

**CITY OF WHITE SALMON
RESOLUTION 2024-05-590**

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING
THE MATTER OF AMENDING THE PERSONNEL POLICY FOR THE CITY OF
WHITE SALMON.**

WHEREAS, the City Council of White Salmon adopted Resolution 2016-08-438 amending the White Salmon Personnel Policy; and

WHEREAS, the dated White Salmon Personnel Policies includes policies that align with current State of Washington law, federal law, and the White Salmon Collective Bargaining Agreement; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WHITE SALMON, WASHINGTON**, as follows:

SECTION 1. The City Council for the City of White Salmon hereby repeals all previous personnel policies and adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

SECTION II. This resolution will be effective immediately upon passage.


PASSED by the Council of the City of White Salmon, Washington. Dated this 1st day of May, 2024.

CITY OF WHITE SALMON, WASHINGTON

DocuSigned by:

381DCEFE8E04421...
Marla Keethler, Mayor

ATTEST:

DocuSigned by:

F5180DB6A85C4B3...
Stephanie Porter, Clerk/Treasurer

APPROVED AS TO FORM:

DocuSigned by:

8D43A75E83504E9...
Shawn MacPherson, City Attorney



Employee Handbook

☎ (509) 493-1133

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🌐 whitesalmonwa.gov

Last Updated: March 2024

Table of Contents

Introduction to the City of White Salmon	6
About this Handbook	6
History of the City of White Salmon	7
White Salmon Demographics	8
City Operations	9
Purpose and Scope.....	11
Mission Statement.....	11
Vision Statement.....	11
Core Values.....	11
General Policies and Practices.....	12
You Can Make a Difference for the City of White Salmon	12
Customer Service	13
Growth and Ethical Conduct	13
Teamwork.....	14
Government’s Role.....	14
Code of Ethics.....	14
Recruitment and Hiring.....	16
Hiring Process	16
Nepotism – Employment of Family Members	18
Outside Employment.....	18



Non-Discrimination..... 18

Accommodation of Physical or Mental Disabilities 19

Accommodation for Religious Beliefs or Practices 19

Volunteers 19

Job Classifications..... 22

New Employee Orientation 23

Office Hours 23

Pay Day Schedule 23

Dress Guidelines 23

Probationary Period 24

Work Breaks 24

Meal Periods 24

Performance Evaluations/Corrective Action 25

Definition and Purpose 25

Procedures for Evaluations 25

Consultation with Employees..... 26

Department Head/Managerial Staff 26

Appeal and/or Rebuttal Of Performance Evaluation..... 26

Workplace Privacy 27

Workplace Rules And Prohibited Conduct..... 27

Corrective Action/Disciplinary Action 28

Purpose of Disciplinary Action 28

Name Clearing Hearing 28

Employee Grievances 29

 Definition and Purpose 29

Departmental Level of Settlement 29

Settlement by City Administrator 29

Settlement by Mayor 30

Department Head/Administrative Staff..... 30

Reporting Improper Government Action General Policy..... 30



Procedure for Seeking Relief against Retaliation 32

Discrimination Complaints..... 32

Definition and Purpose 32

Filing of a Complaint of Discrimination..... 32

Complaints Against Review Officials 33

Policies and Programs 34

Inclement Weather 34

Reporting to work During an Emergency (After Hours)..... 34

Employee Benefits 35

Eligibility for Medical, Dental and Vision Insurance Plans 35

Other Benefits..... 36

Employee Assistance Program (EAP)..... 36

Worker’s Compensation..... 36

Time Off and Leaves of Absence 36

Holidays..... 37

Vacation Leave..... 38

Annual Leave Requests and Scheduling..... 38

Sick Leave..... 39

Shared Leave Program 40

Compensatory (Comp.) Time 40

Drug Policy..... 42

Prohibited Substances..... 42

Policy..... 42

Procedures..... 42

Drug-Free Workplace 43

Substance Abuse Policy for Operators
of Commercial Motor Vehicles 43

Policy on Substance Abuse..... 44

Leaves..... 45

Family and Medical Leave Act (FMLA) 45

Military Leave 46



Jury or Witness Duty.....	48
Administrative Leave	48
Religious Holidays	48
Bereavement (Compassionate) Leave.....	48
Domestic Violence/Sexual Assault Victim Leave	48
Shared Leave/Hardship Leave.....	49
Voting.....	49
Other Unpaid Leave	50
Miscellaneous Policies	50
Smoking	50
Overtime	50
Personnel File.....	50
Release of Information.....	51
Amendment of Records.....	51
Disposal of Records	51
Reduction in Force	52
Demotion	52
Termination of Employment	53
Pre-Disciplinary Hearing	53
Exit Interview	53
Social Media	53
Prohibited Postings.....	54
Encouraged Conduct.....	54
Confidential City Information	55



Introduction to the City of White Salmon

About this Handbook

This Handbook is intended to be a source of general information concerning the City of White Salmon's policies, procedures, practice and benefits. We hope that it will be a helpful resource for you in the course of your employment and ask that you take time to read it and become familiar with its contents. It should be kept throughout your employment with the City of White Salmon. It is not possible for any handbook to cover all events or circumstances that can arise. Departments may have additional policies and procedures to be upheld by the employees in those departments.

This Handbook is not intended, and should not be construed, as a promise of specific treatment in any specific circumstance, or as a guarantee of employment for any particular time. Department heads and exempt employees of the City not covered by a union collective bargaining agreement are considered to be "at will". This means that either those employees or the City of White Salmon can terminate employment relationship at any time, with or without notice or cause.

The policies, procedures, practices and benefits described in this handbook shall apply to all employees of the City of White Salmon except where otherwise noted herein or unless they conflict with provisions of any binding collective bargaining agreement, civil service rules or law.

All policies, procedures, practices, and benefits in this handbook become effective as of the date of this handbook. Of course, circumstances may occur that will require the policies, procedures, practices, and benefits described in this Handbook to change from time to time. Except for the at-will employment relationship, which can be altered only by a written agreement signed by the Mayor or their designee, the City of White Salmon reserves the right to modify, amend, supplement, deviate from, or rescind any or all provisions of this Handbook as it deems appropriate at its sole and absolute discretion.

All interpretations of and changes to the policies, procedures, practices, or benefits in this handbook can be made only by the City Administrator with the approval of the Mayor and City Council. This document should not be construed or relied upon by anyone as a legal document, covenant or contract of any kind.

If you have questions about any part of this Handbook, please feel free to contact the City Administrator at any time.

This handbook describes conditions and procedures regarding discipline and termination of employment. Although the City of White Salmon may follow these conditions and procedures, the City of White Salmon retains the right to deviate from them as it deems necessary at its sole discretion.



History of the City of White Salmon

The City of White Salmon is comfortably situated at an elevation of 550 feet, on a bluff overlooking the Columbia River, Mt. Hood, and Hood River, Oregon. The city takes its name from the nearby White Salmon River.

The views from the White Salmon are quite spectacular. From the bluff looking south one can see the Columbia River, the city of Hood River and its valley, as well as, the truly majestic Mt. Hood. Looking towards the northeast one can catch a glimpse of Washington's Mt. Adams. The city also includes approximately 3/4 of a mile of Columbia River frontage, including access to the Hood River Bridge.

The phrase, "The Land Where The Sun Meets The Rain" is often used to describe the climate in and around White Salmon. The city is located on the dry side of the Cascade Mountain range in a transition zone between the marine-influenced climate west of the Cascades and the dry continental climate of the inter-mountain region. The Columbia River Gorge serves as a funneling conduit for the differing air pressures on either side of the Cascades, resulting in reliable westerly winds in summer. The broad expanse of the Columbia River Gorge and the reliable summer winds have led to development of the area as a premier windsurfing and kiteboarding mecca. In winter the pressure patterns reverse, putting White Salmon at the top of the funnel where the bulk of the Cascade range typically inhibits the chilly easterlies that buffet Portland at the west end of the funnel.

The area's relatively mild climate and location combine to offer visitors and residents a recreation paradise. Hiking, camping and biking opportunities are abundant throughout the Columbia River Gorge, Gifford Pinchot National Forest and Mt. Adams areas. Fishing is world class in the Columbia River and the abundant lakes and tributaries flowing off the High Cascades. Water enthusiasts can also sail, windsurf and kiteboard on the Columbia, or take a rafting or kayaking trip on either the White Salmon, Little White Salmon or Klickitat Rivers. In winter, downhill skiing is available at several resorts on nearby Mt. Hood and cross-country trails are maintained throughout the Mt. Hood and Gifford Pinchot National Forests.

Because of its proximity to the Columbia River transportation corridor, White Salmon offers unique opportunities for progressive industrial development and has developed into an unmanned aerial vehicle nexus. White Salmon also has access to nearby barge, train, air transport and interstate highways – all leading to Pacific Rim ports and other major transportation arteries. The City of White Salmon continues to invest in the retail-tourism sector. Art, restaurants, lodging, and recreational activities bolster the city's retail economy. In general, the area's farms, orchards, gardens, logging mills, fishing and hunting provide a special and diverse way of life for local residents. If you decide to become a neighbor instead of a visitor, you will be in excellent company.





POPULATION & LAND USE

White Salmon is a city located in Klickitat County, Washington. With a 2023 population of 2,563, it is the 277th largest city in Washington and the 9630th largest city in the United States. White Salmon is currently growing at a rate of 1.02% annually and its population has increased by 3.14% since the most recent census, which recorded a population of 2,485 in 2020. Spanning over 2 miles, White Salmon has a population density of 1,704 people per square mile.

The average household income in White Salmon is \$71,913 with a poverty rate of 5.47%. The median apartment rental costs in recent years comes to \$1,725 per month, and the median house value is \$639,00. The median age in White Salmon is 43.6 years, 47.5 years for males, and 40 years for females.

White Salmon Demographics



- Asian: 0%
- Black or African American: 0%
- Hispanic / Latino: 21%
- Native American: 0%
- Native Hawaiian or Pacific Islander: 0%
- Other race: 0%
- Two or more races: 5%
- White: 74%

- 0-9: 7%
- 10-19: 9%
- 20-29: 14%
- 30-39: 5%
- 40-49: 11%
- 50-59: 16%
- 60-69: 20%
- 70-79: 14%
- 80+: 3%



City Operations

The City operates under a Mayor-Council form of government. Under this system, there are five elected Councilmembers and the Mayor. The Mayor and Councilmembers are elected at large to serve consecutive four-year terms. The Mayor and Councilmembers hold the only elected positions in the City organization.

Administration - The City Administrator is appointed by the Mayor and is responsible for the overall administration of the City's operations. The chain of command runs from the Mayor to the City Administrator, department heads, managers, supervisors, to non-supervisory personnel.

The Mayor and City Administrator are responsible for the preparation of the City's annual budget, and the enforcement and implementation of all laws, policies and services of the City, and directing the allocation and organization of the City's resources. The Revised Code of Washington Section 35A.12.090 charges the Mayor with the responsibility for personnel administration. The Mayor may delegate any of these responsibilities to the City Administrator. The Mayor's Office oversees the development and implementation of all policy and program initiatives, including the City Council's top legislative priorities. The functions of this department also include the City Clerk (office manager and front desk reception / payroll clerk).

Finance - While the Mayor and City Administrator are responsible for the overall administration or implementation of the City's annual budget, it is the Treasurer's responsibility to implement the planning process that goes into developing the annual budget. The three (Mayor, City Administrator, and Treasurer) work as a team to ensure fiscal accountability to the taxpayers of White Salmon. The treasurer is also responsible for payment of budget amendments, invoices, payroll, and quarterly budget reports to council.

Police Department - The Bingen-White Salmon Police Department is a full service municipal police agency serving the city of White Salmon and Bingen. The Department employs 6 certified police officers, including a chief, 6 Patrol Officers, and two non-sworn Police Clerks.

The Bingen-White Salmon Police Department's fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. Our goal is to live our Mission every day and continue to maintain our community's trust.

Fire Department - The White Salmon Volunteer Fire Department responds to about 75 calls per year, including structure fires, brush fires, car fires, rescues, car accidents, downed power lines, medical assists, and much more. The department trains weekly to prepare for emergency situations. Drills include "burn-to-learns" (controlled burns), vehicle extrication, ladders and roof operations, interior attack, exterior suppression, communications, SCBA (Self-Contained Breathing Apparatus) use, and first aid/CPR. These pictures show the White Salmon, Bingen, and District #3 fire departments on calls and doing drills.

