work for a minimum of twenty-four (24) hours. **Employees consent to take drug tests at a site selected by the Director of Aquatics Operations, or the District Administrator, paid for by the District, and must undergo the testing within one hour of being informed by the Director of Aquatics Operations that they must be tested that day. The test must be administered at a Certified Drug Testing facility chosen by the TPMPD management. Test failure, or refusal to undergo required drug tests, may result in further disciplinary action up to and including termination of employment with the TPMPD.**
- 7.2. **Voluntary Referral**
The TPMPD supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily. Any employee who comes forth and notifies the District of alcohol or drug abuse problems prior to violating district policy or engaging in misconduct will be given the assistance extended to employees with any other illness. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other requirements of the District.
- 7.2.1. Paid time off for eligible employees, or leave of absence without pay may be granted for treatment and rehabilitation as with other illnesses. Confidentiality of information will be maintained to the extent permitted by law.

8. Employees Responsibilities and Conduct

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

8.1. Standards of Professional Conduct

Since the proper working relationship between employees and the District depends on each employee's on-going job performance, professional conduct and behavior, the District has established the following minimum standards of conduct:

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

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

8.1.1.1. When a Lifeguard is on a "down" **time** (not on guard duty), they are not on a break. They are expected to be working. Shift supervisors are available to provide suggestions for tasks if needed.

- 8.1.1.2. Staff must refrain from eating or using cell phones for personal reasons in any area where a patron could see them. Staff are welcome to do these things in the staff rooms while on a break.
- 8.1.1.3. Staff must refrain from distracting others who are guarding.
- 8.1.1.4. Staff must refrain from standing or sitting behind the front desk unless they are engaging in a work-related task that requires them to be there.
- 8.1.2. Staff who take on swimming instruction shifts have an even greater set of expectations that, if followed closely, will make them valuable members of the team and well-loved by their students.
 - 8.1.2.1. Class times are very short. Do not use class time to prepare or set up. Have reports cards ready and set out lane lines before class starts. If there are no report cards available, please ask the shift supervisor for help.
 - 8.1.2.2. Always introduce yourself to parents at the first lesson: "Hi, my name is...and I'll be your child's instructor. Thank you for joining my class". Say hello again to parents before each class and take a moment to talk to them at the end of each class as well, providing a suggestion for skills they might want to work on between classes if possible. To save time, do this with the group all together rather than one-to-one.
 - 8.1.2.3. Recognize that parents are watching closely. If a parent sees an instructor is being sloppy or like they don't care, they will talk about it.
 - 8.1.2.4. Taking swim instruction shifts means making a commitment to the students. The TPMPD expects every swimming instructor to take that commitment seriously and show up for every class in a series unless they are too ill to do so.

8.2. Personal Appearance, Grooming & Uniform Policies

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

- 8.2.1. Uniforms are required for all Lifeguards/Swim Instructors and Front Desk Attendants. Managers are required to dress either in uniform or business casual attire with a name tag.
 - 8.2.1.1. The TPMPD uniform consists of a name tag and a Tukwila Pool t-shirt. Staff who are providing swimming instruction must change from their Tukwila Pool t-shirt into a Tukwila Pool swim shirt (also known as a rash guard) when providing swim instruction. They may keep the swim shirt on when guarding between classes. Lifeguards/Swim Instructors and Front Desk Attendants must be in uniform at all times when on duty.
 - 8.2.1.2. The TPMPD will order and provide the uniforms for those whose positions require them.
 - 8.2.1.3. Clothing items provided by the employee must conform to the following guidelines:
 - 8.2.1.3.1. Manager's shirts must have a collar and/or be considered "business casual."
 - 8.2.1.3.2. T-shirts (other than Tukwila Pool shirts) are prohibited.

8.2.1.3.3. Shorts and skirts are permitted, however they must be at least fingertip length and be appropriate for a casual business environment.

8.2.1.3.4. Sandals and flip-flops are permitted.

8.2.1.3.5. Managers must wear cotton slacks, khaki shorts, or professional looking work-out gear.

8.2.1.3.6. Lifeguards and swim instructors must only wear a one-piece swimsuit that is generally modest in design, so as to not bring the Tukwila Pool into an unfavorable public light.

