

KLICKITAT COUNTY

BOARD OF

COUNTY

COMMISSIONERS

EMPLOYEE

HANDBOOK

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FOREWORD	4
INTRODUCTION	7
ARTICLE 1 - PROGRAM ADMINISTRATION	8
SECTION A - AUTHORITY.....	8
SECTION B - REVISIONS & APPLICATION	10
SECTION C - MANAGEMENT RIGHTS.....	10
ARTICLE 2 - DIVERSITY	11
SECTION A - EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.....	11
SECTION B - ANTI-HARASSMENT POLICY AND INITIAL COMPLAINT PROCEDURE.....	11
SECTION C - AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)	13
SECTION D - WHISTLE BLOWER PROTECTION POLICY AND PROCEDURES	14
SECTION E - INDIVIDUAL ACTS.....	15
ARTICLE 3 - WORKPLACE SAFETY	16
SECTION A - DRUG-FREE WORKPLACE	16
SECTION B - WORKPLACE BULLYING	19
SECTION C - VIOLENCE IN THE WORKPLACE	20
SECTION D - SAFETY & ACCIDENT REPORTING REQUIREMENTS	20
SECTION E - SMOKE-FREE WORKPLACE.....	21
SECTION F - HEALTH & FITNESS.....	21
ARTICLE 4 - EMPLOYMENT	23
SECTION A - RECRUITMENT & SELECTION	23
SECTION B - EMPLOYEE CLASSIFICATION CATEGORIES.....	24
SECTION C - SAME SEX MARRIAGES AND DOMESTIC PARTNERSHIPS	26
SECTION D - BACKGROUND & REFERENCE CHECKS	27
SECTION E - INTERNAL TRANSFERS, PROMOTIONS AND DEMOTIONS	27
SECTION F - NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS	28
SECTION G - CORRECTIVE ACTION PROCESS	29
SECTION H - SEPARATION OF EMPLOYMENT/REDUCTION OF WORKFORCE	30
ARTICLE 5 - WORKPLACE EXPECTATIONS	34
SECTION A - CONFIDENTIALITY	34
SECTION B - CONFLICTS OF INTEREST.....	34
SECTION C - OUTSIDE EMPLOYMENT	35
SECTION D - ATTENDANCE AND PUNCTUALITY	35
SECTION E - ATTIRE & GROOMING	36
SECTION F - SOCIAL MEDIA—ACCEPTABLE USE.....	36
SECTION G - SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS	36
SECTION H - EMPLOYEE PERSONNEL FILES	37
SECTION I - EMPLOYEE PARKING	38
SECTION J - USE OF TELEPHONE, EQUIPMENT AND PERSONAL ITEMS.....	38
SECTION K - POLITICAL ACTIVITIES	39
SECTION L - SUGGESTIONS	39
ARTICLE 6 - COMPENSATION	40
SECTION A - PURPOSE	40

SECTION B - ANALYSIS	40
SECTION C - RECLASSIFICATION	41
SECTION D - COMPENSATION FOR A NEW HIRE	41
SECTION F - PERFORMANCE AND SALARY REVIEW.....	42
SECTION G - PAYMENT OF WAGES	42
SECTION H - ADDITIONAL COMPENSATION	43
SECTION I - TIME REPORTING	43
SECTION J - OVERTIME PAY (NONEXEMPT EMPLOYEES)	44
SECTION K - COMPENSATORY TIME FOR NONEXEMPT EMPLOYEES	45
SECTION L - MEAL/REST PERIODS	45
SECTION M - EMPLOYEE TRAVEL AND REIMBURSEMENT.....	46
SECTION N - USE OF MOTOR VEHICLES	47
ARTICLE 7 - TIME OFF/LEAVES OF ABSENCE.....	49
SECTION A - HOLIDAY PAY	49
SECTION B - VACATION	50
SECTION C - PAID SICK AND SAFE LEAVE	52
SECTION D - BEREAVEMENT LEAVE	54
SECTION E - FAMILY, MEDICAL AND MILITARY CAREGIVER LEAVE POLICIES	54
SECTION F - MILITARY LEAVE OF ABSENCE	57
SECTION G - PERSONAL LEAVE OF ABSENCE WITHOUT PAY	58
SECTION H - OFF THE JOB DISABILITY	59
SECTION I - ON THE JOB DISABILITY	59
SECTION J - LEAVE SHARING	60
SECTION K - JURY DUTY.....	61
SECTION L - LEAVE OF ABSENCE DUE TO EMERGENCY CONDITIONS	61
SECTION M - LACTATION/BREASTFEEDING	61
ARTICLE 8 - BENEFITS.....	62
SECTION A - INSURANCE PLANS	62
SECTION B - FLEXIBLE SPENDING ACCOUNT	63
SECTION C - RETIREMENT PLANS	63
SECTION D - WORKERS' COMPENSATION BENEFITS	63
SECTION E - JOB RELATED DEVELOPMENT/EDUCATION/TRAINING.....	63
SECTION F - MEMBERSHIP IN PROFESSIONAL AND TECHNICAL SOCIETIES	64
SECTION G - PROFESSIONAL AND TECHNICAL REGISTRATION.....	65
APPENDIX A	66
KLICKITAT COUNTY COMPLAINT PROCEDURE	66
APPENDIX B.....	71
TERMINOLOGY	71
APPENDIX C	72
VOLUNTEER FIREFIGHTING POLICY	72
APPENDIX D	73
HOSTING POLICY	73

FOREWORD

Whether you have just joined our staff or have been at Klickitat County for a while, we are confident that you will find our County a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Klickitat County to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

Klickitat County endeavors to provide a positive work environment for all employees. The purpose of these rules, regulations, and policies is to facilitate efficient service to the public and to provide a personnel management system within Klickitat County that deals with all employees of the various offices/departments of Klickitat County in an equitable and uniform manner. These policies apply to County employees in all departments which are governed by the Klickitat County Board of Commissioners and are part of the County budget.

The Board of County Commissioners is responsible for determining all departments and Elected Official Offices' budgets and determines compensation; benefits; paid leave accrual levels, caps on accruals and payouts; organizational charts; filling of vacancies; creation of new positions; placement on the County Compensation plan; and wages for employees in bargaining units. Therefore, all references to these listed items set forth in this Employee Handbook are applicable to all County employees.

Elected Officials, or Interim Elected Officials, which encompass the Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, Treasurer, Superior Court Judge and District Court Judges, can:

- a. Adopt the BOCC Employee Handbook as written;
- b. Adopt the BOCC Employee Handbook as written but can submit alternative language for Article 5, Workplace Expectations, to outline their workplace expectations. The alternative language must not be in direct conflict with the BOCC approved Article 5, be approved as to form by the Prosecuting Attorney, reviewed for consistency by the Human Resources Director and approved by the Board of County Commissioners before being implemented.
- c. Choose not to adopt this policy. However, all economic provisions that are controlled by the Board of County Commissioners will be applicable to the Elected Officials' Employees.

Elected Officials adopting this policy manual, with or without alternative language in Article 5, agree to allow these policies to govern their respective offices until the Elected Official leaves office. Upon being re-elected, or should the Board of County Commissioners amend the Employee Handbook, the Elected Official may elect to revoke his or her adoption of these policies in writing to the Board of County Commissioners and the Human Resources Department and will give reasonable notice to his/her employees of their election to revoke their adoption of these policies.

Newly Elected Official will be provided the same option for adoption as outlined above prior to taking office.

A listing of Elected Officials' Offices covered by these provisions or alternatives will be listed on the last page of this handbook and updates of any changes in their status will be provided to impacted employees and posted on the shared drive by the Human Resources Department.

Where Elected Officials are referenced in this handbook, it only refers to the Elected Official's Office(s) that have formally adopted this Employee Handbook and/or with alternative language for Article 5.

Should provisions of this handbook conflict with provisions in the County Civil Service Rules or collective bargaining agreements, those rules and/or agreements shall supersede the policies of this handbook.

It is the intent of these rules to recognize that the County shall employ the most qualified persons available. Employment with the County is voluntarily entered into, and employees are free to resign at-will at any time, with or without cause. Similarly, the County may terminate the employment relationship at-will at any time, with or without notice or cause. Each employee shall be expected to perform at his/her optimum level, to provide competent, efficient, and courteous service to the public.

All appointments are made by the Department Head or Elected Official according to the organizational chart as approved by the Board of County Commissioners.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the County and any employee. These policies should not be construed as promises of specific treatment in specific circumstances. The provisions of the handbook have been developed at the discretion of management and may be amended or cancelled at any time, at the sole discretion of the Board of County Commissioners.

No County personnel other than an elected official with the authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to this manual may do so, and any such agreement must be in writing and signed by the elected official with authority or it is not valid.

There are several things to keep in mind about this handbook. First, it contains general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, the Board of County Commissioners reserves the right to add new policies, and to change or cancel existing policies at any time with or without notice.

Every employee is expected to read, understand, and comply with all provisions of the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Klickitat County. By distributing this handbook, the County expressly

revokes any and all previous policies and procedures that are inconsistent with those contained herein. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time by the Board of County Commissioners. We will inform you of any changes as they occur.

This handbook does not apply to contractors. These policies are applicable to employees covered by a collective bargaining agreement to the extent allowable under (RCW 41.56). Generally, these policies shall be considered to apply when they do not conflict with matters addressed by a collective bargaining agreement, subject to the duty to bargain requirements per RCW 41.56.

This Employee Handbook sets forth the minimum standards of performance and conduct for all employees in Klickitat County service. Each Elected Official or Department Head may also develop standard operating procedures for his/her department. Elected Officials and Department Heads shall have the responsibility of informing employees of such procedures and seeing that they are carried out uniformly and fairly. Any departmental standard operating procedure must be consistent with the policies in this handbook.

Some subjects described in this handbook are covered in detail in official policy, collective bargaining agreements, or civil service documents. Please refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies, collective bargaining agreements, civil services rules and regulations, and local, state and federal laws are controlling and override any statements made in this or other documents.

INTRODUCTION

Klickitat County's Form of Government

Klickitat County is a political subdivision and municipal corporation of the State of Washington, with three commissioners who act in an administrative, legislative, and quasi-judicial capacity in accordance with law. The Commissioners are elected by district to serve four-year terms. The Assessor, Auditor, Superior and District Court Judges, Superior Court Clerk, Prosecuting Attorney, Sheriff, and Treasurer are also elected positions in the County.

The Board of Commissioners, Elected Officials, and Appointed Department Heads are responsible for working together to provide the overall administration of the County's operations and budget. The Board of Commissioners is the legislative branch of County government. Elected Officials and Appointed Department Heads are directly responsible for the day-to-day operations of their departments. The chain of command runs from the Elected Official to Appointed Department Head, to supervisors, to non-supervisory personnel.

Klickitat County Mission

Klickitat County, established in 1859 through confidence, faith, industry, innovation and persistence, sets forth this two-fold mission of Klickitat County and its employees: to provide quality government services to the public and to ensure the performance of quality work which will be accomplished earnestly, openly, and professionally.

Klickitat County Organization

Each Elected Official or Department Head shall organize the activities of his/her respective office/department in such a manner as to efficiently utilize the resources at his/her disposal to accomplish the office/department's objectives and mission. Each office/department shall maintain an organizational chart delineating staffing and reporting relationships. The Board of County Commissioners must approve any changes to organizational charts and job descriptions.

Article 1 – PROGRAM ADMINISTRATION

Section A – Authority

Klickitat County will operate a central office of personnel administration through the Human Resources Department. Elected Officials and Department Heads shall have the final responsibility and authority in all matters affecting personnel administration for their respective office/departments, subject to budgetary restriction. The Human Resources Department must review all personnel actions taken with regard to employees governed by these policies, before they are completed to ensure consistency and conformity with applicable laws, regulations and County policies. Every appointment, transfer, termination, promotion, demotion, discharge, leave of absence, change in wage/salary rate and other temporary or permanent change in the status or supervision of an employee shall be reported to the Human Resources Department in writing. The Human Resources Department is authorized to prescribe the time, manner, form, and method of making any written report required herein or by applicable laws.

The Commissioners may delegate responsibility and authority for daily administration of personnel matters as follows:

1. Elected Officials and Department Heads are responsible for administration of the following types of matters for employees within their assigned departments:
 - a. Employee selection pursuant to the selection process;
 - b. Performance evaluation;
 - c. Initiation of personnel actions;
 - d. Training and professional development;
 - e. Termination;
 - f. Discipline; and
 - g. Documentation of the above listed personnel matters and routing of that documentation to the Human Resources Department for review and retention in employee personnel files.
2. The Board of County Commissioners shall be responsible for ensuring that the following types of activities are properly administered by the County's Elected Officials and Appointed Department Heads:
 - a. The process of recruitment;
 - b. Compliance and appropriate reporting of the County's Equal Employment Opportunities (EEO), Anti-Harassment , Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA), Drug Free Workplace, Workplace Bullying, Violence in the Workplace, Safety and Accident Reporting, Smoke Free Workplace policies; and

- c. Employee Assistance Program.
3. The Board of County Commissioners and ~~Director of Administrative Services~~ shall be responsible for ensuring that the County Human Resources Director properly administers the following types of activities:
- a. Publication, distribution, interpretation and enforcement of this handbook. The Human Resources Director shall also ensure that revisions are proposed, as necessary, to comply with new legislation, employee suggestions, and the needs of the County.
 - b. Classification and compensation plan;
 - c. Labor relations and collectively bargained/union contract negotiations;
 - d. Review, advise, monitor, and provide technical assistance for personnel actions;
 - e. Coordination of interdepartmental training programs;
 - f. Appropriate confidentiality, retention, and maintenance of all employee personnel files which may include, but not limited to: employee evaluations, written employee communications, oral and written disciplinary documentation, compensation history, benefit history, and training documentation;
 - g. Appropriate confidentiality, retention, and maintenance of all employee medical files and State Industrial Worker's Compensation files;
 - h. Equal Employment Opportunity Program, Affirmative Action Policy, Age Discrimination in Employment Act, Americans with Disabilities Act, and such other employment regulations or programs requiring centralized monitoring or implementation;
 - i. Employee job descriptions and employee evaluations forms and timelines;
 - j. Organization chart maintenance.

Those persons delegated any of the responsibilities contained in this handbook shall be accountable for the equitable, efficient, and impartial administration of these duties. The Board of County Commissioners may utilize the services of other County employees or consultants in fulfilling the responsibilities for program administration.

In the event of conflict between any provision of this handbook and a state or federal statute, ordinance, union, or employment contract approved by the Board of County Commissioners, civil service rules, regulations and/or any policy of insurance between the County and a provider of insurance, the statute, ordinance, union or employment contract, civil services rules or regulations or insurance policy shall prevail.