Public Works Department - The Public Works Department is here to plan for the future, manage the growth, and maintain the various systems that support this community. We do so in a manner that respects the values and residents of White Salmon. Our team takes great honor in serving the residents of this community and creating an environment that is conducive to quality living and exceptional business.



Services provided by Public Works also include:

- Facilities Maintenance
- Fleet & Equipment Maintenance
- Neighborhood Traffic Management
- Parks Maintenance
- Street Maintenance
- Water & Sewer Planning, Operations and Maintenance

The City of White Salmon operates a water and wastewater system inside and outside City Limits.

Recreation and Park Planning – The City of White Salmon adopted a Park System Plan in October 2022.

The Plan includes the following documents:

- Park System Plan
- Park System Plan Appendices
- Capital Improvement Plan

The Park System Plan is the culmination of work undertaken by consultants Cameron McCarthy in consultation with the city and residents from the White Salmon area. Consultation included stakeholder interviews, conversations, public comment and an open house held in June 2022.

The focus of White Salmon’s Park System Plan is to establish goals, policies and objectives to address the communities needs related to city parks. The Plan includes a list of prioritized projects that was developed through public input. It is intended to complement the newly adopted 2021 Comprehensive Plan.

There are several park facilities within the City of White Salmon:

- White Salmon City Pool (The pool is permanently closed).
- Rheingarten Park – The park is currently open to the public. We ask that all current COVID19 guidelines be followed. At this time, the picnic shelter and the gazebo are available for reservations.
- Gaddis Park - The park is currently open to the public. We ask that all current COVID19 guidelines be followed. This park is not available for reservations.
- Fireman’s Park
- Pioneer Park
- SPOKES Bike Park - The park is currently open to the public. We ask that all current COVID19 guidelines be followed. This park is not available for reservations.

Planning and Community Development – The objective of the Department is the day-to-day administration of the City’s land use regulations, which focuses on building permit review for conformance with zoning regulations, environmental policy review for all public and private sector projects, and land use permit processing. Land use permit processing includes Conditional Use Permits, Variances, Home Occupation Permits, Rezones, Subdivisions, Short Plats, Boundary Line Adjustments and Sign Permits. The City strives to provide a high level of customer / applicant services as it relates to timely, accurate, and complete information.

Building Code Enforcement – Building Code enforcement is coordinated through Planning and Community Development. The City currently contracts with the Hood River County Building Department to provide enforcement of land use development and building codes.



Purpose and Scope



Mission Statement

The mission of the City of White Salmon is to collaboratively engage with our community, fostering unity and common ground to uplift the quality of life for all residents. We are dedicated to safeguarding lives and property, diminishing the incidence and fear of crime, and ultimately enhancing public safety through shared efforts and understanding.



Vision Statement

In 2040, White Salmon is a thriving village bounded by mountains, rivers and the Columbia River Gorge National Scenic Area. We nurture innovation and diversity, creating opportunities and partnerships that foster a prosperous community. Our unique location affords residents and visitors a gateway to explore the surrounding natural beauty. The city offers small streets and pedestrian paths that allow residents to walk to a variety of destinations, interact regularly with neighbors, and support a vibrant downtown business district. Our quality of life is based on balanced and sustainable growth that contributes to the community’s authenticity and prosperity.



Core Values

- All human life is precious and equal.
- Our conduct will meet the highest standards of integrity, trust, and morality with respect for our residents and fellow employees.
- We hold ourselves accountable to the highest ideals of professionalism, ethics, and competency at every level.



- We demonstrate reverence for the law by personally modeling law-abiding behavior.
- We understand the strength of cooperation and collaboration and that our success depends on our ability to perform together as a cohesive team.
- We encourage new ideas that support the fulfillment of our mission.



General Policies and Practices

You Can Make a Difference for the City of White Salmon

As employees, we would hope that you will be committed to our vision and principles which means:

Believing in the vision - not just accepting it. Making the vision happen by taking an active role in producing and continuously redefining our service products - not waiting for someone else to tell you what to do. Remember that while performing even the most routine activity, you are a representative of the City. Your words and actions leave a lasting impression.

By sharing our commitment to excellence, you acknowledge the importance of government services and the impact your work makes on the thousands of people who treasure White Salmon as their home or place of business. Just as important, the pride you show in your work reflects the pride you feel in yourself. So while our commitment to excellence helps us to better serve the community, it also helps us to enjoy a more productive, responsive work environment.



Customer Service

We believe our purpose is to serve our customers well. Excellent service is both an attribute and an attitude. We are realistic about what we can do and we try to exceed our customers' expectations. Our internal and external customers expect to experience us as:

- Respectful
- Good listeners
- Reliable
- Accessible
- Flexible
- Interested in feedback/involvement

This means:

- We treat residents with dignity even when we disagree.
- We respond to voicemail and email messages promptly.
- We offer assistance to each and every customer waiting for service.
- Well-informed staff will cover front-line positions during vacations and lunch hours to ensure high quality service to the customer.
- When we can't grant a customer's request, we explain why and offer alternatives, if possible.
- Our doors are open and we are ready to serve the public at the stated hours of operation.
- Customer feedback, both internal and external, is requested and used in refining products and services. We present ourselves in a professional manner by maintaining organized work areas and dressing appropriately in business casual attire.
- Remember: employees are customers too.

Growth and Ethical Conduct

We believe in personal and professional growth and ethical conduct of all employees. We value:

- Honesty and integrity.
- Skilled employees committed to our customer service vision.
- A diverse workforce as a source of creativity.
- Training that focuses on our technical needs and corporate values.
- Empowering employees to apply their training.

This means:

- We train all employees in our vision and values.
- Technical training is rooted in the goal of improving service delivery.
- We motivate employees by rewarding achievement.
- We address conflict among employees directly and constructively without burdening our customers.
- We do not discriminate through giving of special privileges to customers, self, or family, nor do we accept favors or benefits from customers that might be construed as influencing government duties and decisions.



Teamwork

Encouraging teamwork affords us great value and advantages. These advantages are:

- Broader work opportunities
- Creativity
- Building relationships
- Skill diversity
- Empowerment

This means:

- We don't allow departmental lines to become barriers in assembling a team.
- We look to all employees, regardless of title, training or degree, to contribute ideas and actions leading us toward our vision and goals.
- We support and create an enjoyable work environment.
- We look for non-traditional ways to create new and better products.
- Experimentation is O.K.
- We don't say, "It's not in my job description."
- When we see something that needs to be done, we just do it if we can, rather than report it. For example, any City employee who sees a branch on the sidewalk would move it.

Government's Role

We believe government's role in the future requires innovation today. To prepare for a changing future we encourage:

- Responsible risk taking.
- A creative, diverse work environment.
- Keeping current on technology trends and standards.
- Goal setting and work planning.
- Continuous evaluation and improvement of services.
- Public enterprise.

This means:

- We explore using our specialized skills and knowledge to expand our revenues.
- We define our goals and quantify our services.

The City organization exists to service the people of this community. To strengthen that service, the Council has established a number of advisory committees and staff are expected to work with these committees and assist them in carrying out their responsibility. The goal of the city is to serve the best interest of the community with enthusiasm, openness and transparency.

Code of Ethics

All employees, including regular full and part-time, represented, employees working under an employment agreement, and temporary and seasonal/hourly employees are considered "public officers and employees" of the City for purposes of this code of ethics. As declared in State law, high moral and ethical standards



among public servants are essential to the conduct of government in order to eliminate conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of our residents in their government.

The public trust prohibits employees from giving or receiving any compensation, gift, reward, or gratuity for any matter connected with or related to their services as an officer or employee of the City. Gifts and/or compensation must be immediately returned to the donor.

The following are definitions of some of the terms used in the City's ethics policy:

Gift: Anything of economic value, not including the following: campaign contributions, informational materials exclusively for official or office use, memorials, trophies, and plaques.

If no commercial value, gifts of \$25.00 or less for bona fide, non-recurring, ceremonial occasions.

Compensation: Anything of economic value, however designated, which is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person.

Except as authorized by law and in the course of their official duties, no City employee may use the power or authority of their position with the City in a manner intended to induce or coerce any other person to provide a City employee or any other person with any compensation, gift or other thing of value directly or indirectly.

Similarly, employees may not disclose confidential information gained by reason of their official position, or otherwise use such information for their or any other person's gain or benefit.

City employees, acting in their official capacity, may not transact business with any business entity of which the employee or member of the employee's immediate family is an officer, agent, employee, member or part owner. For the purposes of this policy, "immediate family" includes an employee's immediate family (spouse, registered domestic partner, parent, sibling, step-parent, parent-in-law, child, step-child, child-in-law, grandparent, or grandchild).

This policy is not intended to address all prohibited behaviors that may constitute conflicts of interest for employees. For those situations not addressed in this ethics policy, employees should refer to the following "ethics commandments" to guide their actions:

1. Don't take advantage of your job or position for personal gain.
2. Know the rules and follow them. If the rules are unclear, read items 3 through 7 below to help decide your course of action.
3. If it feels unethical, it probably is. For example, if you get a gift and you like it, you should probably send it back.
4. Do what is in the public's best interest.
5. Does the action you are about to take withstand the test of "reportability?" That is, would it be embarrassing to you or the City if it were printed on the front page of the local newspaper?
6. Be aware of how others would think and feel about your action.
7. For all issues, ask yourself, "Does it meet these tests?" Regarding big issues, or any issues you have doubts or questions about, seek the help of an "ethical buddy" -- someone with whom you can discuss the ethics of the issue or discuss the matter with the City Administrator. The "ethical buddy" should be someone in a management position in the City.



Recruitment and Hiring

Hiring Process

It is the City's goal to recruit, hire and retain qualified employees. In order to ensure a fair and equitable hiring process, the following procedures have been established as guidelines. These guidelines are advisory only and may be modified by the City Administrator or department head based on the individual requirements of the open position.

To begin the hiring process, the department head will receive approval from the City Administrator regarding the open position and will recommend any necessary changes to the position or job duties. If it is a new position, other approval and funding processes may need to be obtained from Finance Director as directed by the City Administrator.

Upon the City Administrator's approval, with the help of the department head, a job announcement will be produced containing a detailed job description and language pertaining to equal employment opportunity, job skills testing, the possibility of requiring a physical examination and drug and alcohol testing.

The recruitment and advertising process will be conducted as a cooperative process between Administration and the hiring department. Job announcements may be posted in-house only, or in- house and outside simultaneously, at the department head's discretion. The City Administrator retains the right to assign non-represented staff to non-bargaining work on different projects or to work for a different department without a formal recruitment process in order to best accomplish the goals of the City.

Recruitment Process for In-House Applicants

Applications from current employees will be received during any designated in-house only, or a simultaneous in-house/outside recruitment process. All current employees who wish to apply for an open position must comply with all the application requirements as specified in the recruitment process. Candidates who do not submit a complete application or who do not meet the minimum job qualifications may be excluded from continuing in the interview and selection process.

Once all the candidates are interviewed and all of the testing requirements and references checks are completed, the hiring department head will make a hiring decision. The hiring department head will discuss with the City Administrator the salary and any terms and conditions of employment. The hiring manager or Administration will inform all interviewed applicants of the hiring decision. If no selection is made from the recruitment process, another recruitment may commence as soon as possible. The City retains the right to reassign existing personnel into vacant positions without conducting a formal recruitment process.



Administration Responsibilities

The responsibilities of Administration vary with each job opening. Usually, the duties include drafting the job announcement, placing advertisements, receiving and tracking applications, assisting in the screening of applications, working with the hiring department to develop interview questions, assisting in the design of an effective interview process, participating in the interview process, facilitating the candidate evaluation process, and serving as a primary contact for job applicants throughout the process.

Hiring Department Responsibilities

The hiring department has a crucial role in the hiring process. The hiring department head is responsible for defining the job and updating the job description. Usually, the hiring department is also responsible for identifying specific recruitment sources such as professional associations or trade magazines. The department head is responsible to ensure that:

- The screening and evaluation of applications is completed using a uniform rating system that directly relates to the job requirements and essential functions of the position.
- Interviews are conducted professionally using standardized questions and a uniform rating system.
- The position is offered to the final candidate after receiving the City Administrator's approval of salary and any other special terms and conditions of employment and with the Mayor's final approval. All job offers are contingent of the outcome of any required medical examinations, drug and alcohol testing, driver's record and criminal history check, and the applicant meeting the requirements of the Immigration Reform and Control Act (completing an I-9 Form).