8.2.1.3.7. Clothing may not have holes, and may not be frayed or present a damaged appearance. Shirts must fully cover the shoulders, and may not expose the midriff area.

8.2.1.4. If the employee's supervisor concludes that the employee's attire is inappropriate for any legal, non-discriminatory reason, the employee may be sent home without pay.

8.2.1.5. If an employee has any questions regarding appropriate attire, the employee should contact the shift supervisor.

8.2.2. Good grooming and personal hygiene is necessary for all TPMPD employees. The expectation is that all staff will maintain a generally clean appearance and personal hygiene that is respectful to others and abides by the general policies of the swimming pool. Grooming and hygiene standards are as follows:

8.2.2.1. Employees are expected to report to work free of strong odors, whether personal or artificial (i.e. scented personal care products or perfumes).

8.2.2.2. Hair, including facial hair, must be neatly trimmed or restrained before coming into contact with machinery of any kind.

8.2.2.3. Fingernails must be neat and clean in appearance. They may be unpolished, or polished neatly with no chipping.

8.2.2.4. Dangling jewelry (i.e. earrings, bracelets or necklaces) and visible body piercings are not encouraged, particularly for those who work with young children as they may pose a safety risk for the employee.

8.2.2.5. Tattoos should be covered while working, may not be shocking or offensive in nature, or cover unusual areas of the body, including the face, front or sides of the neck, or scalp.

8.2.2.6. Body modifications may not be shocking or extreme, such as forked tongues, under-the-skin implantations, animalistic appendages, or amputations that are done without medical necessity.

8.3. Housekeeping

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

8.3.1. Staff, no matter what time their shift, are expected to thoroughly clean at least one or more areas in the facility during their shift. These tasks should be done during a "down" time or before ending a shift.

Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.

8.3.2. Tasks that should be attended to daily include:

8.3.2.1. Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down.

8.3.2.2. Changing areas – Personal items removed from benches and turned in to front desk/lost-and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.

8.3.2.3. Staff room – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.

8.3.2.4. Fishbowl/Aquarium – Towels & bathing suits or other personal items removed, debris cleared from floor, equipment put away, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.3.2.5. Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.

8.3.3. Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris **must** be cleaned, trash cans **must** be emptied, lost-and-found articles **must** be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day **must** report this to the shift supervisor.

8.3.4. Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day **must** report this to the shift supervisor.

8.3.5. These cleaning tasks are the responsibility of every **staff** employee. Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.

8.4. Outside Employment and Conflicts of Interest

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

8.4.1. Examples include, but are not limited to, outside employment which:

8.4.1.1. Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.

8.4.1.2. Is conducted during the employee's work hours with the TPMPD.

8.4.1.3. Utilizes Tukwila Pool Metropolitan Park District telephones, computers, supplies, or any other resources, facilities or equipment.

8.4.1.4. Is employment with a firm which has contracts with or does business with Tukwila Pool Metropolitan

Park District if their position with the pool is one of influence or decision-making in an area that overlaps with the other firm.

8.4.1.5. May reasonably be perceived by members of the public as a conflict of interest.

8.4.2. An employee who chooses to have an additional job, contractual commitment or self-employment that does not cause a conflict of interest may do so provided they obtain prior approval from the management. Any employee engaged in outside employment which is found to be in conflict with the requirements of this policy may be required to resign from such outside employment or be terminated from Tukwila Pool Metropolitan Park District.

8.4.3. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the employee's supervisor. If, after accepting outside employment, situations arise which could interfere with the employee's job, the employee **must** immediately report those situations to their supervisor.

8.5. Gifts or Gratuities

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

8.6. Political Activities

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

8.6.1. Any District employee who meets with or may be observed by the public or otherwise represents the District to the public while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours.