No provision of this handbook purporting to grant any benefit, which could result in financial obligation of the County, shall be effective until such obligation is specifically approved by the Board of County Commissioners, and/or implemented by appropriate ordinance or resolution, or other official action.

Section B – Revisions & Application

This handbook may be revised by resolution of the Board of County Commissioners, to ensure consistency and compliance with state and federal employment laws, and as the need for clarification arises. Revisions will be distributed to all employees for addition to their handbooks. Employees are encouraged to ask for clarification or suggest revisions to this handbook through the Human Resources Department.

Administrative directives, procedures, and interpretations must be approved by the Board of County Commissioners, after which they will be distributed, followed, and enforced in the same manner as this Employee Handbook. The Human Resources Director shall be responsible for the distribution of personnel-related administrative directives, procedures, and interpretations to supplement this Employee Handbook. Administrative directives and procedures will not conflict with the policies contained in this handbook.

Department Heads may establish rules and procedures that regulate the work activities and the conduct of employees within that department. Departmental rules and procedures will not conflict with these policies and will be binding only upon the employees of that department.

Section C – Management Rights

Nothing in these rules shall be construed as affecting or abrogating the inherent exclusive rights of Klickitat County Officials with respect to matters of general legislative or managerial policy, including but not limited to the following:

1. The exclusive right to determine the mission of the County's constituent departments, commissions, and boards;
2. To set standards for public service;
3. To determine the procedures and standards of selection for employment, promotion, and dismissal;
4. To direct and supervise all County employees subject to these policies;
5. To take disciplinary action;
6. To relieve employees from duty due to lack of work;
7. To terminate employees;
8. To maintain the efficiency of governmental operations;
9. To determine the methods, means, and personnel by which government operations are to be conducted;
10. To take all necessary actions to carry out the County's mission in emergencies; and
11. To exercise complete control and discretion over their Department or Office's standards and the ways and means of performing its work.

Article 2 – DIVERSITY

Section A - Equal Employment Opportunity Statement

Klickitat County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Klickitat County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Klickitat County expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Klickitat County employees to perform their expected job duties is absolutely not tolerated.

Klickitat County encourages the reporting in writing of any perceived incidents within forty five (45) days of discrimination or harassment against an applicant or individual of the above protected classes. It is the policy of Klickitat County to promptly and thoroughly investigate such reports. Klickitat County prohibits retaliation against any individual who reports discrimination or who participates in an investigation of such reports.

Please refer to Klickitat County Complaint Procedure, Appendix A, if you believe there has been discrimination against an applicant or an individual of the above protected classes.

Section B - Anti-Harassment Policy and Initial Complaint Procedure

Klickitat County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Klickitat County expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of Klickitat County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Klickitat County prohibits any such discrimination or harassment.

Klickitat County encourages reporting in writing of any perceived incidents within forty five (45) days of discrimination or harassment act. It is the policy of Klickitat County to promptly and thoroughly investigate such reports. Klickitat County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Please refer to Klickitat County Complaint Procedure, Appendix A, if you believe there has been discrimination against an applicant or an individual of the above protected classes.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to, or rejection, of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on County time or using County equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Klickitat County (e.g., an outside vendor, consultant or customer). For employees who are represented under the terms of a collectively bargained agreement, this policy prevails except where it conflicts with the collectively bargained agreement or any memorandum of agreement signed pursuant to the collectively bargained agreement.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Conduct prohibited by these policies is also unacceptable via social media websites. Online or publicly printed media harassment is a serious matter and will be treated the same as other harassment claims.

Harassment Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or any member of management in their department or office to attempt to resolve the issue quickly, effectively, and at the lowest possible level.

When possible, Klickitat County encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Klickitat County recognizes, however, that an individual may prefer to pursue the matter through other channels.

Klickitat County encourages the prompt reporting of complaints or concerns so that rapid and constructive action at the lowest management level can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Employees shall file a written report of their complaints or concerns and shall endeavor to report within forty five (45) days of the incident(s).

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

If a party to a complaint does not agree with its resolution or does not feel comfortable reporting the complaint to their supervisor(s) in their department or office due to potential conflict, that party may use the Klickitat County's Harassment Complaint Procedure located in Appendix A.

Confidentiality will be maintained throughout the investigatory process to the extent possible, consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and appropriately addressed.

False and malicious complaints of harassment, discrimination or retaliation are a serious violation of this policy and the complainant may be subjected to appropriate disciplinary action, up to and including termination.

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of discrimination or sexual harassment under state or federal law.

Section C - Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities and require employers to provide reasonable accommodations to

qualified applicants and employees, as necessary, so that they can perform the essential functions of the position.

It is the policy of Klickitat County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our County policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to Klickitat County. Contact the Human Resources Department with any questions or requests for accommodation.

Klickitat County encourages reporting in writing of any perceived incidents within forty five (45) days if you believe there has been discrimination against an applicant or an individual with disabilities. It is the policy of Klickitat County to promptly and thoroughly investigate such reports. Klickitat County prohibits retaliation against any individual who reports discrimination or who participates in an investigation of such reports.

Please refer to Klickitat County Complaint Procedure, Appendix A, if you believe there has been discrimination against an applicant or an individual with disabilities.

Section D – Whistle Blower Protection Policy and Procedures

County employees have the right and are encouraged to report any alleged improper government action by a County employee or official.

The County agrees that any employee having information regarding the wrongdoing of an employee or official shall not be discriminated or retaliated against for "Blowing the Whistle" on such wrongdoing provided the reporting procedures below are followed and the complaint is not false or malicious. The identity of a reporting employee shall be confidential except as required to properly evaluate, investigate, or otherwise process the reported inappropriate action.

For purposes of this Article employees represented by a union may seek representation through this reporting procedure or report the alleged improper government action through the Union.

Reporting Alleged Improper Government Action:

Klickitat County encourages reporting in writing within forty five (45) days by any employee suspecting wrongdoing on the part of any County Official or employee to their Department Head or Elected Official. If the suspected conduct is of the Department Head or Elected Official, or if the employee feels there will be a conflict of interest within the office or department, then the report shall be made to the Personnel Director. It is the policy of Klickitat County to promptly and thoroughly investigate such reports.

Please refer to Klickitat County Complaint Procedure, Appendix A, to avoid any perceived conflict of interest.

In order to maintain the integrity of any investigations into the suspected conduct no reports are to be made to any party except as provided above. Failure to protect the integrity of a future investigation will result in discipline for failure to follow proper procedures as outlined herein.

Investigations shall be conducted by persons who are not responsible for law enforcement or criminal prosecution to avoid conflicts of interest if prosecuting of the employee or Elected Official is required. Investigations will be conducted by persons who are familiar with proper investigation procedures.

Anyone feeling that he/she is being harassed, discriminated, or retaliated against in violation of whistle blower protection laws or County whistle blower policy, by persons subject to County policy, is encouraged to act promptly to resolve that harassment in accordance with Klickitat County Complaint Procedure, Appendix A.

Section E – Individual Acts

Klickitat County hereby repudiates the acts of any employee, Department Head, or Elected Official that is inconsistent with the policies enumerated in this Article. Such acts, if committed, are the acts of the individual actor who is solely responsible for any injury resulting from such activities. The County provides a complaint procedure for use by persons who believe they are injured by such acts. Injured parties are encouraged to use the Klickitat County Complaint Procedure outlined in Appendix A.

Article 3 - WORKPLACE SAFETY

Section A - Drug-Free Workplace

Klickitat County has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees, and citizens and to the security of our equipment and facilities. For these reasons, Klickitat County is committed to the elimination of drug and/or alcohol use and abuse in the workplace and supporting the United States Drug Free Workplace Act, Federal Transit Administration Prevention of Prohibited Drug Use in Transit Operations, Alcohol Misuse in Transit, Procedures for Transportation Workplace Drug and Alcohol Testing Program, and Federal Highway Administration Controlled Substances and Alcohol Use Testing.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Klickitat County. The Human Resources Department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resources Department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

Klickitat County will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees will be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests.

Employees shall report to work fit for duty and free of any adverse effects of illegal drugs, marijuana, or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications, with the exception of medicinal marijuana which is still classified as a controlled substance by the federal government. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

Whenever employees are working, operating any County vehicle or equipment, present on County premises, or conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug or controlled substance as defined by the United States Drug Free Workplace Act, Federal Transit Administration Prevention of Prohibited Drug Use in Transit Operations, Alcohol Misuse in Transit, Procedures for Transportation Workplace Drug and Alcohol Testing Program, and Federal Highway Administration Controlled Substances and Alcohol Use Testing. This includes recreational and medical marijuana and possession of drug paraphernalia.

- Being under the influence of alcohol, marijuana, or an illegal drug as defined by state and federal standards and laws.
- The presence of any detectable amount of marijuana, or any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
- Klickitat County will not allow any employee to perform their duties while taking prescribed drugs that adversely affect the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any marijuana, illegal drugs, or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The County retains the right to require the following tests:

- **Pre-employment:** All applicants must pass a drug test before beginning work or accepting an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Employees who are offered a position which requires a Department of Transportation (DOT) Commercial Driver License or is a safety-sensitive employees operating a County mass transit vehicle as defined by Federal Transit Administration (FTA) will be subject to pre-employment testing and random testing during employment as required by the respective DOT and FTA standards.

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment. The Human Resources Department must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to an accident when:
 - 1) They are driving on County business that incurred disabling damage to a county vehicle or their own personal vehicle requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
 - 2) They are driving on County business and receive a citation for moving traffic violation arising from the accident.
 - 3) While conducting County business the accident results in an injury requiring off-site medical attention to themselves or another person and/or loss of human life.
 - 4) If an employee fails to follow County safety procedures when operating equipment for County business and damages county equipment.

Employees who are operating County vehicles/equipment which require a Department of Transportation (DOT) Commercial Driver License (CDL) or safety-sensitive employees

operating a County mass transit vehicle as defined by Federal Transit Administration (FTA) will be subject to the appropriate testing levels as mandated by the respective DOT and FTA standards when an accident occurs as described above.

The investigation and subsequent testing must take place within two (2) hours following the accident or as soon as possible but not more than four (4) hours from the time of the accident.

Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Klickitat County may offer an employee who violates this policy or tests positive, the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, will result in discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and may be suspended with or without pay pending the results of the drug/alcohol test. If the results of the test are positive for illegal drug use or alcohol, a date/time will be scheduled to discuss the results of the test with the employee. This meeting will include a member of management and the Human Resources Director. Should the results prove to be negative, the employee will be informed and not suffer any reduction of compensation.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Human Resources Director shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Klickitat County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Klickitat County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Section B - Workplace Bullying

Klickitat County defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the County’s commitment that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including Department Heads, Elected Official, supervisors, and managers that the County will not tolerate bullying behavior. Employees who are subject to this handbook and found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when issuing discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Klickitat County considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Intentionally socially or physically excluding or disregarding a person in work-related activities.

Investigation Process:

Repeated bullying behavior should be reported as soon as possible, but no later than forty five (45) days, to the employee’s supervisor(s). If the employee believes there is a conflict of interest within their department or office, they may report such incidences to the Human Resources Director. The employee may use the alternatives outlined in Klickitat County Complaint Procedure, Appendix A.

When reporting the incident the employee should place their observation in writing and be as specific and detailed as possible.

Confidentiality will be maintained throughout the investigatory process to the extent possible, consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting bullying or for participating in an investigation concerning a claim of bullying is a serious violation of this policy and will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and appropriately addressed.

False and malicious complaints of bullying or retaliation are a serious violation of this policy and the complainant may be subjected to appropriate disciplinary action, up to and including termination.

Section C - Violence in the Workplace

Conduct that threatens, intimidates or coerces another employee, citizen, vendor or business associate will not be tolerated. Klickitat County resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Klickitat County treats threats coming from an abusive personal relationship as it does other forms of violence.

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to self or others.

Investigation Procedures:

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported immediately to the employee's supervisor(s). If the employee believes there is a conflict of interest within their department or office, they may report such incidences to the Human Resources Director. The employee may use the alternatives outlined in Klickitat County Complaint Procedure, Appendix A.

Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. When feasible, the report should be a signed written statement.

Klickitat County will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, Klickitat County may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Any employee found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Klickitat County will not retaliate against or discipline employees making good-faith reports of violence, threats, or suspicious individuals or activities.

Reporting Protective or Restraining Orders:

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Klickitat County is committed to supporting victims of intimate partner violence by providing referrals to Klickitat County's employee assistance program (EAP), and community resources and providing access to accrued sick leave for reasons related to intimate partner violence.

Section D - Safety & Accident Reporting Requirements

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility/department/office shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the County assumes the responsibility of individual and organizational safety. Failure to follow County safety and health guidelines or engaging in conduct that places employees, citizens or County property at risk can lead to disciplinary action up to and including termination.

The Klickitat County Safety Committee and the Human Resources Director shall have the responsibility to develop and the authority to implement the safety programs in the interest of a safer work environment.

Section E - Smoke-Free Workplace

It is the policy of Klickitat County to prohibit smoking in all County buildings, facilities and annexes in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, equipment, or pipe of any kind." Employees who use electronic cigarettes, vapor equipment or any other product that produces smoke or vapors must also abstain from using such equipment while at work.

This smoke-free workplace policy applies to:

- All areas of County buildings.
- All County-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the County.
- All visitors (citizens and vendors) to the County buildings, facilities and annexes.
- All contractors and consultants and/or their employees working on the County premises.
- All employees, temporary employees, volunteers and student interns.

Smoking is permitted in designated smoking areas and in parking lots, but only if the smoker is at least twenty five feet from entrances to any County facilities.

Section F – Health & Fitness

Employees are expected to maintain the physical and mental health necessary to effectively perform the essential duties of their position. If an employee's health status appears to affect the performance of their job duties, the Department Head or Elected Official may require the

employee to undergo a physical or psychological examination, by a physician of the County's choice. The examination will be confined and directly related to the employee's ability to perform the duties of the job adequately and safely. The County will pay the costs of such examination and will pay the employee's regular salary during the time necessary to complete the examination.

If the examination results indicate that the employee is not capable of continuing to perform the job duties, with or without reasonable accommodation, such employee will be placed in layoff status due to lack of work suited to the employee, pursuant to Article 4, Employment, Section H, Separation of Employment, Sub-Section 1, Layoff.