Pre-Employment Test Requirements

Pre-employment, post-offer medical examinations may be required when all employees in a particular job classification (such as police officers, firefighters, Public Works CDL employees) are subjected to an examination, regardless of a known disability. Information obtained concerning the medical condition or history of an applicant or employee will be kept in a confidential medical information file separate from employee personnel files and will only be shared with department heads, managers, or supervisors who need to be informed of work restrictions of individuals with disabilities who need special accommodation. Government agencies and representatives who are investigating compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act or other state and local laws may also have access to pre-employment, post-offer medical test results.

All employment offers are contingent on the newly hired person's ability to successfully pass the medical examination when all employees in that particular job (such as police officers, firefighters, Public Works CDL employees) are required to pass a medical examination related to the job duties. In certain instances, failure to pass a pre-employment, post-offer medical examination may be cause for withdrawal of the job offer or immediate termination. Drug and Alcohol Testing The City of White Salmon has a policy to maintain a work environment free of substance abuse. This policy applies to all current and prospective employees. Drug and alcohol testing is required for employees in safety sensitive positions and employees whose jobs require a commercial driver's license (CDL). This requirement applies even if the employee has not yet obtained a CDL. All employment offers are contingent on the newly hired person, who is required to have a CDL, or is in a safety-sensitive position, successfully passing a drug and alcohol test.

Positive test results will be defined as an alcohol concentration over 0.02 or a positive test result for marijuana, opiates, cocaine, amphetamines or phencyclidines. Candidates who test positive will be immediately terminated from consideration for employment.



Nepotism – Employment of Family Members

The City permits the employment of family members of City employees (parents, children, spouse, registered domestic partner, or siblings) in regular or temporary positions unless:

- The result would be one family member hiring, firing, supervising or auditing the work of another.
 - The family members would report to the same supervisor. (Except in the case of temporary and/or seasonal employees).
 - One family member would have access to confidential materials or records of the other family member.
- In any other situation where the City, in its sole discretion, believes a conflict of interest would arise.

Family members of all City employees are allowed to offer their services as volunteers. Family members must apply for open positions and participate in the interview, testing and selection process just as any other candidate, and will be treated on the same basis as all other applicants.

Outside Employment

The City of White Salmon prohibits regular full time employees from accepting outside employment when it interferes with or conflicts with their regular duties and responsibilities with the City. Employees must notify their department head of outside employment. Employees will not engage in, accept private employment from, or render services for private interest when such activity may:

- Occur during employee's working hours.
- Detract from the efficiency of the employee while performing City duties.
- Constitute a conflict of interest or create an appearance of impropriety as determined by the City Administrator.
- Stem from information or contacts made during City employment.
- Take preference over extra duty required by City employment.
- Interfere with emergency call-out duty.
- The judgment or performance of official duties is impaired.
- Involve the use of any City resources such as copiers, telephones, office supplies, materials, other equipment, or City work time.

Only in those circumstances where none of these conditions occur may the employee accept outside employment. Engaging in outside employment that interferes with or reduces the efficiency of City employment may be grounds for disciplinary action up to and including termination.

Non-Discrimination

It is the policy of the City of White Salmon to provide equal employment opportunities to all employees and applicants for employment. The City complies with all applicable federal, state and local laws regarding non-discrimination on the basis of race, gender, age, sex, sexual-orientation, color, religion, national origin, creed, disability (if able to perform the essential functions of the position, with or without reasonable accommodation), veteran status, marital status, genetic information, and all other protected classes. Employment and promotion decisions are based solely on the individual qualifications and the valid job requirements of the City.



Accommodation of Physical or Mental Disabilities

The City of White Salmon complies fully with its duty to provide a reasonable accommodation to allow an employee with physical, mental, or sensory disabilities to perform the essential functions of their job. If you have a disability that limits your ability to perform your job, please inform your department head or supervisor or Administration of your request for accommodation.

In order to provide a reasonable accommodation, the City of White Salmon may seek to communicate with you and your medical provider(s) to gain a better understanding of any limitations you possess, and given those limitations, the means by which an accommodation would allow you to perform the essential functions of the position. Direct communication with your medical provider will occur only after you have given written consent unless otherwise allowed by law.

An employee may be subject to immediate removal from the work place if their physical and/or mental condition renders that employee unable to safely and adequately perform their assigned duties or if the employee presents a danger to themselves or other City employees. Depending on the circumstances, the employee may also be placed on FMLA leave, required to undergo a fitness for duty evaluation, and/or required to engage in an interactive process to determine if the individual can perform the essential functions of their position with or without reasonable accommodation. If the employee has engaged in any of the conduct listed below, the employee may also be subject to discipline up to and including termination.

Accommodation for Religious Beliefs or Practices

The City of White Salmon complies fully with its duty to provide reasonable accommodation of any employee's sincerely held religious beliefs, unless the City believes such an accommodation would create an undue hardship. For example, if an employee requires a certain work schedule, or to dress or attire oneself in a way that varies from any dress code adopted by the City, please inform your department head or supervisor or Administration of your request for accommodation.

Volunteers

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. The City's objective is to utilize these individuals and organizations to benefit the community without adding undue or unnecessary liability to the residents of the City.

The following guidelines will apply to any volunteer service:

Scope of Work

Every individual and/or organization will receive a complete scope of work for each project including the duties of the work assigned; the supervisor's responsibilities; training and orientation required, if any; personal protective equipment, if any; name and phone number of contact person; and any other relevant information.



Background Checks

As set forth by RCW 43.43.830-839, as now existing or hereafter amended, all persons coming into unsupervised contact with children, disabled persons or vulnerable adults will have complete criminal background checks performed and must truthfully and completely fill out a detailed application form regarding their history as it may relate to their fitness to work with such individuals.

Liability Coverage

The City strongly recommends against using volunteers under the age of 14 years of age. Organizations whose membership consist of children under this age could be allowed to perform volunteer services if the organization provides proof of liability insurance to the City and provides all the adult supervision necessary to perform the work safely.

Unless waived by the City, all organizations performing volunteer services shall provide proof of commercial general liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have commercial general liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Organizations providing volunteer service are solely responsible for medical care for injuries incurred to its members or volunteers while performing any volunteer work. The organization must provide proof of medical insurance to the City.

Volunteer Hours

All volunteer workers' hours should be recorded by the supervisor and recorded as volunteer hours. Each department head is responsible for maintaining the name, address, social security number, emergency contact, outline of assigned duties and a log of hours each volunteer performs duties for the City. The Department is required to submit a separate monthly report to the Payroll office showing the number of hours of active service performed by unpaid volunteers and community service workers. Documentation for each report must be maintained for three years in Department files.

Volunteer Agreements

Organizations should sign an "Organization Volunteer Agreement" and individual volunteers should sign an "Individual Volunteer Agreement", in form and content acceptable to the City Attorney. (agreement to be developed)

Protective Equipment

If required by the Washington Industrial Safety and Health Act, the City will provide personal protective equipment. If a volunteer uses personal protective equipment, the City will provide adequate training in its proper use and care and document all training provided to volunteers. Training documents will be provided to Administration.



Community Service Workers

The supplying court or agency must provide to the City a skills/limitations/accommodations assessment which will include any physical or other limitations and necessary accommodations for each community service worker. The community service worker will be required to sign an “Agreement regarding Community Service” in form and content acceptable to the City Attorney which will include holding the City harmless for any actions or claims which might result from performing any services for the City. Community service workers will not use dangerous equipment. Community service workers will receive adequate instruction and supervision on the work to be performed. Community service workers assigned under the City’s Municipal Court may be provided medical coverage through the State Labor and Industries coverage for volunteer workers. For community service workers other than those workers ordered through the City’s Municipal Court, the contracting court agency will provide any required medical coverage. (form to be developed)

Vehicles

City policy discourages a volunteer from using his or her own vehicle while performing service for the City. In those instances when a volunteer must use his or her own vehicle, it is the responsibility of the department head to ensure the volunteer has a valid Washington State Driver’s License, the volunteer’s vehicle is insured for liability and the volunteer is advised that the City will not be responsible for collision and/or comprehensive loss.

The City implemented an electronic vehicle (EV) carsharing program 2023. The carsharing program allows access to the City’s EV car parked in the parking lot behind the Fire House & Public Works shop. Interested residents, city employees, and our guests or tourist can make a reservation in a few simple steps by using the app. Download the carshare app from the App Store or Google Play. You can also create an account or make a booking in a web browser.

To use a GoForth electric vehicle:

- Download the MDO Carshare App from the App Store or Google Play. You can also create an account or make bookings in a web browser.
- Register Your Account: You’ll need to enter your driver’s license and make bookings with a credit, debit ore prepaid card. When you register your account, a one-time fee of \$10 will be charged to your payment card. Once approved, a \$20 ride credit will be added to your account. It may take 3-5 business days to process your application.
- Onboarding Call: You will receive an email to schedule a call with a staff member (about 20 minutes).
- Reserve the vehicle through the MDO Carshare app for a time you’d like to use it.
- Unlock the vehicle with the MDO Carshare app and drive.*
- Return the vehicle to the parking spot after your trip and plug it in.*

*View the in-car instructions sheet for more details.

Travel Policy / Reimbursement Expenses

It is the policy of the City to reimburse elected and appointed officials, employees and members of Board and committees for reasonable expenses incurred in the conduct of their city business. Eligible reimbursements shall be made for pre-approved travel for an actual expense, with costs being capped at the per diem amount for the area, unless otherwise approved ahead of time by the mayor or designee.



Job Classifications

Your position with the City is categorized in several ways:

Regular full-time employee: Any person hired who regularly works a minimum of forty (40) hours per week and is eligible for one hundred percent (100%) of the benefits as provided by the City. This is a budgeted full-time equivalent (FTE) position.

Regular part-time employee 20 hours/week or more: Any person hired who regularly works a minimum of twenty (20) and no more than (39) thirty-nine hours per week are eligible for one hundred percent (100%) of the benefits on a pro-rated basis as provided by the City. Overtime or compensatory-time are not calculated in the pro-rated percentage. In order to accrue prorated vacation, sick leave and holiday benefits as described elsewhere in this Handbook, regular part-time employees must work a minimum of 20 hours per week. In order to receive retirement benefits through the State Retirement System, regular part-time employees must work in an eligible position for a minimum of 70 hours per month for more than 5 months in any consecutive 12-month period.

Regular part-time employee less than 20 hours/week: Any person hired who regularly works a less than twenty (20) hours per week are not eligible for healthcare benefits, but will participate in the State Retirement System.

In order to receive retirement benefits through the State Retirement System, regular part-time employees must work in an eligible position for a minimum of 70 hours per month for more than 5 months in any consecutive 12-month period.

Temporary employee: Any non-represented full-time or part-time employee, hired for a limited period of time with set starting and ending dates, whose compensation is hourly. This employee may or may not be eligible for benefits.

Seasonal/Hourly employee: Any non-represented employee hired for a limited period of time who works a flexible schedule consistent with Fair Labor Standards Act provisions, and is compensated by an hourly wage. This employee receives only unemployment insurance and Workers' Compensation benefits.

Working under an Employment or Professional Service Agreement: Any person hired for a defined period of time under the terms of a written contract regarding scope of work and length of service. This person may or may not receive the benefits of a regular or part-time employee as defined by the written agreement.

Exempt employee: Any employee who meets the criteria outlined under the Federal Labor Standards Act (FLSA) for exempt status employment. Exempt employees are paid on a salary basis, regardless of the number of hours worked per week and are not paid overtime for working more than 40 hours in one week.

Non-Exempt employee: Any employee who does not meet the criteria outlined under the Federal Labor Standards Act (FLSA) for exempt status employment. Non-Exempt employees are paid on an hourly basis and are paid overtime wages or receive compensatory time (in lieu of overtime pay, 17 at the employee's request) at a rate of 1-1/2 times their regular hourly rate for any hours worked over 40 in one week. Non-exempt employees are not allowed to accumulate more than forty (40) hours of compensatory time.

Represented employee: Any employee who occupies a position that is subject to a collective bargaining agreement, such as Firefighters, Law Enforcement Officers, Law Enforcement Support Employees, Office-Clerical-Technical Employees, and Public Works Employees.



Non-represented employee: Any employee who is not in a position which is subject to a collective bargaining agreement.

Essential Employee: Identified as commissioned law enforcement officers, firefighters and firefighter/paramedics, and public works crewmembers.

Non-Essential Employee: All other regular and part-time employees not designated as Essential Employees.