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

8.7. Non-Solicitation Policy

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

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

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

8.8. Tobacco-Free Workplace

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

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

8.9. Use of District Phones, Computers and Other Equipment

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

- 8.9.1. Phones – Staff are permitted to use District phones for TPMPD business. Use of District phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited.
 - 8.9.1.1. Management staff are permitted to use their personal cell phones while on duty for TPMPD business if they choose to do so. The District is not responsible for lost or stolen personal property, so employees should be careful to secure such equipment in the work place. Staff should be aware that any written communication (email or text messages) relating to the business of the TPMPD sent from a personal phone may be considered a public record and will subject the device to discovery in the event of a public records request or litigation.
 - 8.9.1.2. Other employees are permitted to use personal cell phones only while on an authorized break and in a staff room. On duty use of personal cell phones may be cause for disciplinary action.
- 8.9.2. Computers - By using the district's technology resources, employees acknowledge and agree there is no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit in or over the systems, including any data created, stored or transmitted during an employee's incidental personal use of the technology resources as permitted under this policy. Employees should understand that all email messages, other electronic communications, and documents created on District computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of a public records request or litigation. The District reserves the right to monitor and inspect any data that employees create, store, or transmit on or over district systems.
 - 8.9.2.1. Correspondence, e-mail or other documents or information created or accessed by an employee on District computers is not private or confidential. Even after correspondence or documents have been deleted, it is still possible to retrieve and read them. For these reasons, employees should not use TPMPD computers for any information considered personal or private.
 - 8.9.2.2. When using the District's computer system, employees are using District property. As a result, any documents, comments and use of the District's computer system must be appropriate to the District's business activities.

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

- 8.9.2.8. View or access or write obscene, **vulgar**, profane, abusive, or threatening websites, messages or graphic representations including "trolling" (extremely negative remarks in a public forum) or flaming (see 8.9.2.3.1).
- 8.9.2.9. View or access websites or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- 8.9.2.10. View or access websites that depict **nudity, pornographic images**, or enable any sexual acts, sexual relationships, dates, dating, or any personal relationships.
- 8.9.2.11. View or access websites in furtherance of any gambling activity, including, but not limited to, fantasy sports sites, "football pools" and any forms of legal or illegal gambling.
- 8.9.2.12. Download games or other entertainment software, including MP3-type music players or files, Real Audio streamers, internet radio, screen savers or to play games over the internet.
- 8.9.2.13. It is prohibited to access Social Media sites, or use video streaming services such as, but not limited to, YouTube, HULU, Netflix, HBO-on-Demand, etc., except in the performance of bona-fide work related activities.**
- 8.9.3. Other Equipment - Tukwila Pool Metropolitan Park District employees will be required to periodically use equipment provided for them by TPMPD. Use of this equipment is contingent upon its proper use and care.
- 8.9.4. Employees who misuse TPMPD equipment, particularly those who disregard safety standards or willfully cause damage or through egregious carelessness, will be subject to disciplinary action up to and including termination.

8.10. Personal Property

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

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

8.11. Responsibility for Facility Security

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

8.12. Employee Parking

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

8.13. Contact with News Media

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

8.14. Dispute Resolution

The District recognizes that sometimes situations arise in which an employee feels that he/she has not been treated fairly or in accordance with District rules and procedures. For this reason the District provides its employees with procedures for resolving disputes.

- 8.14.1. Step 1: An employee should first try to resolve any problem or complaint with his/her direct supervisor. The supervisor should respond to the employee, in writing, within five to seven working days after meeting with him/her, if possible.
- 8.14.2. Step 2: If the employee is not satisfied with the response from his/her Supervisor, the employee may submit the problem, in writing, to the Director of Aquatics Operations, or designee within ten working days after receiving their direct supervisor's response. The written complaint must contain, at a minimum:
 - 8.14.2.1. A description of the problem;
 - 8.14.2.2. A specific practice, guideline, or procedure, which the employee believes, has been misapplied;
 - 8.14.2.3. The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
 - 8.14.2.4. The remedy sought by the employee to resolve the dispute.
- 8.14.3. The Assistant Aquatics Manager or the Director of Aquatics Operations, or the District Administrator, may meet with the parties, either individually or together, and will respond in writing to the aggrieved employee within ten working days of any such meeting, if possible. Such determination is generally the final decision regarding the employee's specific complaint. In the instance where the Director of Aquatics Operations, or the District Administrator, is the subject of the complaint, the TPMPD Board President, or designee, will perform the actions normally done by the Director of Aquatics Operations, or the District Administrator.