Article 4 – EMPLOYMENT

Section A – Recruitment & Selection

Job Announcement and Advertising/Posting Requirements

A personnel authorization to advertise will be initiated by the Department Head or Elected Official, reviewed by the Human Resources Director, approved by the Board of County Commissioners, and made public and processed by the Human Resources Department; except in the case of Civil Service positions which will be initiated by the Civil Service Commission. The announcement will include the title, classification status, job description and salary grade as approved by the Board of County Commissioners or collective bargaining agreement, a location to apply and receive information and the closing date. The Human Resources Department will distribute job announcements to each department/office for internal posting. Every effort will be made to distribute job announcements internally prior to external advertisement. Except in the case of “emergency hire” (see Section B below), job advertisements will be advertised a minimum of ten (10) working days prior to the closing date.

Application

Employment applications will be available in the Human Resources Department. All persons applying for positions within the County service will complete an employment application in the form approved by the Board of County Commissioners. All applications will be processed by the Human Resources Department and forwarded to the appropriate Department Head or Elected Official. Applications and applicant information will be released only to the Department Head or Elected Official.

No applications for employment will be processed by the Human Resources Department unless such application is pursuant to an announcement for a position that has been funded and approved by the Board of County Commissioners. Civil Service applicants, in addition to completing the standard County application form, will complete the selection process approved by the Civil Service Commission.

Eligibility

All applicants must meet the minimum qualifications and essential functions described in the position job description prior to date of regular appointment or as otherwise outlined in specific employment terms in the job description. Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace the County’s official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired, or disqualified as a candidate for consideration.

Selection

The selection method will include evaluation of job-related knowledge, attitude, skills, abilities, experience, education, training, and certification and when appropriate, aptitude and character. Selection method may or may not require formal written or oral examinations. When appropriate, a specific selection process may be outlined in the job announcement. An applicant’s ability to perform the essential functions of the job will be included in the selection process. The County shall attempt to make reasonable accommodations, upon request, as required by law. The County prohibits discrimination against applicants on account of race,

color, gender identity, religion, age, national origin, genetic information, marital status, disability or military status.

Prior to appointment, but after a "provisional job offer," applicants will be required to submit to a drug screening. The County may also require, following a provisional job offer, a psychological examination, fingerprinting and other job-specific fitness testing. Background checks may be performed by the Human Resources Department to obtain only job specific information. Applicants making initial application for employment with any law enforcement agency will also be required to submit to polygraph tests in accordance with Revised Code of Washington (RCW) pertaining to requiring lie detectors test (currently RCW 49.4.120)

Department Heads or Elected Official will be responsible for candidate screening and employee selection in accordance with these policies.

Applicants and candidates interviewed for a position will be notified by the Department Head or Elected Official after the hiring selection has been completed.

Orientation

Upon appointment, the Human Resources Department shall be responsible to perform a general orientation to provide an overview of the County's practices and benefits for new employees. General orientation shall include, but is not limited to, work and safety rules, Employee Handbook overview and procedures, benefits, health care plans, payroll periods and employment forms. The Department Head or Elected Official shall be responsible for orientation of employees to his/her department. Departmental orientation shall include but is not limited to, departmental rules and procedures regarding hours of work, authorization requirements for overtime and/or compensatory time, leave of absence, payroll process, first aid kit location, safety protocols, Employee Handbook location and introduction to other County personnel.

As a condition of employment, newly-appointed employees shall be required to sign a statement that he/she was informed of the location of the Klickitat County Employee Handbook or given access to a printed copy. The newly appointed employee will be instructed to read the policy and made aware that the Human Resources Department is available to answer any questions. The Employee Handbook Acknowledgement and Receipt Statement shall become a part of the employee's personnel file.

Section B - Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. All appointments are made by the Department Head or Elected Official according to the organizational chart as approved by the Board of County Commissioners.

The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Klickitat County.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Klickitat County has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work in an authorized position with a full-time schedule of 35 to 40 hours per week. Generally, these employees are eligible for the full time insurance benefits package, subject to the terms, conditions and limitations of each benefits program. Accruals of paid leaves will be pro-rated based on the percentage of hours worked compared to a 40 hour workweek.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work in an authorized position working less than the 35 hours, but at least 24 hours, each week. Regular part-time employees are eligible for pro-rated insurance benefits and accruals offered by the County subject to the terms, conditions and limitations of each benefits program.
- **Temporary/Seasonal:** Employees who are hired as authorized interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work full or part time for a limited duration generally not to exceed five (5) consecutive months for two (2) consecutive years. Employment beyond any initially stated period does not in any way imply a change in employment status. As a rule, temporary/seasonal employees are not eligible for County benefits except as required by the federal Affordable Care Act mandate and unless conferred by state or federal statute or it is specifically stated otherwise in plan documents. Temporary/seasonal employees are eligible to accrue sick leave. Please refer to Article 7, Section C, Paid Sick and Safe Leave, for accrual process, reasons allowed to utilize paid sick leave, notification and confirmation of illness and carry over policies for unused sick leave.
- **Casual Employee:** An employee who is hired to work in an authorized intermittent basis that may or may not be on a predetermined schedule. As a rule, casual employees are not eligible for County benefits except as required by the federal Affordable Care Act mandate and unless a third party funds such benefits, conferred by state or federal statute, or it is specifically stated otherwise in plan documents. Casual employees are eligible to accrue sick leave. Please refer to Article 7, Section C, Paid Sick and Safe Leave, for accrual process, reasons allowed to utilize paid sick leave, notification and confirmation of illness and carry over policies for unused sick leave.
- **Emergency Hire Employee:** An employee hired under unusual circumstances in an authorized position for a limited duration generally not to exceed five (5) consecutive months to work full or part time to meet an extraordinary need or to prevent public injury as deemed appropriate and approved by the Board of County Commissioners. In such cases, the County may not follow the standard procedures for posting as outlined in Section A of this Article - Recruitment and Selection Policy. As a rule, emergency hired employees are not eligible for County benefits except as required by the federal Affordable Care Act mandate and unless conferred by state or federal statute or specifically stated otherwise in plan documents. Emergency Hired employees are

eligible to accrue sick leave. Please refer to Article 7, Section C, Paid Sick and Safe Leave, for accrual process, reasons allowed to utilize paid sick leave, notification and confirmation of illness and carry over policies for unused sick leave.

- **Volunteer Employee:** An employee who agrees to volunteer services without compensation. Volunteer employees are not eligible for those parts of this policy regarding compensation, employee rights or benefits. Such employees shall receive no benefits other than worker's compensation coverage and those conferred by state or federal statute. Departments and Offices must report volunteer hours served to ensure worker's compensation coverage.

The services of volunteer employees are subject to the supervision of their Department Head or Elected Official. Out-of-pocket expenses incurred by volunteer employees may be reimbursed for County related expenses.

Section C – Same Sex Marriages and Domestic Partnerships

References to spouses in this handbook are applicable to same-sex marriage and domestic marriages or partnerships.

Same-sex marriage and domestic marriages or partnerships are persons who:

- Are at least 18 years of age and of the same gender.
- Are not legally married to any person and are not related in any way that would prohibit marriage in the County's state of operation.
- Share a common residence.
- Are both of the same sex or one is at least 62 years of age.

County registration or marriage certificate of a domestic marriage or partnership or same-sex marriage will be required for coverage under County insurance benefits.

- An employee who wishes to register a domestic marriage or partnership may contact the Human Resources Department for information and the registration form.
- Children of same-sex marriage or domestic partnerships are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- Enrollment of same-sex marriage or domestic partnerships and eligible dependent children is subject to the same rules as enrollment of other dependents.
- Same-sex marriage or domestic partnerships and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual conversion.
- An employee may terminate a same-sex marriage or domestic partnerships coverage if the employee is in the process of dissolution, annulment or legal separation by notifying the Human Resources Department in writing of the termination of the domestic partnership within 30 days of such action.

The tax consequences of a same-sex marriage or domestic marriage or partnership are the responsibility of the employee. The value of benefits provided to an employee's same-sex marriage or domestic marriage or partnership (and to the same-sex marriage or domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's same-sex marriage or domestic marriage or partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

Questions regarding this policy should be directed to the Human Resources Department.

Section D - Background & Reference Checks

To ensure that individuals who join Klickitat County are well qualified and to ensure that Klickitat County maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

Candidates seeking employment in positions that are covered by the Federal Transit Administration (FTA) or the Washington Department of Licensing (DOL) for Commercial Driver's License will have additional background checks as prescribed by FTA or DOL.

All offers of employment are conditioned on receipt of a background check report and reference checks that are acceptable to Klickitat County Officials. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Klickitat County to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record may be made on applicants for particular job categories if appropriate and job related.

Klickitat County also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Section E - Internal Transfers, Promotions and Demotions

Employees may request consideration to transfer to other departments or offices as vacancies become available and will be considered along with other applicants. The County may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of duties.

Klickitat County offers employees promotions to higher-level positions when appropriate. Department Heads and Elected Officials may promote or transfer an employee in their department or division without posting.

Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the County's best interest.

Promotion:

Placement on the new grade will be determined by the Human Resources Department to provide a minimum increase in compensation that is equivalent to one step increase percentage in the County Compensation Plan or bargaining unit salary schedule. Consideration of the employee's anticipated increment date will be given in the placement. The Board of County Commissioners must approve higher salary placement which is beyond an additional step increase as outlined above for a promoted employee.

Demotion:

Employees may transfer from one department to another within the County into a lower classification. The Department Head may also determine that it is in the best interest of the County to demote an employee into a lower classification in their department, office or division. Employees who elect to transfer to a position of a lower classification, or who are demoted by the Department Head or Elected Official will be moved to the same step as previously held in the higher classification.

If a demotion occurs through no fault of the employee (i.e. in lieu of a lay off), the employee's rate of pay will be adjusted to the step in the new range that is nearest to the employee's former pay.

Employees who are promoted, transferred or demoted shall be allowed to transfer accrued vacation leave, continue at their current vacation accrual rate and allowed to take vacation in their new department/office when approved by the Department Head or Elected Official.

Under no circumstances, shall a transferred, promoted or demoted employee expect their previous position to be held or made available for them.

Section F - Nepotism, Employment of Relatives and Personal Relationships

Klickitat County wants to ensure that business practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If an employee in a supervisory position begins a dating relationship or becomes a relative, partner or member of the same household, with an employee in their department or division, that person is required to inform management and the Human Resources Department of the relationship. Such subsequent relationships will be handled on a case-by-case basis where a transfer or resignation may be appropriate.

Klickitat County reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Section G - Corrective Action Process

Every employee has the duty and the responsibility to be aware of and abide by existing rules, office/department policies and the Klickitat County Employee Handbook policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Klickitat County supports the use of corrective action to address issues such as poor work performance or misconduct. Our corrective action process is designed to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our corrective action process has been designed consistent with our organizational values, human resources best practices and employment laws.

Outlined below are the steps of our corrective action process and procedure. Klickitat County reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our County. The County specifically reserves the right to implement whatever discipline the County feels appropriate in each instance. This disciplinary policy does not alter the at-will nature of employment with the County and no employee has the right to expect that this disciplinary process will be followed in any specific instance. This policy does not create an implied contract nor create any expectation of specific treatment in specific circumstances. In general, the following outlines Klickitat County's corrective action process:

- **Verbal warning:** A supervisor may verbally counsel an employee about an issue of concern, and a written record of the discussion may be placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** When an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status may last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Klickitat County Officials reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay,

demotion, withdrawal of appointment without cause and discharge. In no way does the corrective action process negate the at-will employment status of the employee.

Section H - Separation of Employment/Reduction of Workforce

When any employee leaves the service of the County for any reason the Human Resources Department will be informed. The Human Resources Department, in junction with the Department Head or Elected Official and Technical Services, will ensure the return of all County property, provide exit interviews and coordinate ensuring the integrity of County records are protected, properly archived and retained in a safe and accessible manner to be in compliance with the Public Records Act.

The separating employee shall contact the Human Resources Department as soon as notice is given to schedule an exit interview. The interview will take place on the employee's last day of work or another day, as mutually agreed on.

1. Types of Separation or Reduction of Hours:

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the County. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where assignments or County business needs warrant such action.

If an employee provides less notice than requested, the Department Head or Elected Official may deem the individual to be ineligible for rehire in their Office or Department, depending on the circumstances regarding the notice given. In such cases, the Board of County Commissioners may determine to deny any accruals payouts as described below.

Employees shall be paid for all accrued vacation and compensatory time.

Floating holiday pay not used will not be paid out.

Employees hired after October 30, 1995 shall not receive payout of their accrued sick leave.

Employees hired prior to October 30, 1995 shall be paid 25% of their accrued sick leave up to a maximum of 45 days/360 hours, provided the appropriate two weeks' notice was provided.

Employees shall be paid their applicable level of accrued vacation, compensatory time and/or sick leave in their final paycheck.

Notification of the separation of employment and applicable payouts will be reported to the Washington Department of Retirement Systems.

- **Retirement/Disability:** Employees who wish to retire or are eligible for disability retirement through the Department of Retirement Systems (DRS) are required to notify their Department Head or Elected Official and the Human Resources Department in

writing at least one month before the planned retirement date or as soon as practical for a disability retirement.

Employees shall be paid for all accrued vacation and compensatory time.

Floating holiday pay not used will not be paid out.

Regular full-time employees hired after October 30, 1995 shall be paid 25% of accrued sick leave up to a maximum of 45 days/360 hours.

Regular full-time employees hired prior to October 30, 1995 shall be paid 50% of their accrued sick leave up to a maximum of 90 days/720 hours.

Employees hired prior to October 30, 1995 and who are enrolled in PERS 1 shall be paid 100% of their accrued sick leave up to a maximum of 90 days/720 hours.

Employees shall be paid their applicable level of accrued vacation, compensatory time and/or sick leave in their final paycheck.

Notification of the retirement or disability and applicable payouts will be reported to the Washington Department of Retirement Systems.

- **Termination:** Employees of Klickitat County are employed on an at-will basis, and the County retains the right to terminate an employee at any time, with or without notice and with or without cause.

Employees shall be paid for all accrued vacation and compensatory time.

Floating holiday pay not used will not be paid out.

Employees will not receive any payouts of their accrued sick leave, unless approved by the Board of County Commissioners.

Employees shall be paid their applicable level of accrued vacation and/or compensatory time in their final paycheck.

Notification of the separation of employment and applicable payouts will be reported to the Washington Department of Retirement Systems.

- **Layoff/Layoff Due to Disability:** Department Heads or Elected Official may lay off employees for reasons including but not limited to changes in the duties of the County, lack of work or lack of funds. Layoff may also be necessary if an employee is found physically incapable of performing their job duties, prior to such action the County will provide reasonable accommodations when requested. When layoffs are required, a Department Head or Elected Official will base the decision on the needs of the department.