New Employee Orientation

Each newly hired regular full-time and part-time employee will receive a new employee orientation. Administration will conduct an orientation of City policies and general practices as well as an orientation to the City's benefit programs for those eligible for benefits. Orientations are scheduled within the first week of employment. The hiring department will orient the new employee to their work group, their position and their job duties.

Office Hours

City Hall is closed on Monday to provide time and space for employees to focus on assigned projects, etc. City Hall offices hours are open from 8:30 a.m. to 5:00 p.m. Tuesday through Friday. Flexible work schedules may be permitted depending on the employee's position and departmental needs. Police and the City's volunteer Firefighters provide 24-hours a day, seven days a week service.

Pay Day Schedule

City employees are paid on the 5th and 20th of the month by Direct Deposit to the employee's designated bank, credit union, etc. Payroll deductions are listed on the check stub. Questions concerning pay should be directed to the employee's department head, Administration, or to City Treasurer.

An Employee may elect to have direct deposit portions of their paycheck directed to more than one bank or credit union account. Forms are available at new hire orientation as well as when updates or changes may need to occur. You can obtain these forms from Administration.

Dress Guidelines

All City employees are expected to present a professional image to other employees and to visitors and residents visiting City Hall and other City premises. A professional image means dressing and conducting yourself in a manner intended to promote an overall image of professionalism for you and the City. Given the varied nature of work performed by City employees, there are considerable differences in the standards of dress. If you have a question about how to dress appropriately for your position, please talk to your department head. Employees working within City offices are expected to present themselves professionally and appropriately in professional or business-casual attire Monday through Thursday. The following items are considered unacceptable for the workplace (this list is not all inclusive):

- Any torn, ripped, ill-fitting or disheveled clothing. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat as working conditions permit. Certain employees may be required to meet special dress, grooming, and hygiene standards,



such as wearing uniforms or City- logo clothing, depending on the nature of the job.

- Casual and sports clothing unless otherwise approved by a department head; e.g., T-shirts, shorts, jogging suits, sweat pants, leggings, spandex, lycra, and sweatshirts (except for City logo wear).
- Revealing or provocative clothing for either men or women; e.g., men's pants that allow undergarments or bare skin to show such as low cut hip-huggers and loose fitting pants that expose underwear, men's muscle t-shirts, men's tight jeans or pants, women's low cut tops with plunging necklines, halter tops, see-through tops, tops with open backs.

The department of Public Works, Police and Fire have dress codes specific to their respective departments.

An employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action.

Probationary Period

All newly hired employees, former employees returning to work, and newly promoted employees will serve a 6-month probation period unless otherwise defined in a collective bargaining agreement. The probation period is considered an extension of the hiring process designed to give the City an opportunity to decide whether the employee has the ability to perform the work duties and responsibilities in a satisfactory manner. In some cases the probationary period may be extended before its expiration date as determined by the department head and approved by the City Administrator. The probation period does not alter the at-will relationship; any at-will employment relationship can be ended at any time, with or without notice and with or without cause, even after the expiration of the probationary period.

An employee may be discharged at any time during the probationary period with or without cause stated and without recourse to the grievance process or any other remedy in law or equity. Successful completion of the probationary period does not confer additional rights unless otherwise specified in a collective bargaining agreement, civil service rules, or a written employment agreement or contract. The City retains the right to require a probation period as part of a disciplinary action, without regard to length of employment.

Work Breaks

Employees are entitled to one 15-minute break in the morning and one 10-minute break in the afternoon. Where the nature of the work allows employees to take intermittent rest periods, equivalent to fifteen minutes for each four hours worked, scheduled breaks are not required. Employees may not stack breaks back-to-back or add the time to a meal period, or skip a break and then leave early at the end of the day.

Meal Periods

Employees are entitled to one meal period during an 8-hour shift. The meal period should not exceed 30 minutes or one hour depending on the type of work schedule (i.e. 9/80 work week or 40 hour workweek). The department head schedules meal periods so that City business is not interrupted. Non-exempt employees must take their meal period no less than two hours or more than five hours after the beginning of their shift. Employees working three or more hours longer than a normal work day shall be allowed at least one thirty-minute meal period prior to or during the overtime period. Meal periods and breaks cannot be combined. The employee cannot skip a meal period and then leave early at the end of the day.



Performance Evaluations/ Corrective Action

Definition and Purpose

Performance evaluations are a method by which the performance of employees is evaluated on a formal and regular basis. Such evaluations are conducted to maintain and improve the quality of service rendered by the organization. More specifically, performance evaluation is a method of maintaining or improving the performance of individual employees through a structured, interactive program administered by City management.

It encourages performance standards such that supervisors, the Department Heads and the City Administrator will address the quality of work, the acceptable performance standards and provide the employee with the opportunity to improve through performance improvement plans. It serves as a positive force in the development of employee morale through encouraging closer Department Head and Supervisor contact and communication with the employees.

It serves as a major factor in making promotion, transfer, salary step increases, demotions, suspensions without pay, and dismissal/discharge decisions. It can serve as an indicator of training, organizational, and supervision deficiencies in a department. Finally, it improves the quality of supervision by fostering the objective appraisal of employee performance. However, no employee has the right to a performance evaluation and the failure by the City to conduct performance evaluations shall not constitute any type of claim nor any grievance against the City by an employee whose performance was reviewed or by an employee whose performance was not reviewed. Performance evaluations shall be conducted at the sole discretion of the City and the fact that performance evaluations are conducted does not provide employees with any right to a probationary period or a period of time in which to improve performance prior to discharge or termination. All employees at the City remain at-will employees who can be terminated with or without cause, with or without notice, and regardless of work performance, unless a specific provision in collective bargaining agreement(s) or civil service rule states otherwise

Procedures for Evaluations

Performance evaluations will be conducted on City employees annually, on the employee's anniversary date, and City management will make a reasonable effort to complete a performance evaluation within thirty (30) workdays of the employee's anniversary date, unless circumstances do not allow for this. In which case, the performance evaluation may be done as soon as possible thereafter. No employee evaluation shall be conducted on persons employed in a position for fewer than ninety (90) calendar days. Performance evaluations shall be in writing and completed on employee evaluation forms.



The review of an employee shall be conducted by the employee's Department Head and the City Administrator. The first line supervisor will have an opportunity to provide limited input but the final decision shall be carried out by the City Administrator. The evaluation shall be reviewed, prepared and completed in terms of information written in the evaluation form by the Department Head and City Administrator before the evaluation is presented to the employee. Completed and evaluated performance evaluations are to be forwarded by the Department Head to the City Administrator in a manner that protects the confidentiality of the evaluations.

Supervisors, department heads and Administration are encouraged to meet with employees frequently to provide encouragement, feedback on performance and assistance. It is no longer acceptable to only evaluate employees on an annual basis. Good personnel management requires a level of constant and ongoing feedback to benefit the employee.

The Mayor, City Administrator or Department Head may choose to hold special evaluations of an employee at any time during the year.

Consultation with Employees

If a written performance evaluation is conducted by City management, the written performance evaluation of an employee shall be discussed with the employee by the Department Head and/or the City Administrator within thirty (30) business days after it is completed. As part of this discussion, the employee shall be informed by the Department Head and/or the City Administrator about the process of and rationale for conducting performance reviews; the actual ratings given in the respective areas rated; the reasons for the ratings; and, unless the City chooses not to allow the employee to continue employment, the ways in which the employee may address and correct areas of deficiency. In the event that, upon review of an evaluation by the City Administrator, actual ratings are changed, the City Administrator shall meet with the Department Head and the employee to discuss changes made to the review, if deemed necessary.

Department Head/Managerial Staff

With respect to Department Heads and members of the City Administrator's staff, performance evaluations may be conducted by the City Administrator. If they determine the need for performance reviews, they will be done on the employee's anniversary date and completed no later than thirty(30) business days following the employee's anniversary date, unless circumstances do not allow for this. In which case the performance evaluation shall be done as soon as possible thereafter. The written evaluations performed by the City Administrator shall be discussed with Department Heads and administrative staff.

Department Heads and members of the City Administrative staff shall be evaluated at least annually. The approach as outlined above will generally apply to all Department Heads and management staff.

Appeal and/or Rebuttal Of Performance Evaluation

Should an employee believe that the evaluation ratings were not accurate, the employee may present a appeal to the City Administrator who, in turn, shall conduct a review of the performance evaluation and will present the appeal to the Mayor, for a final determination. No performance evaluation challenge or appeal shall be subject to any other forum such as Civil Service, collective bargaining agreement grievance and arbitration procedures, nor arbitration under the provisions of these policies on grievance.



Workplace Privacy

Desks, lockers, computers, drawers, vehicles, file cabinets, storage devices (physical or electronic), PDAs, cell phones, and other furniture, tools, equipment, electronic devices and communication devices furnished to employees by the City or used by employees to do their work (collectively “Work Property”) are not private even if they have locks on them or require passwords, and the City has the right to search, monitor, copy, take possession of, and delete or destroy any information or property that is located in or on Work Property, subject to the limitations of due process, record retention requirements or other applicable law. For employees’ security, the activities of employees and visitors to the City’s premises may also be monitored or recorded through the use of access cards and security cameras. Additionally, the City may obtain, review, store, or copy information or records on any communication or recording device that is used for City business even if it is not owned by the City, such as if an employee uses his or her personal cell phone, computer, tablet, PDA, etc. for City business. Note: employees sign cell phone policy agreement if they use their own phone. The City cannot assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City requests that employees avoid bringing valuable personal articles or property to work. Employees are solely responsible for ensuring that their personal belongings are secure while at work in the City.

Workplace Rules And Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City’s operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee’s).
- Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, resident, vendor or third party.
- Unauthorized use of City equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City property.
- Carrying firearms or any other dangerous weapon on City premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vender.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City.
- Misrepresentation of City policies, practices, procedures, or your status or authority to enter into



agreements on behalf of City. Employees may not use the City's name, logo, likeness, facilities, assets or other resources of City for personal gain or private interests.

- Violations of the Ethics Policy or Washington's Ethics laws.
- Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City or outside regulatory or legislative bodies.
- Harassment or discrimination that violates City policy.

Corrective Action/Disciplinary Action

Purpose of Disciplinary Action

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City policies, procedures and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to training or an educational opportunity.

In all cases, the City will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. The City may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City deems such action appropriate. The City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

This statement of prohibited conduct does not alter the City's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

Name Clearing Hearing

The City will exert reasonable efforts to maintain privacy concerning the events of a discharge subject to the applicable laws such as Public Records Act and other public disclosure requirements. Where, however, the reasons for an employee's discharge have been made public and are alleged to be inaccurate, the employee may request a "name clearing" hearing to be held by the City Council. The employee has the right for the hearing to be held in Public Open Meeting or in an Executive Session Council Meeting. The employee may choose to have his/her legal counsel present and/or union representation.



Employee Grievances

Definition and Purpose

A grievance, as recognized by these procedures, shall be defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of these policies. These procedures are established to provide prompt review and disposition of grievances presented by employees. This grievance procedure shall not be applicable to Union employees. Union employees shall be subject to the grievance procedures set forth in the collective bargaining agreement(s).

Departmental Level of Settlement

When an employee believes they have a grievance, he or she shall notify in writing his or her Department Head. The written grievance shall explain the nature of the grievance, the facts, the specific provisions of the policies that have allegedly been violated and the remedy requested. The Department Head shall meet and discuss the grievance with the employee as soon as possible but in no event later than ten (10) working days after the Department Head receives the grievance. In the event that the grievance is resolved at this point, it shall be considered settled and no further action will be taken. If the grievance is not settled, the Department Head shall issue a written decision within ten (10) working days of the meeting. Should the employee not be satisfied with the Department Head's written decision, he or she may file a written appeal of the decision to the City Administrator level within ten (10) working days of the Department Head's written decision. The City Administrator level review is addressed in the following section.

Settlement by City Administrator

Should the employee not be satisfied with the disposition of the grievance by the Department Head, he or she shall present to the City Administrator within ten (10) working days of receiving the Department Head's decision, a written statement requesting a hearing before the City Administrator and stating the reasons for this request for appeal inclusive of the nature of the grievance, the facts, the specific provisions of the policies that have allegedly been violated, the remedy requested and why the Department Head's decision was not accurate. Upon receiving this statement, the City Administrator shall schedule a hearing, such hearing to be held within ten (10) working days of receipt of the request for appeal by the employee. Upon scheduling the hearing, the City Administrator shall provide the employee with a written notice as to the date, time, and place of the hearing; the manner in which it is to be conducted; and the issue(s) to be decided. The employee shall have the opportunity to withdraw the request for the hearing or to request rescheduling of the hearing for good cause if such request is made prior to the hearing date. If the employee does not appear for the hearing and he or she has not requested rescheduling of the hearing prior to the hearing, the grievance shall be considered settled with the last answer of the Department Head in the matter. The procedures for conduct of the hearing shall include:

- The opportunity of the employee to be represented by an attorney or other representative of the employee's choice;
- An opportunity to call and question witnesses and other pertinent parties; and
- The opportunity to present evidence applicable to the grievance.