8.15. Open Door Policy, Suggestions and Complaints

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

- 8.15.1. Employees are encouraged to discuss work-related complaints or difficulties first with the shift supervisor. If the employee is uncomfortable speaking with the shift supervisor, then employees are encouraged to discuss the issue with the next highest level of management. Also, employees may discuss any work-related complaint or concern with the Director of Aquatics Operations at any time.
- 8.15.2. The District Administrator's and Director of Aquatics Operations' doors are always open to employees who can email, call, or stop by, to speak anytime about an issue that has meaning to them as a TPMPD staff member.

- 8.15.3. It is neither appropriate nor productive for employees to complain or bring issues to other employees who are not in a position to directly assist with or address the situation at hand.
- 8.15.4. Employees are encouraged to interact with members of the Board of Commissioners and volunteers in an open and collegial manner. However, it is ~~not~~ appropriate for employees to bypass their supervisors to bring operational suggestions or complaints to members of the Board of Commissioners **only if they have already used their chain of command in an attempt to resolve their issues**. This prohibition does not include reporting policy or ethics violations committed by the Director of Aquatics Operations, or the District Administrator, as outlined in the Whistleblower Policy.

8.16. Litigation

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

9. Whistleblower Policy

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

9.1. Purpose

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

9.2. Definition of Improper Governmental Action

Any action by a District officer or employee:

- 9.2.1. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- 9.2.2. That (1) is in violation of any federal state, or local law or rule, (2) is an abuse of authority, (3) is of substantial and specific danger to the public health or safety or (4) is a gross waste of public funds.
- 9.2.3. Improper governmental action does not 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.

9.3. Procedures for Reporting

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

- 9.3.1. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Director of Aquatics Operations, or the District Administrator, or designee.
- 9.3.2. If the employee reasonably believes the improper governmental action involves the Director of Aquatics Operations, or the District Administrator, or any designee, the employee may raise the issue directly with the President of the Board of Commissioners.
- 9.3.3. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action. Emergency means a circumstance that, if not immediately changed, may cause injury or damage to persons or property.
- 9.3.4. The supervisor and the Director of Aquatics Operations, or the District Administrator, or designee, as the case may be, will endeavor to take prompt action to assist the District in properly investigating the report of improper governmental action.
 - 9.3.4.1. District officers and employees involved in the investigation are required to keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing.
 - 9.3.4.2. After an investigation has been completed, the employee reporting the improper governmental action should be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
- 9.3.5. District employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the District employee reasonably believes that an adequate investigation was not undertaken by the District to determine whether an improper governmental action occurred, or that insufficient action has been taken by the District to address the improper governmental action or that for other reasons the improper governmental action is likely to reoccur. A list of governmental agencies to whom the employee may wish to report can be found in Appendix B to this handbook.
- 9.3.6. District employees who fail to make a good-faith attempt to follow the District's procedures in reporting improper governmental action ~~do~~ may not receive the protections against retaliatory actions provided by the District in these procedures.

9.4. Protections Against Retaliatory Actions.

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

- 9.4.1. Retaliatory action means any adverse change in the terms and conditions of a District's employee's employment.
- 9.4.2. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Director of Aquatics Operations, or the District Administrator, or designee. Director of Aquatics Operations, or the District Administrator, or designee will endeavor to take appropriate action to investigate and address complaints of retaliation.

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

9.5. Responsibilities.

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

10. Performance Counseling, Discipline & Termination

The TPMPD endeavors to hire responsible, thoughtful people capable of growth and self-improvement. We expect that if a performance issue is brought to an employee's attention, they will want to solve it immediately. Therefore, our approach is to use communication, confidence and trust as tools to achieve mutually desirable goals. Those who consistently fail to improve their performance or commit serious violations of TPMPD policy should not expect continued employment with the TPMPD. ~~Performance issues are evaluated on a case-by-case basis and Tukwila Pool Metropolitan Park District is not required or obligated to take any preliminary steps before imposing a disciplinary sanction, including termination.~~

10.1. Authorization

~~Over the Director of Aquatics Operations, the District Administrator and the Bookkeeper, as well as~~

over all other employees, the TPMPD Board of Commissioners has full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case.