Affected employees will be given two weeks' notice of layoff, during which time the employee shall be allowed to use accrued vacation leave or compensatory time-off to pursue other employment. During a six-month period following the layoff, the County shall consider for rehire those persons laid off if a suitable position becomes available and the former employee has filed a timely written application request for

reconsideration. Past performance, qualifications and abilities being equal in the judgment of the recall supervisor, seniority may be the determining factor for recall to available work.

Employees shall be paid for all accrued vacation and compensatory time.

Floating holiday pay not used will not be paid out.

Employees will not receive any payouts of their accrued sick leave.

Employees shall be paid their applicable level of accrued vacation and/or compensatory time in their final paycheck.

Notification of the separation of employment and applicable payouts will be reported to the Washington Department of Retirement Systems.

Employees covered by collective bargaining agreements and/or civil service rules shall utilize the layoff procedures outlined in the current collective bargaining agreement and/or civil service rules.

- **Furloughs:** Department Heads or Elected Official may need to temporarily reduce employees' hours or day(s) scheduled to work for reasons including but not limited to changes in the duties of the County, lack of work or lack of funds.

Prior to such action, the Department Head or Elected Official may request to meet with the Board of County Commissioners to review alternatives and/or recommendations to temporarily preserve insurance, accruals, and/or other employment benefits. Agreement for extension of any benefits will outline the timeline for the specific benefits granted and be formally approved by the Board of County Commissioners.

- **Job Abandonment:** Employees who fail to report to work or contact their supervisor within the scheduled workday shall be considered to have abandoned the job without notice, effective at the end of their normal shift. The Elected Officials or Department Head will be consistent in their application of reporting requirements for absences or tardiness and ensure all employees are clearly informed of these requirements. The supervisor shall notify the Human Resources Department at the end of the workday and initiate the appropriate disciplinary action, up to and including termination. Disciplinary action may be revoked if the employee can demonstrate there was a serious medical condition precluding the employee from reporting to work or if they can demonstrate that the reporting requirements were not clear.

Employees who are separated due to job abandonment are ineligible to receive payouts of any accrued benefits.

Notification of the separation of employment will be reported to the Washington Department of Retirement Systems.

- **Death:** Compensation for any time worked, compensatory time earned, applicable accrued vacation and sick leave shall be paid to such employee's designated beneficiary as provided on the employee's County Personal Information Form. The payout rate used will comply with the above criteria relating to Retirement/Disability payouts based on the date of hire and enrollment in PERS 1.

If there is no designated beneficiary, payment shall be made to the employee's heirs or estate in accordance with state law.

2. Final Pay Check

Employees shall receive their final paycheck per the regular pay schedule. Final paychecks will be issued by direct deposit or a hard check as currently authorized by the employee. The employee can elect to change this distribution for their final paycheck. Final paychecks shall account for any regularly scheduled withdrawals and payouts out of the appropriate vacation, sick and compensatory time. Final paychecks shall also account for a withholding amount equal to the amount the employees owes the County.

3. Return of County Property

The separating employee must return all County property at the time of separation, including but not limited to: uniforms, cell phones, keys, laptops, County equipment and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

4. Continuation of Health Insurance Upon Separation of Employment/Loss of Benefits

In compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the County will offer continuing health care coverage on a self-pay basis to employees who were eligible for health insurance and their dependents following the employees separation of employment, non-FMLA qualified and approved unpaid leave of absence exceeding 50% of any given month, or reduction in hours, and to their dependents upon the employee's death.

These health benefits will be identical to the coverage offered to regular eligible employees. For separation of employment or reduced-hour employees, the coverage may last up to 18 months or until they become eligible for other health insurance coverage, whichever is earlier. In the event of the employee's retirement, divorce, spousal separation or death, the coverage may last up to 36 months for the employee's qualified dependent or until they become eligible for other health insurance coverage, whichever is earlier.

The employee or the dependent will pay the full policy monthly premium as determined by the health insurance carrier. Continuous coverage from the date of the loss of coverage is required. The employee or dependent may waive all rights to continuation coverage.

Notification procedures and time limits will be outlined in writing from the Human Resources Department and will be reviewed during the exit interview or sent to dependents and employees unable to attend exit interviews.

5. Rehire

Former employees who left Klickitat County in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resources Department for posted vacancies, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Previous service with Klickitat County may be considered in calculating step placement, leave accruals or any other benefits as approved by the Board of County Commissioners.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Article 5 - WORKPLACE EXPECTATIONS

Section A – Confidentiality

Our citizens and other parties with whom we do business entrust the County with important information. It is our policy to protect confidential information from wrongful disclosure. If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees of the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to their Department Head or Elected Official.

Section B - Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Klickitat County may conflict with the employee's own personal interests. County property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a County supplier or contractor, regardless of the nature of the employment, while employed with Klickitat County.
- Hiring or supervising family members or closely related persons.
- Owning or having a substantial interest in a supplier or contractor.
- Accepting gifts, discounts, favors or services (excluding meals) from citizens, competitor, or supplier, unless equally available to all County employees.
- Accepting gifts or gratuities for personal gain.

The exceptions to this policy permit employees to: 1) purchase goods or services from the County which are generally offered to the public for sale, for example, through an auction of excess property; 2) offer goods or services for sale to the County where the County solicits sealed bids and accepts the low bid; and 3) receive goods and services available to the general public such as permits, water testing, copies, fax machine and other.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resources Department.

Section C - Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, interfere with, or compromise the County interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from the unauthorized use of any County tools, vehicles or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid County working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Klickitat County determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Section D - Attendance and Punctuality

Vacation, floating holiday and compensatory time off must be scheduled with one's supervisor in advance. Sick leave may be used in the case of medical emergency or sudden illness without prior scheduling. Unless other departmental procedures have been established, any employee who cannot report to work shall attempt to notify their supervisor at least one hour prior to the scheduled start time and provide the reason and anticipated duration of the absence. Patterns of absenteeism or tardiness may result in discipline, even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

To ensure accurate time keeping, the County expects employees to be prepared to work at the designated starting time and work until the end of their scheduled workday. All time worked must be reflected on the employee's timesheet.

Employees who are required to conduct County business outside their normal working hours must reflect this as time worked, accounting for hours and activities worked or follow their departmental procedures.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. Disciplinary action, up to and including termination may result from a no-call/no-show. A no-call/no-show longer than the employee's scheduled workday will be considered job abandonment. Steps outlined in the Article 4, Employment, Section H - Separation of Employment, and Subsection 1, Job Abandonment of this policy will be applied.

Section E - Attire & Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Klickitat County employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and/or must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

Klickitat County is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Section F - Social Media—Acceptable Use

Below are guidelines for social media use, which includes, but is not limited to Facebook, Twitter, LinkedIn, My Space, and YouTube. The policy covers all online and publicly printed communications about the County and County-related matters.

Employees shall not post confidential or proprietary information about the County's clients, employees, applicants, vendors or citizens.

Departments or Offices may designate only one, or his/her designees, as a contact person to respond to media inquiries for their Department or Office. If an employee is contacted by the media, they should ask their supervisor for the appropriate contact person to respond to a media inquiry.

This policy does not restrict any employee's ability to speak on their own behalf with the media or on social networks. Nor from exercising the employee's rights under the National Labor Relations Act, Section 7, concerning concerted activities.

Employees are encouraged to note that online postings are often public, permanent, and easily printed or forwarded to the public.

Klickitat County may monitor content out on the Internet. The county will honor password protection and not ask another employee to monitor posts on its behalf.

Section G - Solicitations, Distributions and Posting of Materials

Klickitat County prohibits the solicitation, distribution and posting of materials on or at County property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Klickitat County Board of County Commissioners and County-sponsored programs related to Klickitat County's services.

Department Heads or Elected Officials may establish more stringent provisions and policies for solicitations within their own department/office as long as they are not discriminatory. In addition, they may allow the delivery of merchandise (i.e., newspaper, cookie sales, etc.) as long as the service to the public is not disrupted.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on County premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a County-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times.
- Employees may not solicit other employees during work times, except in connection with a County-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a County-sponsored event.

Each County facility shall have an employee bulletin board to keep employees informed of various items of interest such as job openings and other information pertaining to County policies and procedures and department work rules and announcements required by law and official postings such as safety information and other notices as approved by the responsible Department Head or Elected Official. Each County facility of eight (8) or more persons shall post a separate bulletin board for safety information only. Each County Department shall notify its employees of the location of the facility bulletin board or boards.

Violations of this policy should be reported to the Human Resources Department.

Section H - Employee Personnel Files

Certain portions of the personnel records of the County are public documents and are subject to disclosure under federal and state law. The County will attempt to maintain the confidentiality of personnel files to the extent permissible and subject to the needs of County staff to use the personnel file in matters directly relating to employment matters affecting the employee.

Employee files will be located and maintained by Human Resources Department and are considered confidential. Department Heads and Elected Officials may only have access to personnel files of the employees they supervise.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Current employees and former employees will generally be permitted access to inspect their personnel file at any reasonable time during working hours.

Personnel files are to be reviewed in the Human Resources Department. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

The Human Resources Department shall ensure that an official employment record is maintained for each employee. The personnel file shall show the employee's name, position title, department to which assigned, documents indicating employment status, performance evaluations, training documentation, disciplinary documentation, written commendations, compensation information and other pertinent information. Personnel files will not contain information regarding employee disabilities or other confidential medical information; such information will be maintained in the employee's medical file in locked separate file cabinets within the Human Resources Department.

Department Heads and Elected Officials may maintain confidential supplementary personnel files for the conduct of day-to-day business, including performance evaluations, disciplinary action and training and development records. Such supplementary files shall be turned over to the Human Resources Department upon termination of the employee. The official personnel file of an employee shall be comprised of the records maintained by the Human Resources Department and the departmental supplementary records.

An employee may place any pertinent information in his/her individual personnel file for purposes of explaining or refuting official records therein. Only employment-related information will be in the personnel files.

The Human Resources Director shall have access to all employee information. All personnel files are a part of the ordinary business records of the County and are the property of the County.

Please be advised that County policy regarding personnel files are subject to federal and state requirements, Public Records Act, including potential legal requirements to provide copies of personnel files.

Section I - Employee Parking

Except for reserved spaces, parking is on a first-come, first-served basis around County buildings. When parking, employees should take care not to occupy more than one parking space per vehicle. Employees are requested to be courteous, watch vehicle doors, and drive safely in County parking lots. The County assumes no responsibility for vehicles or their contents in these parking areas.

Employees shall not park in front of the Courthouse so as to ensure ample visitor and handicap parking. This does not apply to handicapped employees.

Section J – Use of Telephone, Equipment and Personal Items

Use of Telephones:

Employees should avoid using County telephones for personal calls. Personal long distance calls, if necessary, shall not be charged to the County and the employee is responsible for ensuring the cost is processed to their personal account.

Cell Phones:

Employees and volunteers on County business are prohibited from operation of a moving vehicle while holding a wireless communications device to the ear. This prohibition does not apply to those: (1) operating an authorized emergency vehicle; (2) reporting illegal activity, summoning emergency help or in prevention of injury to persons or property; (3) using a hearing aid.

Personal Equipment:

Certain job assignments require that employees furnish personal equipment. If an employee is required to furnish any items, their supervisor will provide a list of the necessary items. The County is not responsible for lost or stolen personal property (employees must be careful to secure such equipment), money, or valuables employees bring to the workplace.

Section K – Political Activities

Employees shall comply with the provisions of Revised Code of Washington (RCW) pertaining to political activities currently RCW 41.06-250) or is hereafter amended, which generally prohibits compulsory assessments or involuntary contributions and solicitation on public property for any partisan political purposes.

County employees shall not participate in partisan political activity on County time.

Section L – Suggestions

All employees are encouraged to make suggestions which could improve the efficiency of County operations or employee job satisfaction. Even ideas for other departments of the County are helpful. Suggestions may be written or verbally given to the employee's supervisor at any time. The supervisor will then discuss the idea with the appropriate person or group. At the discretion of the Board of County Commissioners, or their designee, County-wide surveys may be conducted to solicit suggestions or assessment of County services, benefits, job satisfaction or other County functions.

Article 6 – COMPENSATION

Section A – Purpose

The County's compensation plan will attempt to be competitive with other comparable employers in similar job markets. Wage/salary grades of each classification shall be representative of the skills and the responsibilities required and shall be reflective of the level of authority and responsibility in the County. The Board of County Commissioners is responsible for the development, maintenance and revision of an equitable compensation plan that provides minimum and maximum rates of pay for each classification not covered by collective bargaining agreements, with intermediate steps as deemed appropriate.

The purposes of the Classification Plan include:

1. Establishing qualification standards for employment eligibility;
2. Maintaining internal and external equity of compensation for similar positions;
3. Developing standards of work performance;
4. Establishing directions of career advancement;
5. Providing a means of analyzing organizational relationships of positions;
6. Assisting in determining budget requirements; and
7. Providing flexibility in the utilization and assignment of personnel.

All salaries established in accordance with the provisions of this policy are subject to the Board of County Commissioners' final approval of the County's annual budget. The Board of County Commissioners shall have the responsibility for the development, administration, and amendments, as required of a uniform and equitable plan, which will generally provide equal pay for equal work.

Section B – Analysis

The Board of County Commissioners shall establish, maintain, and revise the County Classification Plan which may include a salary classification plan for a unit of employees adopted pursuant to a collective bargaining agreement, a salary classification plan adopted by the Board of County Commissioners for a group, department, or unit, and/or a salary classification plan adopted by the Board of County Commissioners for a group of first line management and senior management employees, excluding Elected Officials. When a new position is created, the Elected Official or Department Head will prepare a description of duties and responsibilities which will be analyzed and evaluated by the Board of County Commissioners, or its delegate, for the allocation of the position to the appropriate grade within the Classification Plan. An employee's compensation and benefits shall be in compliance with the Board approved Compensation Plan and Organization Charts as set in the approved budget.

Section C – Reclassification

A Department Head or Elected Official may request a change in classification when the duties of a position have substantially changed and such changes are adequately documented pursuant to the criteria listed below. The Board of County Commissioners shall make the determination of the process used to determine placement. The Elected Official or Department Head will prepare a description of new or changed duties and responsibilities which will be analyzed and evaluated by the Board of County Commissioners, or their delegate, for the allocation of the position to the appropriate grade within the Classification Plan.

The Board of County Commissioners shall make a determination based on its position and its relationship to the organization without regard to the personal characteristics and abilities of the employee holding the position. After review the Board of County Commissioners shall make a determination as to the appropriate grade or pay level for the employee who has been submitted for reclassification consideration. Any change in classification shall be considered a change in position.