The City Administrator shall consider all evidence presented, and shall have the right to call witnesses and request additional evidence as deemed necessary. Upon completion of the hearing, the City Administrator shall present his/her decision in writing to the employee and Department Head within ten (10) working days of the hearing's conclusion. The decision shall include a review of the facts, a statement of the decision and reasons therefore, and the remedies, if any, to be applied in the case. A copy of the decision will be placed in the employee's personnel folder. Should the employee be satisfied with the decision, the grievance shall be considered settled at this point and no further action will be taken.

Settlement by Mayor

Should the employee not be satisfied with the decision of the City Administrator, he or she may appeal the decision in writing to the Mayor within ten (10) working days of receiving the written decision of the City Administrator. The Mayor shall review all records of the case and shall render a written decision to the employee in the matter within ten (10) working days of receiving the appeal request of the employee. Such written decision shall be final and binding on all parties. A copy of such decision shall be forwarded to the City Administrator, the Department Head and be included in the employee's personnel file.

Department Head/Administrative Staff

If a Department Head or a member of the City Administrator's administrative staff (who is non union) has a grievance, he or she may formally and in writing notify the City Administrator as to the nature of the grievance, the facts, the specific provisions of the policies that have allegedly been violated and the remedy requested. Within ten (10) working days of receiving such notification, the City Administrator shall provide the Department Head or administrative staff member with a written decision statement in the matter and the reasons for the decision. Should the Department Head or administrative staff member be satisfied with the disposition of the grievance at this point, the matter will be considered settled and no further action taken. In the event that the Department Head or administrative staff member is not satisfied with the decision of the City Administrator, he or she may appeal the decision to the Mayor.

Reporting Improper Government Action General Policy

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, this policy is created to encourage employees to disclose any improper governmental action taken by city officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

Key Definitions

Improper Governmental Action: Any action by a City officer or employee that is:

- Undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment;
- In violation of any federal, state or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds; and/or



- Improper governmental action or hostile actions of another employee towards a local government employee that was encouraged by a supervisor, senior manager, or official, but not including personnel actions (hiring, firing, complaints, promotions, reassignment and any other similar actions). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

Action: Any material course of conduct that adversely changes the terms and conditions of an employee's employment.

Emergency: A circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: City employees who become aware of improper governmental action shall follow this procedure:

- Bring the matter to the attention of his/her Department Head, if not involved in the action, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This shall be done as soon as the employee becomes aware of the improper action.
- If the employee believes that the City Administrator or designee is involved in the alleged misconduct, the Mayor shall be immediately notified. Alleged misconduct by the Mayor shall be reported to the appropriate government agency, including the State Attorney General, State Auditor or County Prosecuting Attorney (see Attachment "A").
- Where the employee believes the improper action involves the Department Head, the employee may raise the issue directly with the City Administrator.
- The Mayor or the City Administrator or their designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed (within thirty (30) days of the employee's report where retaliatory conduct is alleged), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

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 bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur. Employees may contact the Klickitat County Prosecuting Attorney directly prior to going through the internal reporting procedure described in this policy.

A list of City and State enforcement agencies for reporting improper governmental action is included in Attachment A of these personnel policies.

Protection Against Retaliation: It is unlawful for a local government to take retaliatory action because an employee who, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action shall follow this procedure:



Procedure for Seeking Relief against Retaliation

- Employees must provide a written charge to the Department Head within thirty (30) days of the occurrence of the alleged retaliatory action. If the Department Head is involved, the notice shall go to the City Administrator or the Mayor. The written charge shall specify the alleged retaliatory action and the relief requested.
- The Department Head, Mayor or the City Administrator, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
- After receiving the City's response, the employee may request a hearing before a State Administrative Law Judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing shall be delivered within the earlier of either fifteen (15) days of receipt of the City's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the Mayor or the City Administrator for response.
- Within five (5) working days of receipt of a request for hearing the City shall apply to the State Office of Administrative Hearing's for an adjudicative proceeding before an ALJ. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ shall issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted or unless circumstances prevent the ALJ from issuing his/her decision within this time frame, in which case, the ALJ shall issue his/her final decision by the end of the extension or as soon as possible, as the case may be.

Discrimination Complaints

Definition and Purpose

The City of White Salmon does not discriminate in admission of or access to, or treatment or employment in, any of its programs, services and activities. Discrimination for the purposes of these provisions shall be defined as any violation of applicable local, state and/or federal laws which prohibit discrimination on the basis of race, color, religion, gender, national origin, age or disability. The use of the procedures contained herein are designed to provide a means for the review and disposition of cases presented by individuals (members of protected minority groups and/or employees) against the City under the provisions of applicable local, state or federal legislation. These procedures are established to ensure the prompt review, impartial consideration, and equitable disposition of cases presented by any individual, as outlined herein. The person filing a complaint will be free from restraint, coercion, discrimination, or reprisal growing out of the filing of such a complaint.

Filing of a Complaint of Discrimination

Should any person (being a member of a protected minority group and/or an employee) deem it necessary and appropriate to file a complaint of discrimination, based upon race, color, religion, gender, national origin, age or disability; against any employee (or group of employees) of the City staff (or any activities of the City in conjunction with programs and /or services of the City); he or she shall present to the City Administrator, a written statement (using the form as provided by the City Administrator) requesting an investigation into the complaint. A formal investigation of a complaint of discrimination may be initiated without a written statement, but an effort will be made to have the complainant provide the City Administrator with a signed,



sworn and notarized statement. Before an investigation begins, the accused employee(s) will be notified, in writing, with respect to the nature of the complaint; in cases of complaints against activities, services or programs of the City, the appropriate Department Head(s) or members of the administrative staff shall be notified in writing.

Upon receipt of the complaining individual's statement, the City Administrator (or designee) shall make a prompt and full investigation of each complaint.

Upon request for review by the complaining individual, or upon determination by the City Administrator that probable cause exists for the allegations made in the complaint, the City Administrator shall schedule a hearing within ten (10) days of the date of such determination or request for review, before the Mayor and City Council of the City. Upon scheduling the hearing, the City Administrator shall provide all concerned parties with a written notice as to the date, time, and place of the hearing, the manner in which it is to be conducted, and the issue(s) to be decided.

The Mayor and City Council shall consider all evidence presented to it as a result of the City Administrator's investigation as well as evidence submitted at the time of the hearing and shall present their decision in writing within five (5) working days of the hearing's conclusion.

The decision shall include a synopsis of the facts, a statement of the decision and reason therefore, and the remedies, if any, to be applied in the case. A copy of the decision and/or subsequent actions will be forwarded to the City Administrator to serve as the basis for action if recommended by the Mayor and City Council. Should the complaining individual be satisfied with the decision of the Mayor and City Council (and subsequent actions/remedies, if any), the matter shall be considered settled at this point and no further action will be taken, other than that specified in the decision of the review by Mayor and City Council.

Complaints Against Review Officials

Should any individual (being a member of a protected minority group or an employee) deem it necessary and appropriate to file a complaint of discrimination against any one (or group) of the reviewing officials outlined within this procedure; he or she may formally request a hearing (on the required form) before the City Council by filing such request with the City Clerk in person. Such statement must be signed, sworn and notarized before a hearing will be scheduled. Under these conditions, the decision of the City Council shall be final and binding and shall be considered as satisfying the City's obligations regarding the consideration of a complaint of discrimination in admission or access to, or treatment or employment in, any of the City's programs, services and/or activities. There shall be no formal right of appeal via the City of White Salmon from such a decision. However, such a decision shall in no way limit any individual's rights for protection under the provisions of applicable local state or federal legislation.



Policies and Programs

Inclement Weather

Check in to see if your department is operating under normal or curtailed conditions. Employees must contact their supervisor if they are unable to report to work. City employees are expected to use reasonable measures to ensure they will be able to report to work during snowy or stormy weather on regular workdays, if they can do so safely. Employees who report to work will receive their regular pay for that day. This will apply even if the employees are late to work or are released early by the authority of the Mayor or the Mayor's designee. Employees who do not report to work must use accrued vacation, personal leave, comp time or unpaid leave.

Should conditions prevail that require the Mayor to announce curtailment of City operations for the safety and welfare of City employees due to a storm or other emergency event, no pay may be deducted for time lost during the first two (2) days of lost that any work time is lost during such curtailment of operations, nor may employees be required to use vacation or compensatory time for such two (2) day period unless the employee had already scheduled the time as vacation or compensatory time off. Accrued vacation or compensatory time off may be used if the curtailment of City operations lasts more than all or part of two work days as deemed appropriate by the Mayor. For purposes of this policy, if operations are restored for a period of seven days or less and then are curtailed again, such multiple curtailments will all be treated as a single event and employees will not be entitled to additional paid time off during such events beyond any time off from work during the initial two days of the initial period of curtailment. The pay of exempt employees will not be reduced if operations are curtailed for less than a work week unless such reduction is allowed by applicable law.

Reporting to work During an Emergency (After Hours)

If the Mayor or the Mayor's designee determines that an emergency may develop after regular business hours (such as a storm, landslide, etc.), employees may be notified that they are on "stand-by" for emergency duty. When this occurs, employees may be asked to stay at work after regular hours, or employees may be directed to check their voicemail or email on a regular basis throughout the evening or weekend to listen for a message advising them of whether they need to report for duty. In most circumstances, checking the City's main telephone lines or voicemail messages every 1-2 hours should be sufficient depending on the situation. If you are asked to report for duty at any time during a "stand-by" situation, non-exempt employees will be paid at their overtime rate.

If an emergency, event or disaster occurs during non-working hours; all Essential City employees are considered to be on "stand-by" for emergency duty. First, take care of your personal and family emergency



responsibilities, and then check your email or voicemail to see if there is a message requiring you to report for duty. If the phone lines are down and you are able to provide essential services (such as Police, Fire, or Public Works employees) then report to work if you are able, after checking to make sure the transportation routes are reported to be intact. Washington State's Primary Entry Pointe Broadcast station for the Puget Sound area: For purposes of determining road conditions and weather information, employees should check local radio stations, the City website and connect with their immediate supervisor.

Employee Benefits

Your medical, dental, vision, life and long-term disability insurance coverage is administered through several different plan providers. Complete plan information is available from Administration. These benefits may otherwise be specified in provisions of an applicable collective bargaining agreement.

Eligibility for Medical, Dental and Vision Insurance Plans

Each full-time employee and their dependents are eligible for group health and term life coverage as determined, from time to time (usually annually) by the Council and the insurance carrier. This plan covers limited hospital, doctor and medical charges for the employee and for qualified dependents. The benefits also include a term life insurance policy for the employee.

The health insurance options may change from year to year depending on changes in premiums and other changes in the health care industry. The final decision regarding which health insurance options will be implemented will be determined by the City Council. The City's insurance broker or insurance companies will provide information and options to the City Council.

Employees are encouraged to thoroughly study the health insurance program. The health insurance provider is available to answer questions. It is of utmost importance that each employee becomes quickly familiar with the benefits and requirements of their health program. The program, for example, may require that the Employee provide advance notification to their doctor or insurance carrier of non-emergency admissions to the hospital. It is the employee's responsibility to follow all the procedures that may be required by his or her health program. Failure to follow the prescribed procedures may result in the loss or deduction of the Employee's health benefits.

This coverage begins no later than the first billing cycle following the first day after thirty (30) days employment; and coverage ceases upon the first of the month following the date of discharge or termination of employment, unless extension of benefits are elected and paid for by the separated employee.

Health benefits are only offered to regular full-time and introductory employees as determined by the insurance carrier requirements and the City Council's decisions. The city may pay vision and dental insurance premiums on regular full-time and introductory employees, as determined from time to time by the City Council. As of January 1, 2010, the City will pay the health insurance premium for employees not represented by a Union under collective bargaining agreements, and 80% of the health insurance premium for the employee's spouse and/or dependents. The City's payment of employee health insurance premiums and covered benefits are subject to annual adjustment as determined by the City Council. Decisions pertaining to health insurances and benefits are not subject to any grievance procedures.