Additionally, the Director of Aquatics Operations, and designated supervisors, have full discretion and authority to discuss performance issues, and impose disciplinary action up to and including termination if necessary, in accordance with District policies and the circumstances of the particular case.

At Will Employment

~~Unless otherwise specified by resolution or a written employment contract, all employees are employed on an at-will basis and the District is under no express or implied obligation to take any preliminary steps before releasing an employee from their position.~~

10.1. Performance Counseling

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

10.2. Other Disciplinary Actions

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

10.3. Termination

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

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

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

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

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

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

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

a) The reason(s) for the termination;

b) Copies of the notes from any previous performance counseling, warnings or corrective actions

that may be relevant;

- c) A brief summary of the employee's work record and length of employment with the District; and
- d) Any other relevant information.

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

11. Rules of Conduct

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

11.1. Prohibited Behaviors and Activities

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

- 11.1.1. Theft, misappropriation or removal of District property or the property of employees, clients or members of the public; including food, drinks or merchandise intended for resale.
- 11.1.2. Material falsification of any application for employment or any report, record, time record or any other District records.
- 11.1.3. Soliciting and/or accepting payment, gifts or any item of value for services performed during the regular workday while working for the District.
- 11.1.4. Material alteration, destruction or waste of District property, facilities, records or equipment, wherever located or the destruction of another employee's property.
- 11.1.5. Violation of the **anti-weapons**, **anti-alcohol** or **anti-drug** policies.
- 11.1.6. Giving or taking a bribe of any nature as inducement for obtaining or retaining a job or position.
- 11.1.7. Disorderly conduct, fighting or insubordination. Insubordination includes, but is not limited to:
 - 11.1.7.1. Neglect of duty or refusal or failure to obey reasonable orders or instructions in the line of duty.
 - 11.1.7.2. Use of abusive, insulting or obscene language to any supervisor or other employee.
- 11.1.8. Threatening, intimidating, coercing or interfering with supervisors or other employees.
- 11.1.9. Deliberate attempts to injure another employee or fighting on District property.
- 11.1.10. Sleeping during work hours.
- 11.1.11. Unauthorized possession of firearms, explosives or any dangerous weapons while performing District

work.

- 11.1.12. Recklessness resulting in a serious accident while on duty.
- 11.1.13. Workplace harassment or other unlawful discrimination or retaliation directed toward another employee or other individual in the workplace.
- 11.1.14. Use of District property or time for personal financial gain.
- 11.1.15. Ignoring safety rules or common safety practices or contributing to unsanitary or unsafe working conditions.
- 11.1.16. Failure to report occupational injuries or accidents promptly to the employee's supervisor.
- 11.1.17. Engaging in activities other than assigned work during working hours without approval in advance by a supervisor.
- 11.1.18. Acting in an insulting, rude or insolent manner towards any citizen, employee or other person while working for the District or on District premises.
- 11.1.19. Failure to exercise the care and attention to one's work as required by the circumstances.
- 11.1.20. Unexcused or excessive absences, or tardiness.
- 11.1.21. Leaving work before the end of the shift or not being ready to begin work at the start of the shift or working overtime without permission from the Director of Aquatics Operations or designee.
- 11.1.22. Loafing or spending unnecessary time away from the job while on duty.
- 11.1.23. Unauthorized possession or use of any District property, equipment or materials.
- 11.1.24. Violation of any district policy or procedure.

11.2. Off Duty Conduct

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

Appendix A TPMPD Position Descriptions Effective October 1, 2017

TPMPD Positions:

1. Director of Aquatics Operations
2. Assistant Aquatics Manager
3. Bookkeeper
4. District Administrator
5. Head Lifeguard
6. Lifeguard/Swim Instructor/Water Exercise Facilitator
7. Front Desk Attendant

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

1. Director of Aquatics Operations (Experience Required)

SUMMARY

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

QUALIFICATIONS

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

RESPONSIBILITIES

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

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

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

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

HOURS, SALARY & BENEFITS

- This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.

- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: \$55,000.00 - \$65,000.00 per year DOE
- Benefits: Our benefits package includes family use of the facility, a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.
- Step A represents the hiring range for the position. Previous experience and certifications are reflected within the agreed-upon starting salary or entry rate.
- Step increases of \$2080 per year are based solely on 12 months of full-time satisfactory service in the ~~equivalent~~ position, **or equivalent position(s)** at the Tukwila Pool.

2. Assistant Aquatics Manager

SUMMARY

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

QUALIFICATIONS

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

RESPONSIBILITIES

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

- Performs other duties as needed.

- **PHYSICAL DEMANDS**

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

- **WORK ENVIRONMENT**

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

- **HOURS, PAY & BENEFITS**

- This position is hourly, non-exempt. The Tukwila Pool facility is open 363 days per year (closed Thanksgiving & Dec 25) and management staff are expected to take turns working other holidays.
- Evenings and/or weekends are required, flexible scheduling available.
- Rate of Pay: \$18.00 - \$23.00 per hour depending on experience and/or advanced certifications.
- Benefits: Our benefits package includes family use of the facility, a benefits allowance equal to 15% of pay (to be used as needed for medical, dental, child- or elder care or retirement plan), plus paid vacation, sick leave and floating holidays.
- An 'active month' is defined as one in which the Assistant Aquatics Manager has worked at least 104 hours or more over 30 days (equal to about 24 hours per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
 1. Step up requires a minimum of 12 active months of previous equivalent experience.
 2. Steps up requires a minimum of 24 active months of previous equivalent experience.
 3. Steps up requires a minimum of 36 active months of previous equivalent experience.
- For Assistant Aquatics Managers, certain high value certifications or qualifications may qualify them for a one Step increase per qualifying item. This increase will remain in effect only as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed. Examples of high value certifications or qualifications include:
 1. Lifeguard Instructor (LGI).
 2. Water Safety Instructor Trainer (WSIT).
 3. 1 year or more pool maintenance experience (AFO or CPO is not an equivalent substitute).
- An Assistant Aquatics Manager must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 1250 hours to move up to the next Step, whichever comes later.

3. Bookkeeper (Experience required)

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

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Use QuickBooks Online, following the establishing a chart of accounts; in keeping with all TPMPD financial policies and procedures.
- Maintains accurate records by verifying, allocating, and posting transactions.
- Balances accounts by reconciling entries.
- Maintains historical records by filing documents.
- Prepares monthly financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Suggests and implements standards and best practices for ensuring accurate, detailed financial information.
- Complies with RCW 42.56 requiring transparency in all communications and documents.
- On-going self-education on accounting best practices
- Contributes to team effort by contributing in other areas as needed.

REQUIRED SKILLS AND QUALIFICATIONS:

- Data entry skills
- Attention to detail
- Understanding and ability to implement basic accounting principles
- Ability to analyze information and forecast potential results
- Attention to detail, thoroughness
- Good internal and external customer service skills

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

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

The work environment described here is representative of what an employee would encounter while performing the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

SCHEDULE, PAY & BENEFITS:

This position is part-time (approximately 10 hours per week) and the schedule may be adjusted to accommodate the employee but hours must fall between 9am and 3pm Monday through Friday. The pay is \$15 per hour and the position is classified as non-exempt. Benefits for this position include use of the facility for the employee and immediate family and a 50% discount on food and drink sold at the front desk. No other benefits are available.

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

4. District Administrator (Experience Required)

- Step A represents the entry/hiring rate for the position.
- A District Administrator must work at least 40 hours or more over 30 days to remain active.
- A District Administrator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.
- **Step increases of \$1.00 per hour, per year, are based solely on 12 months of .625 FTE satisfactory service in the position at the Tukwila Pool.**

5. Head Lifeguard

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

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

PHYSICAL DEMANDS & WORKING ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually loud when in the facility.