The following criteria may be evaluated for determining reclassification:

1. Required skills and/or education;
2. Supervision of others;
3. Responsibility and/or accountability;
4. Mental demands;
5. Decision making authority;
6. Interpersonal skills;
7. Working conditions; and/or
8. Such other criteria the Board of County Commissioners deems necessary.

Section D - Compensation for a New Hire

Upon an employee's appointment to a full-time, part-time, casual, emergency hire or seasonal/temporary position by the Department Head or Elected Official, the employee's wage/salary will be set at the grade placement and step level as approved on the Board of County Commissioner's Personnel Authorization form. For the period of January 1, 2010 to December 31, 2013, no newly hired employee will be placed higher than the minimum rate of the assigned grade provided for that classification. After January 1, 2014, a Department Head or Elected Official may recommend to the Board of County Commissioners an initial rate of pay beyond the minimum of a salary grade if the County is experiencing difficulties recruiting for the position. Any appointment above the minimum rate of the grade shall not take place unless approved by the Board of County Commissioners and only after January 1, 2014.

Employee wage/salary adjustments shall be pursuant to the County Compensation Plan or collectively bargaining agreement (CBA). Such adjustments shall be initiated upon completion of the employees first twelve consecutive months of service and on anniversary dates provided

satisfactory performance has been determined. The appropriate personnel change form shall be completed by the Department Head or Elected Official and submitted to the Human Resources Department.

In the event of budget constraints the Board of County Commissioners may deem it necessary to withhold wage/salary adjustments and/or step increases.

Employees covered under a collective bargaining agreement may have alternative methods for pay increases.

Section F - Performance and Salary Review

Newly hired employees into a regular authorized position will be provided a minimum of two performance appraisals within their first year and one at the completion of their first year. After one year of employment performance appraisals are conducted on an annual cycle.

Employees will receive a performance appraisal on their established anniversary date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement, training needs and job goals for the next review period have been clearly communicated. Performance appraisal forms will be retained in the employee's personnel file located in the Human Resources Office.

Annual merit step increases are based on employee's performance and are not guaranteed. The employee's overall performance is used to determine if a wage adjustment/step increase is warranted on an annual basis by the Elected Official/Department Head. Employees covered under a collective bargaining agreement may have alternative methods for pay increases.

The Department Head or Elected Official will provide authorization to the Human Resources Department to advance or not advance the employee one step on the salary schedule on the County appraisal form or on the Elected Official's selected appraisal tool.

Section G – Payment of Wages

Employees are paid on the 10th and 25th of each month. Employees will be paid on the 25th for wages earned the 1st through the 15th of the current month and on the 10th for wages earned the 16th through the last day of the preceding month.

If the normal payday falls on a County-recognized holiday or weekend, paychecks will be distributed the business day before the aforementioned holiday.

Employees may be paid by check or through direct deposit of funds to one or more savings and/or checking accounts at the financial institution(s) of their choice.

In the event of a lost paycheck, the Auditor's Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the County identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the County within 24 hours of the time it is demanded.

Except for extreme emergencies no salary advances will be made.

Section H – Additional Compensation

In uncommon circumstances the Board of County Commissioners (BOCC) may grant additional compensation to exempt employees, who due to reasons beyond their control, are required to work well beyond their normal work week or perform work above their pay grade for periods lasting longer than a month.

When such incidences occur, Department Heads/Elected Officials will first attempt to find alternative solutions to reduce the excessive time worked requirements or performing work compensated at a higher rate, before any additional compensation will be considered. Department Heads/Elected Officials shall provide documentation to the BOCC of the alternatives explored and number of excessive hours worked and/or hours projected before any additional compensation can be considered. Ongoing status reports of the changed assignment will be provided by the Department Head/Elected Officials in order for the additional compensation to continue.

Nonexempt employees will typically not be provided additional compensation, since overtime compensation or additional hourly pay is provided for work beyond their normal work schedule. In addition, cross training and occasionally performing duties outside of an employee's pay grade is expected to occur to ensure services continue to be provided.

Section I - Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The Sheriff's Office may implement different work schedules for law enforcement employees as allowed by Washington statutes and the Fair Labor Standards Act. Departments or Offices may implement different workweek starting and ending periods in compliance with the Fair Labor Standards Act and as authorized by the Board of County Commissioners.

Hours of Work

The standard workweek for full-time employees in the service of the County shall be at least 35 hours, Monday through Friday. The standard workday shall be from 8:00 a.m. to 5:00 p.m. with one hour for lunch.

Due to the nature of the work, some departments/offices may have different schedules or different standard workweeks as determined by the Department Head and authorized by the Board of County Commissioners. The Department Head or Elected Official may have the need to change an employee's work schedule to better serve the citizens. In such cases, efforts will be made to provide a minimum of two weeks' notice to the employees and citizens, except in the case of an emergency.

Employees will submit their time record as directed by their Department Head or Elected Official. Each employee is to maintain an accurate daily record of his or her own hours worked. All absences from work schedules should be appropriately recorded. The Department Head or Elected Official, or their designee, is responsible for ensuring that the time sheets are maintained and accurate. Falsification of any claim for pay will be grounds for disciplinary action up to and including termination. No employee will be permitted to submit timesheets (or punch a time clock) for, or on behalf, of any other employee.

Nonexempt: FLSA requires the County to ensure compliance in their compensation of all hours worked by non-exempt, non-managerial type, positions. Employees shall seek authorization prior to working above their designated hours, scheduling vacation and, when possible, scheduling known sick leave absences.

FLSA Exempt, Salaried and Non-Covered: County employees who are FLSA exempt employees are expected to maintain an attendance pattern that ensures accomplishment of assigned tasks, exhibits leadership through good example, and accommodates the employees' off-the-job needs during slack periods. It is expected during a normal work assignment full time exempt employees will complete, or use accrued leave to account for, a forty hour work week. Exceptions may be granted by the Department Head with recorded justification. Timesheets will be used for distribution of charges for grant reimbursements, worker's compensation calculation and other cost accounting needs, and will reflect all hours or days worked. Sick and vacation accruals are provided to exempt employees and should be recorded when needed in eight-hour increments or more.

Flex Time

On occasion Department Heads or Elected Officials may authorize an established work day or partial workday to be exchanged for a non-scheduled workday or allow the employee to work additional hours within the defined workweek. All hours worked and flexed shall be reported on the appropriate timesheet. The total hours worked should reflect the employee's normally scheduled workweek. The flexing of an employee schedule should not be a generating factor for overtime compensation. Services to the public should not be unjustifiably impacted.

Section J - Overtime Pay (Nonexempt Employees)

Overtime is defined as hours worked or paid to an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Nonexempt employees who exceed 40 hours of work or paid time in a workweek will be paid time and one half. The law enforcement office may implement different work schedules as allowed by Washington statues and the Fair Labor Standards Act.

Paid leave, such as sick, holiday, compensatory or vacation pay is treated as time worked when calculating overtime.

Employees who are on variable schedules or flex their schedules as provided in this Article, Section I, Flex Time, will not use paid accruals to drive overtime.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night. Alternative workweeks can be established in departments/offices if they are clearly posted in advance, adhere to the Fair Labor Standards Act and are authorized by the Board of County Commissioners.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

Section K – Compensatory Time for Nonexempt Employees

Klickitat County allows the practice of compensatory time in lieu of overtime pay for nonexempt employees. Departments/Offices may elect not to offer compensatory time as part of established departmental policy. In such departments overtime shall be paid at one and one-half hours pay for each hour worked or paid in excess of forty.

Those departments electing to allow compensatory time shall conform to the compensatory time procedures as outlined in this policy.

If the department has elected to offer the benefit of compensatory time, a nonexempt employee may:

- Request compensatory time in lieu of overtime compensation. Only time worked or paid leave time above 40 hours shall be allowed to be accrued as compensatory time off. Compensatory time off shall be accrued and paid at the rate of one and one-half hours for each hour worked or paid leave time over 40 hours work in the designated workweek, unless provided otherwise by contract. Example: 2 hours worked above 40 = 3 hours accrued compensatory time.
- Request to use earned compensatory time off shall be granted within a reasonable time, unless to do so would be unduly disruptive to the work of the department.
- Employees can accrue compensatory time to a maximum of 24 hours unless additional accrual is authorized by the Board of County Commissioners or provided otherwise by contract. When the maximum is reached, any subsequent overtime hours must be paid in overtime compensation.
- Each department offering compensatory time in lieu of overtime pay shall accurately log compensatory time earned or used on timesheets for entry into the County accounting system.
- All accrued compensatory time shall be used or paid out at the end of each calendar year.
- Compensatory time earned prior to promotion or transfer will be either paid out or used prior to the employee moving to a new department/office and at the discretion of the employee's previous Department Head/Elected Official.

Section L - Meal/Rest Periods

The scheduling of meal periods at Klickitat County is set by the employee's immediate supervisor with the goal of providing the least possible disruption to County operations.

Mandatory Meal Periods

Employee meal periods are important to employees' health and the County's productivity. Non-exempt Employees who work at least five consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

Rest Breaks

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute paid rest break for each four hours of work. Most nonexempt employees are to be completely relieved of all job duties while on rest breaks.

Some non-exempt employees' work schedules have built in down time between assignments, except in cases of emergencies, where work is not conducted and they are relieved of job duties. Generally these employees are required to be present at the workplace. Employees should use and count such down time as rest breaks within the prescribed 15 minutes increments described above.

Section M - Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the County.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Employees must seek the Board of County Commissioners' authorization in advance to travel outside of the County for non-routine meetings and/or training and to obtain a travel advance. The Board's authorization will establish that the reasons for the travel merit the reimbursement. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Employees are to exercise prudent judgment in incurring travel expenses on official County business. Unauthorized or unnecessary expenses are not to be reimbursed as determined by the Board of County Commissioners.

The Board of County Commissioners, or their designee, will establish and post on or about January 1st of each year the Reimbursement Guidelines reflecting the mileage rate and per diem rates for meals and lodging that will be reimbursed. Employees will be notified if the rates are changed any time after the January 1st posting. If the traveler requires exceeding the established rates, the traveler will provide justification to the Board of County Commissioners and will only be reimbursed at the higher rate with the Board's prior approval.

For more details, refer to the shared drive for Reimbursement Rates and Guidelines and Authorization and Reimbursement forms or you may request a printed copy from the Human Resources Department.

When an employee is traveling on official County business, the Department Head or Elected Official will determine whether it is more economical to reimburse the employee for subsistence and/or lodging, or require the employee to return to the workplace or residence daily or on weekends.

The travel itinerary of an employee is to be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees to travel on official business in one vehicle, they are to do so. Nonexempt employees' travel time is compensated for the driver and passenger.

Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and adequate supporting documentation to obtain reimbursement of expenses. However, if the total reimbursable costs do not exceed \$50.00 in any month, the employee may wait and submit the claim the next month for which the total reimbursement will exceed \$50.00. All travel reimbursement requests must be submitted during the year the travel was conducted in.

Employees traveling on official County business may request a travel advance to pay for authorized and anticipated out of pocket travel cost. Employees must receive proper authorization from their supervisor and Board of County Commissioners using the proper forms posted on the shared drive and also available in the Human Resources Department. Within ten (10) business days from returning from the County business trip, employees shall submit a travel expense claim to the Auditor's Office. If expenses exceed the amount advanced they will be reimbursed the difference in a warrant. Any unexpended travel advances will be paid back to the County by the traveler at this time.

The reimbursement for subsistence incurred on official business shall be either on an actual expense basis or on a per diem basis as determined by the Department Head or Elected Official. Reimbursements shall not exceed the maximum per meal entitlement as reflected on the Reimbursement Guidelines, without prior approval from the Board of County Commissioners.

As a general rule, the costs of meals incurred within the County are non-reimbursable because ordinary meals are the responsibility of the employee. However, a Department Head or Elected Official may authorize reimbursement for the cost of meals incurred at special meetings, up to the maximum per meal as established by the Reimbursement Guidelines, unless the Board of County Commissioners approved otherwise.

Exempt employees will be paid their regular salary for week(s) in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Section N - Use of Motor Vehicles

Privately Owned Motor Vehicles

The Department Head or Elected Official, for any one of the following reasons, may authorize the use of privately owned motor vehicles in the conduct of official County business:

1. A County-owned or County-operated motor vehicle is not available.
2. It is found, mutually, to be more advantageous to the County and the employee that an employee travels by a privately owned motor vehicle rather than a common carrier or a County-owned or County-operated motor vehicle.

The driver is to adhere to careful driving practices, observe traffic laws and regulation at all times, and carries a valid driver's license and insurance on privately own motor vehicles used for County business.

County Owned Motor Vehicles, Machinery or Equipment

The Department Head or Elected Official must authorize any use of County-owned or operated motor vehicles.

Motor vehicles the County owns, rents, or leases are to be used only on official County business.

The driver shall be responsible for maintaining the good appearance of the motor vehicle. The driver is to adhere to careful driving practices, observe traffic laws and regulation at all times, and carries a valid driver's license.

The driver will be responsible for maintaining travel logs reflecting the mileage and the County business related reason for the trip.

Klickitat County Accident/Incident report forms are to be kept in the glove compartment of the motor vehicle for the employee's use.

County owned vehicles will be parked in designated County parking areas.

County vehicles will not be taken home except when an employee will routinely be called out to report to work at a location other than their primary work place (Courthouse, County Annexes, County Shops or Pioneer Center) and as approved by the Department Head or Elected Official.

Report of Accidents

All traffic accidents that occur while on County business are to be reported by the operator as soon as possible but within 24 hours to the Department Head or Elected Official and the proper law enforcement agency as required by law. The Department Head or Elected Official is to ensure a County Accident/Incident form is completed and submitted to the Prosecuting Attorney's Office who will forward the form to the Human Resources Department for any potential worker's compensation medical or time loss claim and ensure the County insurance agent is notified.

Post-accident

Employees who are driving on County business are subject to drug and alcohol testing when they cause or contribute to accidents that incurred disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle to their own personal vehicle or county vehicle; who receive a citation for moving traffic violation arising from the accident; result in an injury requiring off-site medical attention to themselves or another person; and/or loss of human life from the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident or as soon as possible but not more than four (4) hours from the time of the accident. Please refer to Article 4, Workplace Safety, Section A, Drug-Free Workplace.