Health insurance programs, plans, contributions and benefits for represented union and police department personnel shall be administered in accordance with the collective bargaining agreement(s).



Other Benefits

Please see department head and/or city administration for more information.

- Remote Work / Work from Home
- Work from Home Policy
- Flexible Spending Accounts
- Life and Accidental Death Insurance
- Long-Term Disability Insurance
- State Retirement Plan
- Infant at Work Program (Res. NO. 2017-04-452)

The City conforms to the Washington State Department of Retirement Systems (DRS) subject to the limitations and requirements placed on both the employer and the employees. Employees may also choose to participate in the ICMA Retirement Corporation deferred compensation program if the City Council approves of such programs, year to year. No matching contributions will be made by the City to any deferred compensation programs available to employees, however, employees are highly encouraged to review and participate in programs that supplement retirement income.

Employee Assistance Program (EAP)

The current provider for the City of White Salmon is ComPsych. They can be reached at compsych.com.

Worker's Compensation

All employees, except L.E.O.F.F. I employees of the city hired prior to October 1, 1977, are covered by State Worker's Compensation, a program of industrial insurance to protect workers, their families and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled, either temporarily or permanently and is unable to work. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc. and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal. The benefits and provisions addressed in this policy are subject the limitations in the Washington State Worker's Compensation laws and shall be administered subject to those laws. Full-time L.E.O.F.F. I employees are provided such coverage under the L.E.O.F.F. I system as defined by RCW Chapter 41.26.

Any employee involved in an industrial injury or an occupational illness as defined by the Washington State Worker's Compensation law, shall report the incident to his/her immediate supervisor or Department Head or the City Administrator within twenty four (24) hours of the incident. The affected employee shall also file an application for Worker's Compensation benefits in accordance with applicable laws, regulations or these policies. Failure to report an incident with twenty four (24) hour will result in forfeiture of claim.

Employees do not continue to accrue leave benefits while on leave due to an on-the-job injury or illness.

Time Off and Leaves of Absence

These benefits may otherwise be specified in provisions of an applicable collective bargaining agreement.



Holidays

The following holidays are granted as paid days off to all full-time employees except as otherwise specified in the provisions of an applicable collective bargaining agreement.

New Year's Day	January 1st
Martin Luther King, Jr. Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	4th Friday in November
Christmas Day	December 25th
Floating Holiday	One day of employee's choice with mutual agreement of Employer (received after 1 year of employment)

When a holiday falls on a Saturday, the Friday before is observed as a holiday. When a holiday falls on a Sunday, the following Monday is observed as a holiday.

Floating Holiday

Except as otherwise specified in the provisions of any applicable collective bargaining agreement, employees may choose one day a year as a Floating Holiday. To be eligible to take a floating holiday, the employee must have been continuously employed by the City for one year. The request for a floating holiday must be given to the employee's supervisor or department head at least one week in advance unless otherwise specified in a collective bargaining agreement, so that the number of employees requesting a particular day off does not prevent the City from providing continued services to the public. The floating holiday must be used during the calendar year or it will be forfeited. All requests for a floating holiday must be approved by the department head.

Notification of Absence

If you are going to be absent or late to work it is your responsibility to contact your supervisor or department head promptly so arrangements may be made to provide uninterrupted services during your period of absence. You should make every effort to notify your supervisor, at the latest, within 30 minutes after the start of your work shift. If your supervisor or department head is not available, you should leave a voicemail or email message. Irregular attendance or repeated tardiness may result in disciplinary action, up to and including termination.

Absences for reasons other than personal leave, sick leave, emergency family medical leave, and bereavement leave must be approved by a supervisor before the initial day of planned leave. Failure to obtain such approval may result in denial of the leave request and/or disciplinary action, up to and including termination.



Vacation Leave

Annual leave shall be earned and accrued from the most recent day of employment under the conditions hereinafter stated. Employees shall be permitted to use annual leave in units of hours or weeks subject to prior approval of the Department Heads and/or the City Administrator. Employees shall accumulate annual leave in the following manner:

Leave Category	Per Month	Hours	Per Year
0 to end of 5th year	1 Day	8	12 Days (4.0 hrs per pay period)
Start of 6th to end of 10th year	1.25 Days	10	15 Days (5.0 hrs per pay period)
Start of 11th to end of 20th year	1.67 Days	13.34	20 Days (6.67 hrs per pay period)
Start of 21st year and Above	2.08 Days	16.68	25 Days (8.34 hrs per pay period)

Regular part-time employees who are regularly scheduled to work more than twenty (20) hours per week shall accrue annual leave on a pro rata basis based on their percentage of full-time employment as determined by City management. Temporary and seasonal employees shall not receive annual leave credit, unless approved by the City Council.

Introductory employees and fulltime employees shall accumulate annual leave per pay period as specified in this policy. Department Heads and/or the City Administrator may authorize a higher accrual rate to new employees commiserate with their work history. Introductory employees shall not be permitted to use any annual leave credit accumulated during their introductory period. Any leave which may be taken in excess of an employee's accrued annual leave credit will be considered leave without pay and may result in a deduction of pay. All leave is subject to prior approval by the Department Head and/or City Administrator

Employee maximum annual leave accruals are subject to the following schedule:

1 –10 years of service	not more than 160 hrs.
11-15 years of service	not more than 200 hrs.
16 years' service and greater	not more than 240hrs.

Once an employee reaches the applicable accrual cap, no further hours will be permitted to accrue until the employee has used some of the accrued vacation hours. The maximum number of hours an employee can roll over from one calendar year to the next will be capped at 80 hours. In cases where City operations have made it impractical for an employee to use annual leave, the Mayor or City Administrator may make a limited exception to the cap on accrual and roll over.

Upon involuntary discharge or termination or voluntary separation regular full-time employees shall be compensated for all accumulated unused annual leave. Employees separating voluntarily must also adhere to the minimum notice requirements set forth in Section 2.15 of these personnel policies. Introductory employees shall not be compensated for accumulated unused annual leave upon discharge or termination.

Annual Leave Requests and Scheduling

The following policies shall apply to the scheduling of vacations:

- Vacation requests and scheduling are required to be submitted by February 1st of each calendar year



subject to the approval of the Department Head.

- Employees shall post vacation preference on or before February 1 of each succeeding year. Selections from such preferences shall be made on a seniority basis of employment in determining the time of vacation selections for the first requested segment of vacation leave only, when more than one (1) requested segment of vacation leave is selected by the employee. "Segment" shall be defined as a group of consecutive days requested for vacation, i.e. one week, two weeks, etc. Vacation scheduling shall not supersede work demands that are necessary to keep the department operating efficiently. In the event of conflicting schedules the employee will be notified as soon as possible of the conflicting schedule. The employee and supervisor will identify optional dates the employee can take his/her leave. Once additional dates have been identified the employee will have two (2) weeks to resubmit their scheduled leave. If the employee fails to resubmit his/her scheduled leave in the allotted time the supervisor will schedule the employee's leave. Other than a work related emergency the supervisors' decision is final. Only one (1) non-exempt employee per department shall be on vacation leave at any one time unless authorized by the department head.
- Vacation may be requested any time during the year provided the absence of the employee will not place an undue hardship on the department as determined by the Department Head and/or City Administrator. Where vacation requests conflict, an earlier request shall have priority over a later request. Employees are encouraged to work together to avoid scheduling conflicts.
- The needs of the department shall take precedence over vacation scheduling.
- Requests for vacation or changes of vacation scheduling shall be submitted two weeks in advance when possible and will be subject to prior approval by the Department Head and/or City Administrator.
- Vacation shall not be advanced to an employee.

Sick Leave

All full-time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or physical incapacitation occurring off the job under the conditions hereinafter stated. Regular full-time employees shall earn eight (8) hours of sick leave for each full month of service. Temporary, seasonal, or part-time employees shall not receive sick leave credit unless approved by the City Council. The maximum on the amount of sick leave that an employee can accumulate is one thousand (1,000) hours.

When an employee retires from service at the City, the City Council shall, with notice to the employee, compensate the employee for twenty five percent (25%) of the accrued unused sick leave at the employee's last recorded pay rate. Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one half hour.

When using three (3) or more consecutive days of sick leave or less than three (3) consecutive days if City management suspects abuse, employees shall submit a doctor's certificate satisfactory to City management before receiving compensation for the sick leave.

To be eligible for paid sick leave, an employee has a responsibility to notify his or her immediate supervisor, Department Head and/or City Administrator at least one-half hour prior to the beginning of their scheduled start time of the absence and the reasons therefore. Failure to report within one-half hour after the beginning of the working period constitutes absence without leave and may result in disciplinary action including loss of pay or other action as provided by these policies, up to and including discharge or termination. An employee who improperly claims sick leave will be subject to disciplinary action including loss of pay or other action as provided for by these policies, up to and including discharge or termination.

An employee who is terminated with cause from employment at the City shall not be compensated for accumulated unused sick leave.



Shared Leave Program

The Mayor or City Administrator may authorize employees to donate their accrued vacation/sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. Immediate family consists of an employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparent, or grandchild. The following conditions apply:

To be eligible to donate vacation/sick leave, the employee who donates leave must have more than ten (10) days (more than 80 hours) of accrued leave before donating. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave and sick leave balance to less than ten (10) days (less than 80 hours). Transfer of leave will be in increments of one day (8 hours) of leave. All donations of leave are strictly voluntary.

The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave. While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.

Separation and Reinstatement

Separation

If an employee separates from employment, there will be no financial or other reimbursement to the employee for accrued, unused Washington Paid Sick Leave balances available at the time of separation.

Reinstatement/Rehire

The City of White Salmon shall reinstate an employee's previously accrued, unused Washington State Paid Sick Leave balance if it rehires an employee within 12 months of separation.

Upon rehire, the City of White Salmon shall provide notification to the employee of the amount of accrued, unused Washington Paid Sick Leave available for use by the employee.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused Washington Paid Sick Leave if the employee met that requirement during the previous period of employment.

If an employee did not meet the 90-day requirement for the use of Washington Paid Sick Leave prior to separation, the previous period of time the employee worked for the City of White Salmon will count towards the 90 days for purposes of determining the employee's eligibility to use Washington Paid Sick Leave.

Compensatory (Comp.) Time

The City of White Salmon operates its pay systems based on principles of public accountability. Those principles generally state that government employees should not be paid for time not worked due to the need to be accountable to the taxpayers for the expenditure of public funds.



The following policy is in keeping with the current legal interpretation of FLSA and state law requirements, and is subject to change based on federal and/or state law.

Exempt Employees

- When a project or program requires extended hours for successful completion, flexible scheduling is available to allow an exempt employee to vary his or her schedule on a day-to-day and week-to-week basis. Flexible scheduling is subject to general controls at the department level, and the employee must be accountable to their department head to follow applicable policies regarding advance notice and approval for absences.
- Hours worked over 40 per week may not be accumulated as overtime or compensatory time.
- Absences of less than half a day (4 hours) for sick, vacation, and personal leave will not be charged to an exempt employee's accrued paid leave balances.

Non-Exempt Employees

- Non-exempt employees are entitled to overtime pay for hours worked in excess of 40 hours per week, but they may ask for compensatory (comp) time off instead of receiving a cash payment. Compensatory time off may be granted at the request of the employee and with the approval of the department head. An employee may decline comp time and be paid overtime, and the department head may deny a comp time request if time off is not practical, and instead overtime will be paid.
- If the comp time option is exercised, the employee is credited with one and one-half times the hours worked over 40 hours in one work week, as comp time.
- Comp time accrual will not exceed 40 hours. When the maximum accrual is reached, any subsequent overtime hours must be paid in cash at the overtime rate.
- Employees should be encouraged to use comp time accrued within 90 days of earning it whenever possible. Department heads may require employees to use accrued comp time within a shorter time period (i.e. within 30 or 60 days) or may extend the 90 day limit if necessary.

Comp time may be cashed out at any time at the request of the employee.

Upon termination, nonexempt employees will be paid for unused comp time on their final paycheck.

Use and Recording of Compensatory (Comp)

Time Requests to use comp time are made in the same manner as vacation. The department head evaluating requests should consider the desires of the employee, scheduled work, anticipated peak work-loads, response to unexpected emergencies, and the availability of a qualified substitute (if needed). Comp time should normally be used in short blocks of time, such as an afternoon or a full day. Each department must maintain records of overtime and comp time. These records should reflect the following:

- Date overtime was worked and the number of hours worked.
- Comp time hours earned if not taken in overtime wages.
- Date comp time was taken and the number of hours used.
- Current balance of comp time accrued.