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

6. Lifeguards, Swim Instructors & Water Exercise Facilitators

- A Lifeguard or Swim Instructor working a Lifeguard shift is paid the Lifeguard rate. Swim Instructors are eligible to receive a \$1 per hour premium for the time they spend instructing students.
- A Lifeguard who works the opening shift Monday through Friday is eligible for a \$1 per hour premium for that shift. This premium does not apply to those who are scheduled after opening (5:45 am).
- An 'active month' is defined as one in which the Lifeguard, Instructor or Facilitator worked at least 40 hours or more over 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
 1. Step up requires a minimum of 12 active months of previous equivalent experience.
 2. Steps up requires a minimum of 24 active months of previous equivalent experience.
 3. Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Lifeguards/Swim Instructors with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Lifeguard, Swim Instructor or Water Exercise Facilitator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later. For example:
 1. Lifeguard X regularly works 2 shifts per week throughout the year and will be eligible for a Step increase after 12 months. If they obtain their LGI Certification, they may move up another Step.
 2. Lifeguard Y works one or two shifts per month during the school year and 30 hours per week during the summer season and will be eligible for a Step increase after they have accrued 500 hours.
 3. Lifeguard Z worked 2 shifts per week throughout the year but was put on a 3-month probation for a performance-related issue and will be eligible for Step increase after 15 months.

7. Front Desk Attendants

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

- As with the Lifeguard/Instructor positions, Front Desk Attendants must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.
- The Front Desk Lead position is assigned expanded responsibilities and tasks. This position is not based on seniority, but on experience and skills to handle the additional duties.

Appendix B.1
TPMPD Wage & Salary Schedule, 2017

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	\$11.50	\$12.25	\$13.00	\$14.00	\$15.00	\$16.00
Head Lifeguard	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
Instructor or Opening shift	\$12.50	\$13.25	\$14.00	\$15.00	\$16.00	\$17.00
Water Aerobics Instructor	\$11.50	\$12.25	\$13.00	\$14.00	\$15.00	\$16.00
Front Desk	\$11.00	\$12.00				
Front Desk Lead	\$12.00	\$13.00	\$14.50			
Bookkeeper	\$15.00	\$16.00				
Assistant Manager	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00
District Administrator	\$25.00	\$26.00				
Director of Aquatics Operations (1.0 FTE)	\$55,000-\$65,000					

Appendix B.2
TPMPD Wage & Salary Schedule, 2018

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	\$12.00	\$12.50	\$13.25	\$14.00	\$15.00	\$16.00
Head Lifeguard	\$14.50	\$15.25	\$16.00	\$17.00	\$18.00	\$19.00
Instructor or Opening shift	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00	\$17.00
Water Aerobics Instructor	\$12.00	\$12.50	\$13.25	\$14.00	\$15.00h	\$16.00
Front Desk	\$11.50	\$12.00	\$13.00			
Front Desk Lead	\$12.50	\$13.00	\$14.00	\$15.00		
Bookkeeper	\$15.50	\$16.00	\$17.00			
Assistant Manager	\$18.50	\$19.00	\$20.00	\$21.00	\$22.00	\$23.00
District Administrator	\$25.00	\$26.00				
Director of Aquatics Operations (1.0 FTE)	\$55,000-\$65,000					

Appendix C

Regulating Government Agencies

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

KING COUNTY

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

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

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

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

STATE OF WASHINGTON

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

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

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

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

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

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

State Liquor Control Board
Enforcement Customer Service
(360) 664-9878
Email: EnfCustomerService@liq.wa.gov