Article 7 - TIME OFF/LEAVES OF ABSENCE

Section A - Holiday Pay

Regular full-time employees shall be entitled to the paid holidays specified by the Board of County Commissioners. Regular part-time employees or permanently furloughed working less than a 40 but at least 24 hours per week (.6 Full Time Equivalency) shall be entitled to paid holidays and a floating holiday on a pro-rated basis. Seasonal, temporary, emergency hire and casual employees do not receive pay for holidays not worked. Holiday pay includes a floating holiday that shall be paid at an employee's standard workday rate, up to a maximum of eight (8) hours.

~~Exempt and~~ Nonexempt employees working part-time (i.e. 3/8s) or alternative work schedules (i.e. 4/10s, 3/12s) shall utilize vacation or compensatory time with their holiday pay to make their assigned work day whole when the holiday falls on an assigned work day. Employees can also request to change their work week schedule to avoid the use of vacation, non-paid time or compensatory time with prior approval from their Department Head or Elected Official.

To be paid for a holiday, an employee must be on pay status the scheduled workday immediately preceding and immediately following the holiday. Employees are entitled to 10 specific holidays and one (1) floating holiday as specified below.

Holiday

New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Day

Date

January 1st
3rd Monday in January
3rd Monday in February
Last Monday in May
July 4th
1st Monday in September
November 11th
4th Thursday in November
4th Friday in November
December 25th

One Floating Holiday
between employee and employer

Date to be set by mutual agreement

Up to two (2) unpaid days will be granted to employees who desire to observe a religious holiday that is not recognized by the County.

When the holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed the following Monday. If an employee is on an authorized leave with pay when a holiday occurs, the holiday shall be paid and not charged against any accumulated sick or vacation leave.

The floating holiday shall be requested by the employee and approved by the supervisor, Department Head or Elected Official at the convenience of the County. The floating holiday shall be requested using the "Request for Leave" form or a form designated by the Elected Official or Department Head. A regular full-time employee may select as a floating holiday a minimum of two hours and a maximum of one workday that will not exceed eight hours each

calendar year. Floating holidays not used will not be carried over for the next calendar year and are not paid out if not used before an employee leaves the County. Newly hired exempt and nonexempt employees may select one workday as a floating holiday in their first calendar year of employment. Newly hired full-time employees will be provided an eight (8) hour floating holiday on their first tenth (10th) payroll check.

Newly hired regular part-time employees working less than a 40 hour work week but at least 24 hours per week (.6 FTE) shall be entitled to the above floating holiday on a pro-rated basis.

Holidays paid for but not worked, shall be recognized as time worked for the purpose of determining weekly overtime. Nonexempt employees who work on holidays shall be paid at the rate of one-and-one-half times the regular straight time hourly rate of pay for hours worked, in addition to regular holiday pay.

County services that operate twenty-four (24) hours a day and seven (7) days a week may, with Board of County Commissioners' approval, implement alternative holiday observance and compensation.

Section B - Vacation

Vacations are authorized for all regular full and part-time employees who work less than 40 but more than 24 hours per week (.60 FTE) on a pro-rated basis. Seasonal, temporary, emergency hire and casual employees are not eligible for vacation. Vacation accrual shall be at a flat rate according to the schedule below.

Vacation Accrual Rates

Months of Continuous Service	Monthly Vacation Accrual	Total Annual Leave Days/Hours
0-36 months (0 to 3 years)	1 day/8 hours	12 days/96 hours
37-96 months (3+ to 8 years)	1.25 days/10 hours	15 days/120 hours
97-156 months (8+ to 13 years)	1.5 days/12 hours	18 days/144 hours
157+ months (13+ yrs. or more)	2 days/16 hours	24 days/192 hours

Part Time or Permanently Furloughed Regular Employees Vacation Accrual Rate

Employees working less than 40 hour workweeks, but more than 24 hour workweeks, shall accrue vacation on a pro-rated basis of the above accrual rates. For example: a newly hired employee working 32 hour weeks (.8 FTE) will accrue 6.4 hours per month (8 hours x .8 FTE).

Receiving Vacation Accruals

Regular employees working greater than 24 hours per week (.6 FTE) shall accrue vacation at the appropriate rate following each completed month of continuous service. Employees must work or be paid at least 50% of the month to accrue their vacation leave the following month. Vacation will not be accrued during unpaid leaves or time not worked that exceed 50% of a calendar month.

Using Accrued Vacation Time

Only those days on which the employee would normally be required to work shall be counted in computing the vacation period to which the employee is entitled. Holidays shall not reduce the vacation bank when they occur during time taken as vacation by an employee. Should an employee become ill during his/her vacation time off, they will notify their supervisor promptly

and then may be allowed to use his/her accrued sick leave. The Department Head or Elected Official may request a physician statement to document the illness. Unpaid leave cannot be used for vacation time off, unless due to unusual circumstances the Board of County Commissioners grants approval.

Newly hired or re-hired employees' vacation leave cannot be used until the successful completion of their first six (6) months. However, newly hired employees may take up to five (5) scheduled work days as unpaid leave during their first 6 months of employment if approved by the Department Head/Elected Official.

Employees who are promoted or transferred shall be allowed to transfer accrued vacation leave, continue at their current vacation accrual rate and be allowed to take vacation in their new department/office when approved by the Department Head/Elected Official.

Vacation shall be requested using the "Request for Leave" form or form designated by the department/office. Employees must ensure that they have enough accrued leave available to cover the dates requested. The Department Head or Elected Official will grant vacation requests unless it creates a disruption of services to the citizens. Vacation time is intended to provide the employee with a period of relaxation away from work.

Vacation preferences among employees shall be resolved by the anticipated workload of the department. Every effort will be made to accommodate employee's requests.

Carry Over Limits of Unused Vacation

The vacation year shall follow the payroll calendar year. Any vacation earned and unused that exceeds the maximum accumulation allowable shall be forfeited as of January 1st of each calendar year. Maximum accumulations are defined below.

Full Time Regular Employees' Months of Continuous Service	Maximum Number of Vacation Hours You May Carry Over at the End of December
0-60 months (0 to 5 years)	80 hours of accrued vacation time
60+ to 120 months (5+ to 10 years)	120 hours of accrued vacation time
120+ months (10 years or more)	160 hours of accrued vacation time
<p>The above maximums will be pro-rated for part time employees. For example: a newly hired employee working 32 hours per week (.8 FTE) will be allowed to carry over 64 hours (80 hours x .8 FTE).</p>	

Employees who are unable to reduce vacation levels as outlined above due to the County canceling or denying a vacation request due to workload, may request an extension. The extension request must outline the number of vacation hours requesting to be carried over to the next calendar year and the reason(s) the vacation hours could not be used. The extension request will be submitted in writing to the Board of County Commissioners for their review and, if appropriate, an approval will be given.

Vacation hours granted to be carried over to the next year must be used within the first six (6) months (June 30th) and if not used will be lost on July 1st.

Section C – Paid Sick and Safe Leave

Paid sick and safe leave is available for employees to care for their own health and safety, and for the health and safety of their family members as described below.

Sick leave for the employee, or their immediate family member, is to provide time off from work to recuperate from physical or mental illnesses or injuries and is an integral component of the County's health insurance program.

Employees are eligible for paid sick leave for illness, well-care and safety for an employee's immediate family. Immediate family members are defined as a biological, adoptive, step, foster or legal guardian child; parent or parent-in-law; foster or step-parent; spouse, same sex or registered domestic partner; grandparent; grandchild; or sibling.

Paid sick leave may also be used for: the employees or immediate family member's preventative care such as medical/dental/optical appointment; closure of the employee's place of business or child's school/place of care by order of a public health official for any health-related reasons; or, if the employee or immediate family member is a victim of domestic violence, sexual assault or stalking.

Please refer to Sections D, F, I, J and K of this Article for other acceptable reasons for using your sick leave.

If sick leave is exhausted, any available full or part time regular employees' vacation hours will be used in its place, however, the employee can choose to retain three working days of their vacation during a qualified Family and Medical Leave Act event (please refer to Section E of this Article).

An employee who has a sick leave absence in excess of three consecutive working days or an employee suspected of leave abuse may be required to present medical documentation for the absence. Upon returning from an employee medical leave of absence, the County may require a release to work from the employee's health care provider to ensure the employee is safe to perform their duties. Reasonable accommodations to allow the employee to return to work will be made if medically required and requested.

The use of sick leave shall be reported using a "Request for Leave" form or the designated form/process used by the Department/Office.

Employees must provide reasonable notice of an absence from work. If an absence is foreseeable the employee must provide notice to their supervisor at least ten (10) days prior to the leave, or as early as practicable. If an absence is unforeseeable, the employee must contact their supervisor as soon as possible before the required start time of their work day. If the employee is unable to contact the supervisor, the employee should designate a person to contact the supervisor. If possible, notification should include expected duration of the absence.

All departments and offices will maintain a written form of the Board of County Commissioners Employee Handbook outlining our sick leave policies. During the new hire orientation employees will be informed of the Articles related to our sick leave policy in the BOCC Employee Handbook and provided access to the BOCC Employee Handbook on the County shared drive. Employees may request a copy of the Employee Handbook from the Human Resources Department or supervisor.

Consequences of Falsifying, Misrepresenting, or Failure to Provide Notice:

Abuse of paid sick leave by falsification, misrepresentation, or failure to report absence shall be cause for disciplinary action up to and including termination.

Accruals Rates, Caps and Carry Overs

1. Full & Part Time Regular Employees Sick Leave Accrual Rates and Caps

All full-time, regular employees accrue 8 hours of sick leave a month. Regular part-time employees working less than 40 but more than 24 hours per week (.60 FTE) or are permanently furloughed, shall accrue sick leave on a pro-rated basis. For example: a newly hired employee working 32 hours per week (.8 FTE) will accrue 6.4 hours per month (8 hours x .8 FTE).

Sick leave can be used only after it is earned. Full-time and part time regular employees must work or be paid at least 50% of the month to accrue their sick leave the following month. Sick leave will not be accrued during unpaid leaves or time not worked that exceed 50% of a calendar month. Sick leave can be used at a minimum of 30 minute increments or more.

Regular full-time employees who are scheduled to work 40 hours per week may accrue to a maximum of 1,440 hours. Regular part time employees working less than 40 but more than 24 hours per week (.60 FTE) or are permanently furloughed will have their maximum accrual cap prorated. For example: a .8 FTE or 32 hours per workweek may accrue up to 1,152 hours (1,440 hours x .8 FTE).

2. Seasonal, Temporary, Emergency Hires and Casual Employees Sick Leave Accrual Rates, Caps and Carry Over

Accruals: Seasonal, temporary, emergency hires and casual employees will accrue paid sick leave at a rate of one (1) hour for every forty hours worked.

Paid sick leave begins to accrue at the start of employment. Sick leave hours accrued and used will be reflected on the employees 10th payroll check. Employees will be able to use sick leave within 90 days of employment or as soon as it is reflected on the employee's 10th payroll check, whichever is sooner. Paid sick leave cannot exceed the accrued sick amount of hours as reflected on the employee's 10th payroll check. Sick leave can be used at a minimum of 30 minute increments or more.

Paid sick leave hours will be compensated at an employee's regular rate of pay, excluding overtime.

The County's paid sick leave accrual year is January 1st to December 31st. At the end of the paid sick leave accrual year (December 31st) unused paid sick leave balances of forty (40) hours or less will carry over to the following year. Any unused accrued sick leave hours exceeding forty (40) hours will be forfeited on December 31st.

Reinstatement of Employment: When a seasonal, temporary, emergency hires or casual employee separate from employment and is rehired by the County within

twelve (12) months or separation, an employee who reached the ninetieth (90th) calendar day of employment prior to separation shall have their previously accrued, unused sick leave restored for use upon rehire. If the employee did not reach the ninetieth (90th) calendar day of employment prior to separation, the previous period of employment must be counted for purpose of determining the date upon which the employee is entitled to use paid sick leave.

Upon rehire, the County will provide notification of the amount of accrued and unused sick leave balance.

Retaliation Prohibited: Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against are encouraged to contact their immediate supervisor or the Human Resources Director. If an employee is not satisfied with the County's response, the employee may contact the Washington State Department of Labor & Industries at: Online: [www.Lni.wa.gov/Workplace Rights](http://www.Lni.wa.gov/Workplace%20Rights); Call: 1-866-219-7321, toll free; Visit: www/Lni.wa.gov/Offices; or, Email: ESgeneral@Lni.wa.gov.

Section D - Bereavement Leave

Five days leave is granted for the death of an employee's family member. "Family member" for bereavement leave purposes, means spouse, child, parent, grandparent, grandchild, sibling, or in-law, including those relationships arising by marriage, adoption, legal guardianship or as required by any laws. Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the County.

Time absent from work shall be charged to sick leave and deducted from the employee's accumulated sick leave. If the employee has no paid sick leave available all accrued paid leave must be exhausted before time off without pay may be granted.

Section E – Family, Medical and Military Caregiver Leave Policies

Klickitat County provides all regular employees with required notices pertaining to the Federal Family and Medical Leave Act (FMLA), encompassing the Military Family Leave, and the Washington Family Leave Act (FLA).

If you have any questions, concerns or disputes with this policy please contact the Human Resources Department.

General Provisions

Under this policy, Klickitat County will typically grant leaves of absences to our regular employees for their own serious health conditions, or that of their immediate family members, for up to 12 weeks. If the serious health condition is sustained in the line of military duty the leave of absence can be up to 26 weeks.

The details of the event will need to be shared with the Human Resources Department to determine the appropriate length of time for the qualifying event(s). Employees with questions about what illnesses and qualifying events are covered under this policy or under the County's sick leave policy (Section C) are encouraged to consult with the Human Resources Director.

Employee Status and Benefits During and When Returning from Leave

An employee who takes leave under this policy is entitled to:

- To be restored to the same or an equivalent job (same pay, benefits, and working conditions) when returning to work.
- The County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
- To maintain employment benefits accrued before the leave started.
- Be free from discrimination, disciplinary action, retaliation, or firing because the employee properly exercised, or attempted to exercise, their FMLA and FLA rights.

Eligibility

To qualify to take family or medical leave under this policy, the employee must generally be a regular employee and have worked for the County for 12 months and worked at least 1,250 hours during that year.