Drug Policy

Prohibited Substances

Drugs shall be defined as those substances whose dissemination is regulated by law including, but not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis and alcohol. This definition shall include over-the-counter drugs and/or drugs that require a prescription or other written approval from a licensed physician or dentist in their use. The drugs that are controlled substances as defined in RCW 69.50.010, a prescription drug for which the employee does have or does not have a current, valid, personal prescription, and which is not authorized or approved for use while operating a motor vehicle or other equipment, and any over-the-counter drug which may impair job performance and safety.

Policy

The presence of trace amounts of alcohol and/or over-the-counter drugs as evidenced by a drug or alcohol test, shall be grounds for disciplinary action to the extent that job performance and/or the ability to perform safely is lessened to any appreciable degree inclusive of where the presence of such substance is a violation of an agreed upon treatment and/or return to work agreement.

Procedures

In the event there is reasonable suspicion to believe that an employee's job performance may be impaired by drugs or alcohol, the employee's Department Head shall question the employee with regard to the behavior. The Department Head shall directly observe the employee's behavior and document the behavior in a written memorandum. Indications of impaired behavior include, but are not limited to, the following: staggering or irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought processes, poor judgment or unusual or abnormal behavior.

When possible and practical, a second managerial employee may also observe the employee to verify that there is reasonable suspicion to believe that drug or alcohol consumption may be involved. A determination shall be made as to whether or not the employee's behavior is impaired to the point of being unable to perform their duties effectively and safely. The employee shall be relieved of his/her duties and placed on a suspension with pay status until a clear determination can be made as to the abuse or non- abuse of drugs or alcohol.

If it is concluded that there is reasonable suspicion to believe that drug or alcohol consumption is involved, the Department Head shall have a drug or alcohol test administered. The employee shall give his/her consent to the drug or alcohol test, in writing, before testing is conducted. Failure to execute a written consent to the test, or failure of the employee to take the test, when requested or directed, shall result in disciplinary action including discharge or termination. The city may also have the employee undergo a physical examination at city's expense at the time that the drug or alcohol test is administered. The test(s) will be conducted within a reasonable time period after the observation of the problem.

If the test is negative, the employee shall be counseled by the physician and returned to work, if appropriate to the medical diagnosis; there shall be no loss of pay or benefits. Where appropriate, a signed physician's



release may be required by the City before the employee is returned to work. Time lost due to an illness will be charged to sick leave. If the behavior that led to the initial investigation is not due to substance abuse, but continues to hinder job performance, the City may require the employee to undergo further medical evaluation.

If the test is positive, the employee may be disciplined up to and including discharge or termination depending upon the circumstances of the situation. Circumstances that would warrant an immediate discharge or termination would include incidents where the employee's impairment resulted in risk of loss of life or injury to self or others, the loss or damage of property, or where the employee's ability to perform his or her work is jeopardized. No supervisor nor Department Head shall have the authority to terminate, all recommendations for discharge or termination must be forwarded to the City Administrator and approved by Mayor.

In cases where the employee is not discharged or terminated, the employee may be placed in unpaid rehabilitation leave status. The employee shall be evaluated and a recommended appropriate treatment program shall then be arranged. Where appropriate, the employee shall be referred to a treatment program. Once the inpatient part of the program has been completed, the employee may be re-employed, but only with a written full release from a physician. Where it is prescribed by a physician and/or a treatment program, drug testing may be included as a part of that treatment program. An employee who is returned to work as provided for under this procedure, who fails to comply with any of the terms of an agreed upon treatment and/or return to work agreement, may be discharged or terminated.

The City shall utilize both urine and blood test for verification. The "enzyme- immunoassay" (EMIT) and "GS chromatography-mass spectrophotometer" (GS-MS) test method shall be used. In regards to alcohol, the City may use the breathalyzer test. The City shall pay for the costs of all tests and medical examinations carried out under this procedure. The City shall maintain confidentiality of these test results to the extent possible.

When appropriate, the City and the employee shall enter into joint agreements that establish the form of treatment and the conditions that will be imposed for the return of the employee to the work place.

Drug-Free Workplace

Based on the federal Drug-Free Workplace Act, the manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees is strictly prohibited. Employees also must notify the City within five (5) days of any conviction for a drug or alcohol violation. Violation of this policy can result in disciplinary action, including discharge or termination. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for discharge or termination.

Substance Abuse Policy for Operators of Commercial Motor Vehicles

City employees who hold commercial driver's licenses ("CDLs") and who operate CDL motor vehicles while employed by the City are subject to additional policies and regulations imposed by the federal government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:



- Pre-employment;
- Reasonable suspicion;
- Post-accident;
- Return to duty testing; and
- Random testing.

CDL holders who test positive must be removed from service and are subject to discipline, up to and including discharge or termination. CDL holders shall consult the City's CDL policy for the additional details concerning these policies.

Policy on Substance Abuse

The City shall discipline or discharge/terminate any regular employee and/or department member possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The City may also discipline or discharge/terminate an employee and/or member who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the opinion of the Department Head, the Mayor, or the City Administrator impairs the employee's or member's work performance, poses a threat to the public confidence, or is a safety risk to the employee or others. The City is committed to supporting any employee and/or members who undergo treatment and rehabilitation for alcohol or other chemical dependency if they have voluntarily reported such problems and/or dependency. Any employee and/or members who test positive for controlled substances and/or alcohol and has not voluntarily reported such problems and/or dependency prior to reasonable suspicion conduct or behavior being determined by management shall be subject to disciplinary action up to and including discharge/termination.

Any employees or members who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination.

Any regular full-time employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The City may condition continued employment on the signing of a conditional return to duty agreement with terms and conditions inclusive of periodic re-testing, no further positive testing resulting in immediate discharge or termination, the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.

All employees and/or members may be required to submit to alcohol, drug or controlled substance testing when the employee's or member's work performance causes a reasonable suspicion that the employee or member is impaired due to current intoxication, drug or controlled substance use, or in cases where employment has been conditioned upon remaining alcohol-, drug- or controlled substance-free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action up to and including discharge or termination.

Employees and members using any prescription or over-the-counter drugs which might impair their work performance shall notify their Department Head or duty officer. At the option of the Department Head or duty officer, an employee or member may be reassigned to less hazardous duty or sent back to their station. Regular full-time employees may be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.



Leaves

Family and Medical Leave Act (FMLA)

The City complies with the Federal Family and Medical Leave Act (FMLA) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants you more leave than our leave policies provide, we will give you the leave required by law.

Eligibility

The Family and Medical Leave Act provides up to 12 weeks of unpaid, protected leave to eligible employees for qualifying medical events. To qualify for FMLA, an employee must have worked for the City for at least 12 months and for 1,250 hours over the previous calendar year.

Qualifying Reasons for Taking FMLA*:

- To care for your child after birth or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes you unable to perform the essential functions of your job.
- To care for a spouse, child, parent, or next of kin injured in the line of duty as a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy for serious injury or illness incurred in the line of active duty for up to a total of 26 weeks (12 weeks as outlined above plus an additional 14 weeks) of protected leave within a 12-month period.
- To address a “qualifying exigency” arising out of the employee’s spouse, child, or parent in the Armed Forces serving on active duty.

*Leave that has been requested to care for a child after birth or placement for adoption and/or foster care, must be concluded within 12 months of the birth of placement of the child.

Definitions

Child – Son/Daughter

A “son or daughter” is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time FMLA leave is to commence. FMLA also provides separate definitions of “son or daughter” for FMLA military family leave that are not restricted by age.

Family Member

For purposes of FMLA, “family member” is defined as a spouse, parent or a “son” or “daughter” (defined above).

Intermittent Leave

Dependent on the circumstances, FMLA may be taken intermittently. Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or



Servicemember Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of City operations; including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee. Intermittent leave for Parental Leave is not available.

One-Year Calculation Period

The “12-month period” during which leave is available (also referred to as the “One-Year Calculation Period”) will be determined by a rolling 12-month period measured forward from the date an employee uses any Family Medical Leave. Each time an employee takes Family Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Employee Responsibilities – Advanced Notice and Medical Certification

Employee’s must provide at least 30 days’ notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days’ notice is not practicable, due to multiple circumstances beyond control, notice must be given as soon as practicable.

We require that you provide a medical certification to support a request for leave because of a serious health condition (your own or your child’s, spouse’s or parent’s) whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. We may require second or third opinions, at our option, at our expense.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

In addition, we require that you provide a medical certification for your fitness for duty to return to work after a medical leave has been taken.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City’s normal call-in procedures. Employees who fail to comply with the City’s leave procedures may be denied leave, subject to discipline, or the start date of the employee’s Family Medical Leave may be delayed.

Military Leave

Every employee who is a member of the Washington National Guard or of the U.S. Army, Navy, Air Force, Coast Guard or Marine Corps, or of any organized reserve of the United States, will be granted military leave in accordance with state and federal law. Employees who take military leave will have whatever rights to reinstatement, seniority, vacation, layoffs, and compensation as are provided by applicable law.

Paid Leave of 21 Days Per Year. Under Washington law, a public employee is entitled to a paid military leave of absence for a period not to exceed 21 working days during each year beginning October 1st and ending the following September 30th. According to guidance from the Attorney General’s office, a day is calculated according to the number of days the employee would have worked, but for the military leave. Military leave beyond the 21 days of paid time off will be unpaid, provided that employees may elect to use accrued



vacation, compensatory time or other available paid time off during the period of military leave. New federal or state legislation may change the leave period.

Employees should notify their supervisor as soon as they receive notice of the need to report for military duty, and provide the supervisor with a copy of the military orders.

Leave for Spouses / Domestic Partners of Military Personnel (non-FMLA)

During a period of war declared by the United States Congress, declared by executive order of the president, or in which a member of a reserve component of the armed forces is ordered to active duty pursuant to either sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code, an employee who is the spouse or registered domestic partner of a member of the Armed Forces of the United States, National Guard or Reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of fifteen days of unpaid leave per deployment after the military spouse/registered domestic partner has been notified of an impending call or order to active duty and before deployment or when the military spouse/registered domestic partner is on leave from deployment. An employee who takes this leave is entitled: (a) To be restored to a position of employment in the same manner as an employee entitled to state military leave is restored to a position of employment, and (b) to continue benefits in the same manner as an employee entitled to state military leave continues benefits.

Spousal military leave may also be covered under FMLA leave for a qualifying exigency, although an employee need not meet the more stringent FMLA eligibility requirements in order to take this spousal military leave. The purpose of this leave is to support the families of military personnel serving in military conflicts and to assure that these families are able to spend time together after being notified of an impending call or order to active duty and before deployment and during a military member's leave from deployment. An employee must work an average of 20 hours per week to be eligible for this spousal/domestic partner military leave.

An employee who seeks to take spousal/domestic partner military leave must provide the City with notice of their intent to take leave within five business days of receiving official notice that the employee's spouse or domestic partner will be on leave or of an impending call to active duty. The employee may elect to substitute any available accrued leave for any part of this spousal/domestic partner military leave.

Couples Employed by Us: If both you and your spouse work for us and you request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to you as a couple for those purposes is 12 weeks.

Substitution of Paid Leave: At your request or ours, certain kinds of paid leave may be substituted for unpaid FMLA leave. Accrued vacation may be substituted for any type of FMLA leave. Accrued sick leave may be substituted only in the circumstances where our policies or state law allow you to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of your own health condition or a spouse, child, parent, parent-in-law, or grandparent with a health condition requiring treatment or supervision, or for emergency purposes.

If you have any sick leave available that may be used for the kind of FMLA leave you are taking, it is our policy that you must use that paid sick leave as part of your FMLA leave. Use of vacation time for FMLA leave, however, is at your option.

If you use paid leave for a purpose for which FMLA leave would be available, it is our policy to designate your paid leave as counting against your FMLA leave allowance. You are required to notify us if you use paid leave for a reason covered by the FMLA so that we may properly account for the leave.



Jury or Witness Duty

If an employee is called for jury duty or is required to testify as part of his or her regular City job, the employee will receive his or her regular pay for time spent testifying but must turn in to the City witness or jury fees received. Employees subpoenaed to testify in other cases may be excused from attendance at their City job but must use vacation or compensatory time for all work time missed. Notwithstanding the above, exempt employees will not receive any deduction in pay that would violate state or federal law. An employee released from jury duty for part of a day may report to work. If less than two (2) hours remain in the work shift, the employee may call their work supervisor for instruction. Upon completion of jury/court witness service, the employee must forward any money received from the court or party issuing the subpoena to the Payroll office immediately upon receipt. The employee may retain expense money for meals, mileage and/or lodging.