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

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

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

UNITED STATES

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

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

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

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

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

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

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

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

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

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

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

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

Government Accounting Office
Fraud Hot Line
800-424-5454

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

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

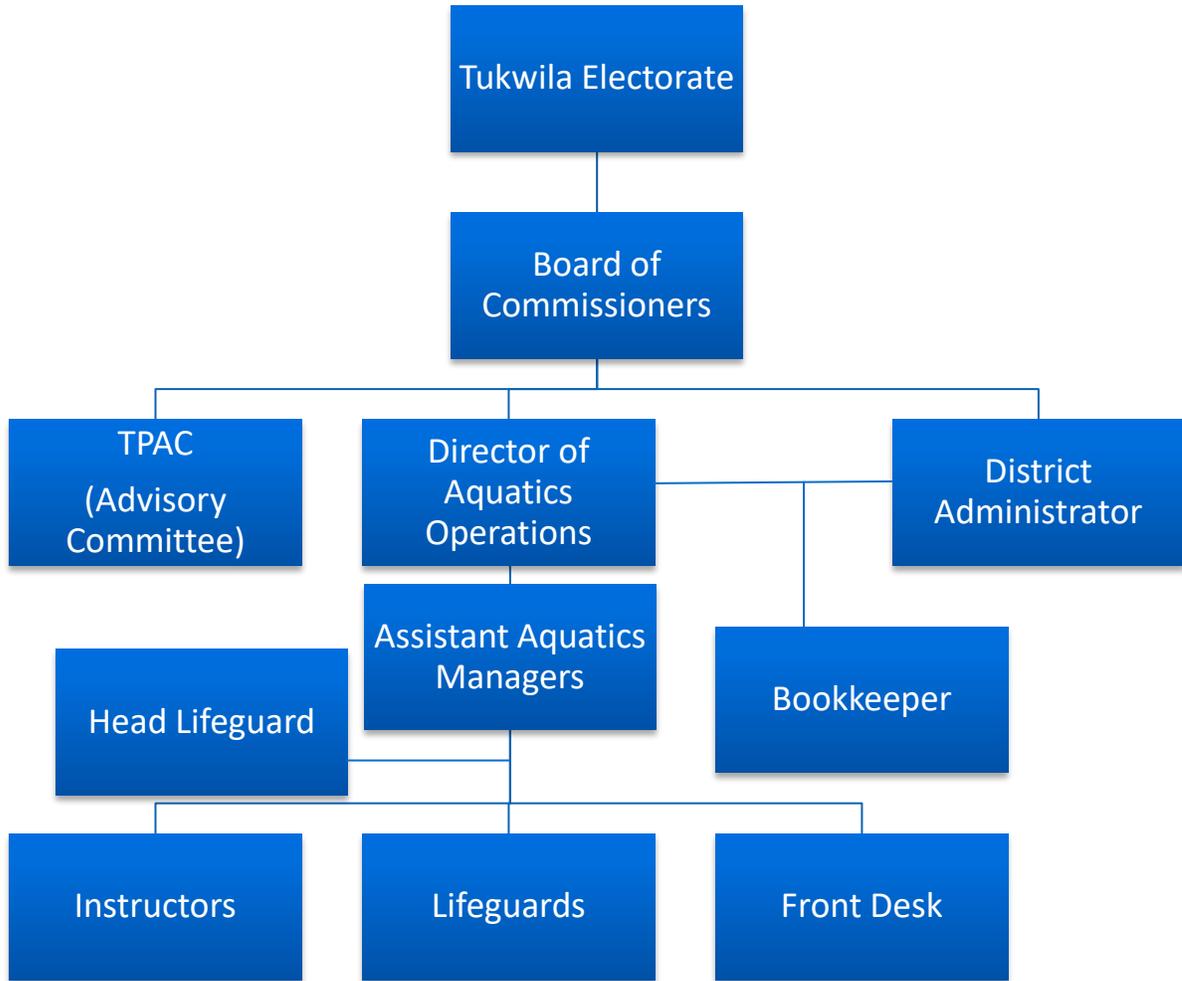
General Services Administration
915 Second Avenue
Seattle, WA
Office of Inspector General
Audits - (206) 931-7650
Investigations - (206) 931-7654
Law Enforcement - (206) 553-0290

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

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

Appendix D

Tukwila Pool Metropolitan Park District Organizational Chart



TPMPD Employee Handbook: Acknowledgement and Agreement

My signature hereon confirms that I, _____,
(Printed Name)

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

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

Printed Name: _____

Signature: _____ Date: _____

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

[NOTHING FOLLOWS]