Types of Leave Covered

To qualify as an FMLA, Military FMLA or FLA leave of absence under this policy, the employee must be taking leave for one of the reasons listed below when their absence exceeds three consecutive days or will be on a regular intermittent basis:

- The serious mental or health condition of the employee that makes the employee unable to perform their duties. In cases of when an employee is disabled due to prenatal or birthing complications up to an additional 12 workweeks may be granted under the FLA.
- The birth of a child and in order to care for that child.
- The placement of a child from adoption or foster care and to care for a newly placed child.
- To care for a biological, adoptive, step, foster or legal guardian child; parent, parent-in-law, step-parent; spouse, same sex or registered domestic partner, grandparent, grandchild or sibling, with a serious mental or physical condition in which the family member is unable to care for themselves.
- Military caregiver leave to care for a biological, adoptive, step or foster child; parent, parent in law, step parent; spouse, same sex or registered domestic partner who is a service member or veteran and has a serious health condition or has injuries sustained in the line of duty while on active duty.
- Qualifying exigency leave for the employee's immediate family members of the National Guard or Reserves or of a regular component of the armed forces related to deployment or call to active duty. Qualifying exigencies related to the family member's deployment

can include: short notice deployment, military events and related activities, arranging for alternative childcare, financial and legal arrangements, counseling, rest and recuperation and post-deployment activities.

Serious Health Condition Definition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, in which the employee, or immediate family member is incapacitated in excess of three consecutive days or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or intermittent absences.

Amount of Leave

Generally an eligible employee may take up to 12 weeks for their own or immediate family's serious health condition as FMLA and/or FLA qualified events during any 12-month period.

An eligible employee can take up to 26 weeks for the FMLA Military caregiver leave, for the same circumstances described above, if they are a service member or caring for a service member or veteran during a single 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the County and each wishes to take leave for the same reasons of the illness or birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. The wife will be entitled to additional leave under FLA for any period of disability during the pregnancy and after childbirth, to be determined by the health care provider.

If a husband and wife both work for the County and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 or 26 workweeks of available and qualified leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

Intermittent Leave or a Reduced Work Schedule

The employee qualified for a leave under this policy, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed their qualified total of 12 or 26 workweeks over a 12-month period.

Use of Paid and Unpaid Leave

Employees are required to use all accrued sick, floating holiday and vacation leave which must run concurrently with FMLA, Military FMLA and FLA leave. Employees may retain up to three days of their vacation accruals when a request has been made to their supervisor, except if the employee has agreed to accept donated vacation leave (See Section F of this article).

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Human Resources Director with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Human Resources Director will provide the employee with the Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave.

Certification for the Serious Health Condition

The County will require certification from a licensed health care provider for the employee, family member and/or covered service member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Military Deployment Leave

The County will require certification of the call to military service of an employee's immediate family member. The employee will provide the bona fide military notification within 5 days of receipt of the order to the Human Resources Department or provide reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The County may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request recertification for a reoccurring serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Intent to Return to Work from FMLA Leave

The County may require an employee on FMLA leave to report periodically on their status and intent to return to work.

Return to Work After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider before being scheduled back to work.

Adherence to Revisions

These provisions may be updated to reflect adherence to any revisions in FMLA and Washington's Family Leave laws.

Section F - Military Leave of Absence

Klickitat County is committed to protecting the job rights of employees absent on military leave for themselves or family members.

In accordance with federal and state law, it is the County's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or County policy. If any employee believes that he or she has been subjected to discrimination in violation of County policy, the employee should immediately contact the Human Resources Department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, may be taken for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Military leave is paid time, up to 21 days of each year, beginning October 1st and ending the following September 30th as currently provided in RCW 38.40.060. Health care coverage is provided as if the service member had remained employed.

The employee may elect to use sick or vacation accruals or compensatory time off during a military leave of absence that exceeds the 21 days. They may also elect to continue the County provided health insurance for up to 24 months. The employee is required to pay the full premium as determined by the health insurance provider.

Certification of Qualifying Military Leave

The County will require certification of the call to military service. The employee will provide the bona fide military notification within 5 days of receipt of the order to the Human Resources Department or provide a reasonable explanation for the delay. Failure to provide certification or explanation may result in a denial of continuation of leave.

The County shall observe the current, and comply with any revisions, of the state and federal statutes and laws (currently USERRA 38 U.S.C. 4301-4335, Federal FMLA, RCW 38.40.060 and RCW 49.77).

These provisions may be updated to reflect adherence to any revisions in USERRA, Federal FMLA and Washington's RCW(s).

Please contact the Human Resources Department for forms, detailed information on eligibility, employees' rights while on leave and job restoration upon completion of leave.

Section G - Personal Leave of Absence Without Pay

Under unusual individual circumstances an employee may apply for leave without pay, which may be beyond FMLA or military leaves of absences. Elected Official may grant such leave not exceeding one (1) year. Department Heads may grant requests for unpaid personal leave not to exceed five (5) working days. The Board of Commissioners, based on the recommendation of the Department Head, may grant such leave that exceeds five working days, not to exceed one year.

Personal leave without pay shall be requested using the "Request for Leave" form, or the designated form/process used by the Department/Office, and submitted at least two weeks in advance of the requested leave period.

The employee shall not be guaranteed reinstatement to his/her previous position or to any position unless such agreement is made in writing, approved as to form by the Prosecuting Attorney, and approved by the Board of County Commissioners before a personal leave begins.

Leave without pay shall be granted only after an employee has exhausted all paid leave. Personal leave must not be used for the purpose of outside employment.

Continuation of health insurance will be offered as provided by COBRA, outlined in Article 4, Employment, Section F, Separation of Employment, Continuation of Health Insurance Upon Separation of Employment/Loss of Benefits.

Section H - Off the Job Disability

Employees, or their immediate family members, who have become permanently or temporarily disabled due to a non-work related illness or injury and have exhausted all of their benefits in the prescribed timelines of the Family, Medical, Military Leave Acts may request from their Elected Officials or the Board of County Commissioners for the employees working in their department/office to extend their leave from work, but not to exceed a total of one calendar year when all absences are combined.

Such extensions are only granted with health care provider certification, due extenuating circumstances and when the County services will not be negatively impacted. The County reserves the sole right to make the determination if the extenuating circumstances merit such an extension.

The employee shall not be guaranteed reinstatement to his/her previous position or to any position unless such agreement is made in writing, approved as to form by the Prosecuting Attorney, and approved by the Board of County Commissioners before a personal leave begins.

Leave without pay shall be granted only after an employee has exhausted all paid leave. Continuation of health insurance will be offered as provided by COBRA, outlined in Article 4, Employment, Section F, Separation of Employment, Continuation of Health Insurance Upon Separation of Employment/Loss of Benefits.

Section I - On the Job Disability

Employees who are injured on the job and file for Worker's Compensation may use accumulated sick time, compensatory time and/or vacation time while the claim is being processed.

If an employee is absent due to illness or injury for which he or she is receiving payment from a state industrial insurance, or other state mandated plan, the County may, upon request by the employee, pay the difference between the employee's regular wages paid in sick, vacation or compensatory time and the amount received from the state or other benefits. If the employee elects to use their paid accruals and upon receiving payment from the Worker's Compensation carrier, state industrial insurance, or other state mandated plan, must "buy back" the accrued

sick, vacation or compensatory time used and hours purchased back will be reinstated. Employees shall never receive more compensation off the job than if working.

Vacation and sick leave accruals and holiday pay will be administered as outlined in Section 1, A, B and C of this Article.

Insurance for employees on unpaid leave and state industrial insurance paid leave will be eligible for COBRA benefits with premiums being the responsibility of the employee as outlined in Article 4, Employment, Section F, Separation of Employment, Continuation of Health Insurance Upon Separation of Employment/Loss of Benefits.

Section J - Leave Sharing

Employees may, with the approval of the Department Head or Elected Official, donate vacation leave to another Klickitat County employee for sick leave purposes provided that the employee is eligible to receive shared leave as determined by the Department Head or Elected Official using the following criteria:

1. The employee or their immediate family member suffers from an illness, injury, impairment, military medical leave, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or will be likely to cause, the employee to go on leave without pay or terminate from the County;
2. The employee's job is one in which vacation leave and/or sick leave can be used or accrued;
3. The employee's absence and the use of shared leave are justified;
4. The employee has exhausted or will exhaust his/her vacation leave, sick leave, and all other paid leaves available to him/her; and
5. The employee has abided by the County regulations regarding sick leave and vacation leave use.

An employee who wishes to receive vacation leave under this policy (recipient) shall follow standard leave request policy, including submitting a "Request for Leave" form, or the designated form/process approved by the Department Head or Elected Official.

An employee may donate accrued vacation leave to another employee by signing an authorization form to do so. Shared leave will be donated on an hour for hour basis. Unused donations of leave shall be returned to the donor. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.

All forms of paid leave available for use by the recipient must be used prior to using shared leave. The recipient will continue to be paid his/her regular rate of pay while on shared leave.

Section K - Jury Duty

If an employee is called for jury duty or is subpoenaed as a witness, the employee shall not suffer any loss of regular compensation from such absence. An employee released from jury duty for part of a day shall report to work. If less than two hours remain in the work shift, the employee shall call his/her supervisor for instructions.

Section L – Leave of Absence Due to Emergency Conditions

It is the policy of the County that all County offices and activities shall be open and in operation during established working hours. Because many County services are of primary importance during emergency conditions, all employees should make every effort to report for work on a timely basis. Should emergency conditions prevail which would prevent County employees from reporting to work, it will be the responsibility of the employee to contact his/her supervisor or Department Head by telephone to indicate anticipated absence from work or late arrival to work and the reason for such absence or tardiness.

Should conditions prevail that require the Board of Commissioners to announce curtailment of County operations for the safety and welfare of County employees, no pay shall be deducted for time lost during the first two days of lost time during such curtailment of operations, nor shall employees be required to use vacation or compensatory time for such two-day periods unless the employee had already scheduled the time as vacation, sick or compensatory time off. This provision does not apply to essential service personnel (County Sheriff's employees and County road crews).

Any employee unable to report to work, due to emergency conditions, must exhaust any accumulated paid leave (other than sick leave) before having pay deducted for the time lost.

Section M - Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Human Resources Department will ensure a designated room is available for this purpose. Nursing mothers wishing to use this room must request/reserve the room by contacting the Human Resources Department. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

Article 8 – BENEFITS

The Board of County Commissioners reserves the right to make changes in the carriers and provisions of any and all of these programs when deemed necessary or advisable.

The Human Resources Department will review eligibility requirements, effective dates, County and employee's contribution levels, summary of plans currently offered and change of status entitlements during new hire orientations and the fall open enrollment meetings held for all employees.

For more information regarding benefits plans, please refer to the County's Summary Plan Descriptions, which are on the shared drive: J:\KC-Personnel\FORMS\Insurance, on the County Human Resources website and available in the Human Resources Department. The Human Resources Department, or a third party benefit administrator, if applicable, is also available to answer benefits plan questions.

Section A – Insurance Plans

The County currently offers regular full and part time employees regularly scheduled to work a minimum of 24 hours per week (please refer to Article 4, Sections B & C for eligibility requirements) enrollment in medical, dental, vision, life insurance, employee assistance program and long term disability insurance coverage options. Eligible employees must be on paid status at least 50% of a month to earn County paid coverage for the following month, unless:

1. The absence and unpaid status is due to FMLA leave.
2. Life insurance and long term disability benefits end on the last day worked, regardless of work or pay status in the previous month.

New regular employees generally must make their insurance plan elections before the end of their first payroll period. Once made, elections are fixed for the remainder of the plan year. Changes in family status as defined in the Plan document (i.e., marriage, birth of a child, divorce, etc.) allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

Each fall during the open enrollment period, employees may change their insurance elections for a November 1st effective date. Employees will be provided advance notice of open enrollment period by the Human Resources Department.

The Board of County Commissioners determines the County's contributions towards regular employees' insurance and in compliance with federal and state mandates.

Please refer to Article 4, EMPLOYMENT, Section H, Separation of Employment, Types of Separation or Reduction of hour and Continuation of Health Insurance Upon Separation of Employment/Loss of Benefits, to learn details of the Consolidated Omnibus Budget Reconciliation Act (COBRA) provisions to provide the continuation of health insurance to you and/or your dependents. Notification of separation of employment, or becoming ineligible for

benefits as mandated by the health insurance provider, will be provided to the health insurance carrier.

Section B - Flexible Spending Account

We currently offer a voluntary and employee-funded flexible spending account (FSA) to regular employees. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical, dental or vision insurance deductibles, co-payments, and out-of-pocket costs.

If eligible medical, dental or vision expenses and reimbursement requests submitted to the carrier are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

Section C - Retirement Plans

All regular employees who meet the criteria established by state and federal laws are contributing members to one or more of the following Washington State Department of Retirement Systems retirement plans: 1) Public Employees Retirement System (PERS) for regular employees; 2) Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) for law enforcement employees; 3) Public Safety Employee's Retirement Systems (PSERS); for correction officers and probationary counselors/officers and, 4) Social Security for all employees.

Section D - Workers' Compensation Benefits

The County is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor and complete an accident/incident report as outlined in Article 3, Section D.

Section E - Job Related Development/Education/Training

Educating and training employees is a benefit to Klickitat County. The County offers employees every reasonable opportunity for advancement through increased knowledge, education, training and experience. Employees are encouraged to take outside educational courses that are available and that may increase their ability and enhance their value to the County.

Klickitat County supports the concept of shared responsibility for career development. Both the County and the individual share the responsibility of continued improvement. The County wishes to handle the various educational and training opportunities in as uniform a manner as possible. Education and training occurring outside the County and having any cost to the County shall conform to this policy.

The County agrees to provide the appropriate funding for employees, for pre-authorized job-related development, education, and/or training. If partial assistance is furnished by another agency, the County shall provide the appropriate funding for the non-funded portion remaining.

To be eligible, the employee must demonstrate to his/her supervisor that:

1. The development/education/training is necessary for improving skills in the current position or to qualify for promotion OR is necessary for maintaining certification required for the employee's position;
2. The money is budgeted in the operating budget;
3. It is in the County's best interest for the employee to obtain this development, education and/or training; and,
4. County services will be substantially improved by authorization of this development, education and/or training.

Such employee shall make his/her request in writing to his/her supervisor, who shall submit it with comments to the Department Head or Elected Official for approval of the expenditure of funds.

On-the-Job Training

Klickitat County will attempt to provide employees with training necessary for the proper performance of their job, and will attempt to assist employees, having capacities for greater responsibility, by training them for promotion within the County. The County shall pay on-the-job training in full, unless the employee is enrolled in a workforce readiness program or other job training opportunity that may fully or partially pay for on-the-job training.

In addition to the usual day-to-day instruction and training accomplished through performance of the job, Department Heads or Elected Officials shall utilize other training aids and devices, including, but not limited to the following:

1. Cross training of personnel is encouraged, and part of the employee's current compensation, to ensure well-informed service is provided to the public when an employee is absent.
2. Securing textbooks and other reference materials that are helpful in improving skills and abilities.
3. Specialized training courses, workshops and seminars by staff and outside experts, when appropriate to the job and available within the budget.
4. Develop internal procedure manuals.