Administrative Leave

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used when it is authorized by law in any collective bargaining agreement, and in the City's best interest, such as during the pendency of an investigation.

Religious Holidays

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their department head's approval, take the day off using vacation or leave without pay. Employees should seek approval for such absences well in advance to ensure work coverage.

Bereavement (Compassionate) Leave

Employees will be granted paid bereavement leave for members of their immediate family. Immediate family consists of an employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparent, or grandchild, same-sex spouse, domestic partner. Such leave shall not exceed four working days per calendar year. The employee will notify the Department Head or City Administrator prior to taking bereavement leave. Employees may use accumulated sick leave and/or vacation hours to extend bereavement leave as needed subject to prior approval by the Department Head and/or the City Administrator. If a situation arises that may not fall under the definition of immediate family, this should be brought to the attention of the City Administrator for a case-by-case determination of whether or not Bereavement Leave would apply.

Domestic Violence/Sexual Assault Victim Leave

This leave is available to employees who are victims of domestic violence, sexual assault, or stalking. It is also available to employees with a family member (child, spouse, registered domestic partner parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault, or stalking. The leave may be taken in blocks, intermittently, or on a reduced leave schedule. The amount of leave that an employee may take is limited to a "reasonable" amount. Domestic violence/sexual assault leave is unpaid, although an employee may elect to use accrued paid leave (e.g., vacation, sick leave, compensatory time) in connection with such leave.



Domestic Violence/Sexual Assault Leave may be taken for the following purposes:

- To seek law enforcement or legal assistance or to prepare for or participate in any legal proceeding related to domestic violence, sexual assault, or stalking;
- To seek health care treatment for physical or mental injuries from domestic violence, sexual assault, or stalking, or attend to such health care treatment for a family member;
- To obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social services;
- To obtain (or assist a family member in obtaining) mental health counseling related to domestic violence, sexual assault, or stalking; or
- To participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the employee or family member relating to domestic violence, sexual assault, or stalking.

When possible, employees must give advance notice of the intention to take leave. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes the leave. The City may require verification to support the need for the leave. Depending on the situation, verification can take the form of police reports, court documents, or the employee's own written statement of the need for the leave. Except where disclosure is authorized or required by law, the City will maintain confidentiality of all information provided by the employee in conjunction with Domestic Violence/Sexual Assault Leave.

Shared Leave/Hardship Leave

The Mayor or City Administrator may authorize employees to donate their accrued vacation/sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. Immediate family consists of an employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, grandparent, or grandchild. The following conditions apply:

- To be eligible to donate vacation/sick leave, the employee who donates leave must have more than ten (10) days (more than 80 hours) of accrued leave before donating. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave and sick leave balance to less than ten (10) days (less than 80 hours). Transfer of leave will be in increments of one day (8 hours) of leave. All donations of leave are strictly voluntary.
- The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave. While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.

Voting

When an employee's work schedule is such that he/she cannot vote prior or subsequent to the normally scheduled working hours, he/she shall be allowed a reasonable period of time off to go and vote. A reasonable time is up to two hours pursuant to RCW 2.36.165, except that vote-by-mail elections allow ample time to vote outside working hours and no voting allowance will be made in such elections.



Other Unpaid Leave

Subject to operational and other considerations, the City may grant a leave of absence without pay for an absence not covered by any other type of leave. Any available accrued leave must be exhausted before an unpaid leave will be approved.

Miscellaneous Policies

Smoking

Smoking is not permitted in City buildings, facilities, vehicles, or within 25 feet of any City building entrance, window that opens, or vent. Violation of this smoking policy may result in disciplinary action, up to and including termination.

Overtime

Occasionally an employee may be asked to work overtime. Overtime for employees other than certain fire protection employees, police officers, and paramedics who are subject to different FLSA 7(k) work periods is defined as any hours worked in excess of 40 hours per week by a non-exempt employee. All overtime must have prior authorization from the employee's supervisor or department head. A non-exempt employee has the option of receiving compensatory (comp) time in the amount of 1.5 times the hours of overtime or 1.5 times the regular rate of pay for time worked in excess of 40 hours for that week. A non-exempt employee may not work overtime without prior authorization. Unauthorized overtime worked by an employee may be subject to disciplinary action up to and including termination.

Exempt employees are not eligible to receive overtime pay or compensatory time. However, exempt employees may be eligible to receive paid administrative leave. Exempt employees, which may be determined from time to time by the City Administrator and applicable laws and regulations, may annually receive fifty-four (54) hours of administrative leave that will be credited at the beginning of the year for ease of administration and those hired after the first of the year will receive a pro-rata number of hours based on the accrual rate of four and one-half (4.5) hours each month. Paid administrative leave must be used within the calendar year it accrues or it will be forfeited. Those who leave City employment will be charged for any administrative hours taken should their time taken exceed the accrual rate of 4.5 hours each month and length of service for that year.

Personnel File

Personnel files are considered confidential and the only persons authorized to access files are the employee, Mayor, City Administrator, City Attorney and the employee's department head and direct supervisor. External requests for personal data will be provided only with the employee's written permission or if required by state or federal law. The Public Records Act currently requires certain disclosure of records relating to discipline and also, under certain circumstances, investigation records even if disciplinary action has not been imposed. No information from the personnel file will be provided over the telephone except to confirm employment unless the employee has provided a written release. All such telephone inquiries should be forwarded to Administration.



Medical information is kept in a separate confidential medical file, available only to authorized personnel.

If an employee wishes to view their personnel file, they may contact Administration to set up an appointment for that purpose.

It is important that an employee notify the Administration of any change of address, telephone number, emergency contact, or change in dependents within one week of a change. These changes must be made on the appropriate forms (i.e. healthcare forms, emergency contact forms, etc.).

Release of Information

Information contained in an employee's personnel records shall be released to an outside individual or agency only by the Mayor, City Administrator, specified designee(s) and/or attorneys for the City. Information will be made available to outside agencies or individuals only with the written, signed authorization of the employee subject to the following provisions, when the requesting agency/individual has submitted a written request formally asking for specified information and stating the reason(s) for the request.

Information may be released to outside agencies/individuals without the written authorization of employee in the below-stated instances:

- A written request when such information consists of no more than confirming employment (whether present or past) and dates of that employment;
- On written request, when the City has received satisfactory assurance that the information released shall be used for only statistical research. In such cases, the information shall be released in a form such that the individual(s) cannot be identified;
- On written request, to another agency or to an instrumentality of any governmental jurisdiction for a civil or criminal law enforcement activity if the activity is authorized by law;
- Pursuant to a written order of a court of competent jurisdiction;
- Pursuant to a written request or subpoena for the information issued in connection with a grievance, disciplinary investigation, litigation and any other administrative proceeding; and
- In accordance with statutes regulating release of public records.

Amendment of Records

The employee can ask the employer to review the files for irrelevant or incorrect information and if such information is found as determined by the employer, the employer may remove it. In case of disagreement, the employee is permitted to file a rebuttal or corrective statement in the personnel record. Former employees also have this right up to two years after discharge in accordance with Washington statutes.

Disposal of Records

Upon the discharge or termination of an employee, his/her official personnel records shall be kept for a period of two (2) years from the date of discharge or termination in an active file in the City Hall location where other official personnel files are maintained. After the two-year period has elapsed, the records shall be stored in an inactive capacity but accessible in accordance with records retention statutes.



Reduction in Force

Should a layoff or reduction in force become necessary for certain positions, procedures will be followed as outlined here or in the collective bargaining agreements with represented employees of the City.

Whenever, in the judgment of the City Administrator, it becomes necessary, due to the lack of work, lack of funds, other economic reasons, or because the business necessity for a position or service no longer exists, the City Administrator may eliminate any position or employment. Reduction in force will be accomplished through attrition of employees whenever possible. However, an employee holding a position or employment with the City may be laid off or demoted without disciplinary action and without the right of appeal, unless such right of appeal is provided in a collective bargaining agreement. Employees to be laid off will be given at least two (2) weeks' notice of the pending action.

Regular full-time employees will be retained on the basis of seniority of continuous service with the City when job performance and qualifications are judged to be equal. Job performance will be determined by the department head on the basis of the director's assessment of performance, skills and training. The City may retain a less-senior employee when the department head determines that that employee has specific job skills required by the City or the less-senior employee is a better performer than the more senior employee.

Temporary employees with less than one year of service, or employees working under an employment agreement who are not in a budgeted FTE position will be laid off before regular employees.

Represented employees should refer to their respective collective bargaining agreement for seniority provisions in the event of a reduction in force.

Demotion

Demotion may be implemented:

- In lieu of layoff.
- As a disciplinary action.
- When an employee becomes physically or mentally incapable of performing the duties of his or her position with or without reasonable accommodation
- When an employee's performance falls below the standard required for effective job performance.

No employee may be demoted to a position for which he or she does not possess the minimum qualifications. An employee must be given a minimum of two (2) weeks written notice prior to the effective date of the demotion.

Consideration may be given to the placement of laid-off employees in the next lower classification in which the employee has previously served, provided the employee's work has been satisfactory in his or her latest assignment. When a vacancy occurs in a position from which an employee has taken a lower classification assignment, that employee will be given first opportunity to return to the former classification, provided the employee is still in the City's service, the employee's work has been satisfactory and the employee is qualified for the position. The department head will determine whether an employee is qualified based on: (1) the knowledge, abilities and skills required for the position as described in its job description and (2) the employee's ability to perform the work without further training.



Termination of Employment

The termination of employment may result from voluntary termination (caused by an employee's resignation or retirement) or an involuntary termination (caused by a reduction in force or disciplinary action).

Voluntary Resignation

An employee who plans to voluntarily resign or retire is encouraged to give at least two (2) weeks written notice prior to the effective date of termination. Unless otherwise provided in a collective bargaining agreement, the City will pay for accrued vacation leave to an employee who separates from the City in good standing. When an employee gives two (2) or more weeks of notice, the final paycheck will be issued on the last day of employment. If less than two (2) weeks of notice is given, the final paycheck may be mailed to the terminating employee within two (2) weeks after leaving the City.

Involuntary Termination

An involuntary termination occurs as a result of a reduction in force or a disciplinary action. Unless an employment contract or collective bargaining agreement provides to the contrary, the City is not required to give advance notice of termination in the case of disciplinary situations. Depending on the severity or nature of the offense, the City retains the right to terminate employment immediately.

Pre-Disciplinary Hearing

Employees who are not employed at-will who are facing a disciplinary termination or suspension without pay will be given a pre-disciplinary hearing, sometimes referred to as the Loudermill Hearing. At the hearing a union employee may bring a union representative. During the course of the hearing, the employee is given an opportunity to present any information that they wish management to consider before taking disciplinary action.

Exit Interview

Administration will schedule an exit interview for all terminating regular full-time and part-time employees. Administration will offer terminating employees the opportunity to describe their work experience at the City and any suggestions they may have for the next person who would be filling their position. The employee has the right to decline an exit interview. Information gathered during the feedback component of the exit interview may not be confidential and may be shared with the terminating employee's department head, Mayor and City Council.

Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.



Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our residents or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City policies, including the City's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City-owned or maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City, unless you are authorized by your manager/supervisor to do so. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City employee, and make it clear that your views do not represent those of the City or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the residents we serve, City employees and elected officials, and suppliers or other third parties who do business with the City.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, coworkers, City employees or elected officials, that might constitute harassment or bullying, and/or that violate City policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information.

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City operations. Employees are free to express themselves as private residents on social media sites, but an employee's exercise of expression is balanced against the City's interest in the effective and efficient fulfillment of its responsibilities to the public.



Confidential City Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Washington or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City) may be removed from our premises without permission from their department Director or Administration. Likewise, any materials developed by the City's employees in the performance of their jobs is the property of the City and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to City business may not be disclosed to anyone, except where required for a business purpose or when required by law.

Attachment A

CITY AND STATE ENFORCEMENT AGENCIES FOR REPORTING OF IMPROPER GOVERNMENTAL ACTION

Klickitat County Prosecuting Attorney
205 S Columbus Ave MS-CH 18 Room 106
Goldendale, WA 98620
Phone: (509) 773-5838

Washington State Attorney General
1125 Washington Street SE
PO Box 40100
Olympia, WA 98504-0100
Phone: (360) 753-6200

Washington State Auditor
P.O. Box 40021
Olympia, WA 98504-0370
Phone: (360) 902-0370