Nonexempt employees shall be paid for time spent at pre-authorized required training courses, workshops and seminars as approved by the Department Head or Elected Officials. Travel time to and from the pre-authorized required opportunities is paid time for nonexempt employees.

Section F - Membership in Professional and Technical Societies

County employees are encouraged to participate in the technical and professional societies of benefit to the County. These activities are considered a benefit to the County and to the employee as a result of additional knowledge or personal associations gained through the membership. The County, through the budgeting process, will select what fees and dues it will pay for its employees' membership in technical and professional societies. For any organization

for which the County pays the dues, the County address shall be used on all mail. The County will pay only basic national and local dues. The County will not pay voluntary program contributions for these professional and technical societies.

Section G - Professional and Technical Registration

The County encourages professional and technical registration by providing the necessary experience under the direction of registered professionals, and assumes that each qualified individual will want to achieve professional status at the earliest opportunity. The County may pay fees for professional and technical certificates and licenses for its employees if determined by the Department Head or Elected Official, with concurrence of the Board of Commissioners, to be of benefit to the County.

APPENDIX A

Klickitat County Complaint Procedure

Department Heads or Elected Officials are encouraged to review the complaint with the Human Resources Director prior to commencing with an investigation.

If the employee is unable or unwilling to resolve their complaint of harassment, whistle blower, bullying, violence in the workplace, retaliation for making a complaint or discrimination complaint at the department or office level, as outlined in Articles 2 and 3, Sections B & C, they should report any allegations or complaints to the Human Resources Director within ten (10) days of an unsatisfactory responses at the office/department level or forty five (45) calendar days of becoming aware of any event described above in which resolving the issue at the office/department level is not feasible due to a conflict of interest.

A complaint must be in writing and signed by the employee(s) on the County Complaint Form that can be found on the shared drive or in the Human Resources Department. Where possible, it should include date(s) the incident(s) occurred, name(s) of the individual(s) involved, name(s) of witness(es), and a description of the incident(s). It may also include a statement of the desired remedy.

Because harassment of a protected class is illegal, reporting or discussing harassment of a protected class will result in an investigation.

Please see below and on the chart under "Alternative Options" for reporting complaints if a conflict of interest exists at any step of the complaint process.

Avoiding Conflicts of Interest:

1. The party may file their complaint with the Human Resources Director if there is a conflict of interest within the employee's department/office. The Human Resources Director shall consult with the Prosecuting Attorney for legal advice and counsel.
2. If the complaint is against the Prosecuting Attorney, the Human Resources Director will consult with the Board of County Commissioners (BOCC).
3. If the complaint is against the Human Resources Director, the employee will consult with the BOCC.
4. If the complaint is against a County Commissioner, the Human Resources Director will consult with the Chairperson or Vice Chairperson of the BOCC that is not part of the complaint.
5. If the complaint is against all three members of the BOCC, the Human Resources Director will consult with the Prosecuting Attorney or legal counsel from the Risk Pool insurance program if a conflict also exists with the Prosecuting Attorney.
6. If either the complainant or the alleged harasser raises a reasonable objection to an investigator, at the time the investigator is designated, the Human Resources Director, or other selected administrator, shall attempt to reassign the investigator.

Investigating Complaints:

1. The Human Resources Director, or other selected administrator, will immediately assess the need to prevent the alleged harasser from having contact with the alleged victim of harassment pending the outcome of the investigation.
2. The Human Resources Director, or other selected administrator, shall inform the BOCC within ten (10) business days from the complaint, if there is no conflict of interest, and determine the process to use to conduct an investigation. This timeframe may be extended if there is a scheduling conflict. The complainant will be informed of any delays and the reason(s) for the delay.
3. The Human Resources Director, or other selected administrator, shall immediately inform the Elected Official or Department Head impacted by the complaint and review the BOCC recommended process for how to proceed with an investigation, if there is no conflict of interest.
4. The Human Resources Director, or other selected administrator, will immediately commence an investigation of the complaint. As determined by the BOCC, the Human Resources Director or internal investigator may be precluded from investigating the complaint and an outside investigator may be retained due to the following concerns:
 - a. Workload issues preventing a timely investigation;
 - b. Specialized expertise in the facts, policy, or law involved;
 - c. Conflicts of interest or the potential for conflicts of interest;
 - d. Impartiality and/or the appearance of impartiality;
 - e. Complexity of the facts, policy or law involved; or
 - f. Other reasonable bases.

In the event that an outside investigator is required, the Human Resources Director will consider a qualified investigator within the Klickitat County Risk Pool Insurance Program prior to considering investigators elsewhere in eastern Washington and then beyond.

5. The investigator shall complete his or her investigation as promptly as possible while ensuring that the investigation is fair, complete, and impartial. The County shall endeavor to complete the investigation within 90 days. The Human Resources Director, or other selected administrator, shall regularly make contact with the complainant to inform the complainant about the status of the investigation and receive input on issues that may be impacting the complainant as a result of the complaint.
 - a. The investigation shall include interviews with the complainant and the alleged harasser and any other person(s) whom the investigator has reason to believe may have information directly related to the complaint or the investigation thereof.
 - b. Where appropriate, the investigator shall assure compliance with employees' Weingarten rights, i.e. right to union representation, if any. If an outside investigator is utilized, the Human Resources Director, or other selected administrator, shall assure compliance with employees' Weingarten and other rights.

- c. Employees shall cooperate fully with the investigation by answering the investigator's questions honestly and completely and complying with any other reasonable requests of the investigator. Failure to comply with these requirements subjects the employee to disciplinary action.
- d. In order to ensure that the integrity of the investigation is preserved, employees shall not discuss the allegations, the investigation, the identity of individuals interviewed, the questions asked by the investigator, the responses provided, or any other aspect of the investigation with anyone without the express authorization of the Human Resources Director, investigator or other selected administrator. This prohibition applies to all forms of communications. Employees may, however, discuss the matter with their union representative and/or attorney without authorization. Employees who become aware that another employee has violated this provision are required to report the violation to the Human Resources Director, or other selected administrator, immediately. Failure of an employee to comply with these requirements subjects the employee to disciplinary action.
- e. The investigator shall prepare and provide a report of the investigation to the Human Resources Director, or other selected administrator, who in turn will review the findings with the BOCC in executive session.
- f. To the extent that it does not hinder the investigation or the resolution of the complaint and is permitted under local, state and federal laws, management representatives and any independent investigator shall maintain the confidentiality of a harassment complaint to the extent possible.

Resolution of Harassment Complaints in Departments Supervised by the BOCC:

1. If the investigation substantiates the complaint of harassment, the Human Resources Director, or other selected administrator, shall make a recommendation regarding the appropriate resolution, including disciplinary action. Before making a recommendation to impose disciplinary action, the Human Resources Director, or other selected administrator, shall ensure the alleged harasser has been given the opportunity to review the results of the investigation, has been told of the evidence obtained, and has had an opportunity to provide a response to the outcome of the investigation. The Human Resources Director, or other selected administrator, will take the alleged harasser's response into account before making a final recommendation of any disciplinary action to the BOCC. If a consensus is not reached, the BOCC' decision on how to proceed will be final. The Human Resources Director, or other selected administrator, will present all evidence and the Board's recommendation to the Department Head to implement.
2. In addition to any disciplinary action taken, substantiated complaints shall be referenced in the alleged harasser's first performance evaluation following the conclusion of the investigation.
3. If during the course of the investigation, the investigator determines that the allegation or complaint of harassment or discrimination was reported to a management representative and that management representative failed to investigate and respond appropriately and/or report the complaint to the Human Resources Director, or other selected administrator, further investigation will be conducted with the management representative. After the investigation is concluded, the Human Resources Director, or other selected administrator, shall submit a recommendation to the Board of County Commissioners of what is deemed

the appropriate resolution, including disciplinary action. The Board of County Commissioners' decision on how to proceed will be final.

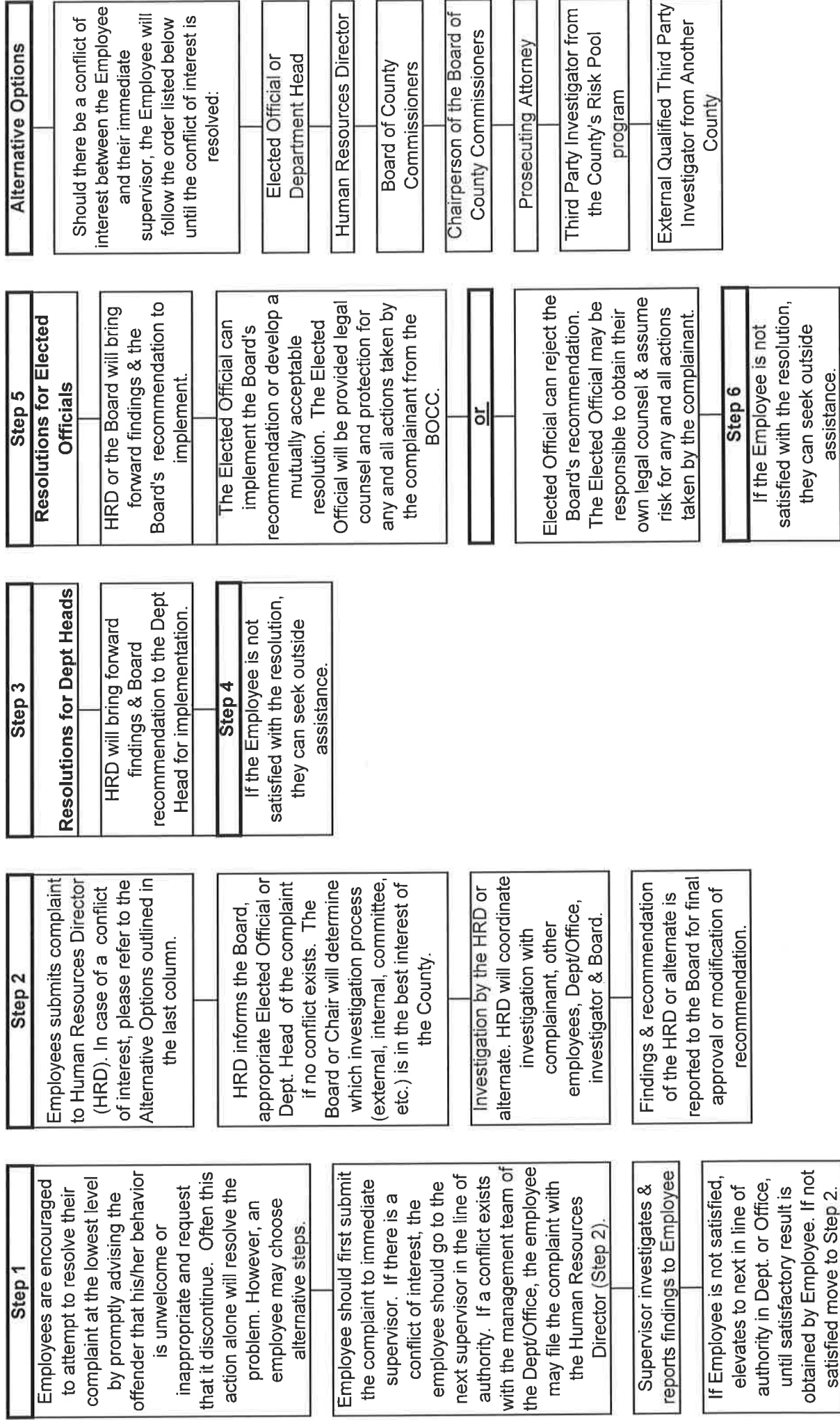
4. The Human Resources Director, or other selected administrator, shall inquire of the complainant following a report of harassment, at a frequency and for whatever duration is appropriate to ensure the harassment has not resumed and that the complainant has not been retaliated against for making a complaint.

Resolution of Harassment Complaints in an Elected Official's Office:

If the harasser works in an Elected Official's Office, the Human Resources Director, or other selected administrator, will bring the complaint to the Elected Official and review the BOCC recommendation for investigation. If the complaint is against the Elected Official, the Human Resources Director will bring the complaint to the Board of County Commissioners.

If the Elected Official chooses to appropriately investigate and handle a complaint of harassment or not, the Elected Official will be notified in writing by the Prosecuting Attorney, or an independent legal counsel of the Board of County Commissioners, of the potential of withdrawal of the County's legal and financial protection. In such cases, the Elected Official may be responsible for any and all actions taken by the complainant, the cost of any litigation and obtaining their own legal counsel depending on the level of the complaint and as allowed by law.

Klickitat County Complaint Procedure



APPENDIX B

TERMINOLOGY

Adjusted Hire Date: is a process of adjusting the hire date for calculation of certain benefits. The adjusted hire date shall be the 1st day of the month of hire for those starting on the 1st up to and including the 15th day of the month of hire. The adjusted hire date shall be the 1st day of the month following the month of hire for those starting on the 16th or later in the month of hire.

Anniversary Date: annual anniversary of an employee's current adjusted hire date.

Appointed Official: shall include all Department Heads appointed by the Board of County Commissioners, County Weed Board, District Court Judges, Superior Court Judge or Washington State University as well as those officials appointed by an Elected Official under Title 36.

Civil Service Positions: all positions authorized by the provisions of RCW 41.14 shall include all Deputy Sheriffs or other employees of the Sheriff's Office with exception of the Sheriff and his/her appointed administrative staff positions and any special deputies.

Completed Month (for fringe benefit accrual purposes): is a completed payroll month during which an employee must have been on a paid status for more than 50% of the month.

Continuous Service: service time starting with date of hire and continuing up to the end of County employment. Periods of approved leave without pay and FMLA shall not reduce this time.

Department: organizational unit managed by a department head, includes the department head and all divisions in the department. (Note: a department defined in the County's financial software system for budgetary and payroll purposes may actually represent sub-departments, divisions or segmentation of departments and shall not be used to define departments for this policy).

Department Head: an appointed official hired to manage a department. The designation of Department Head shall be clearly defined upon hire.

Hire Date: first date of actual work for which employee is compensated by the County. Employees which ended their employment with the County and then hire on again with the County except through layoff, recall or reinstatement for an unjust-termination shall begin with a new hire date. Recalled and reinstated employees shall regain their hire date prior to the layoff or unjust termination.

Length of Service: length of an employee's continuous employment with the County. Length of service shall be measured in years for full-time County employees. Length of service for employees classified as other than full-time in the Senior Services Department shall be measured in hours of work. For such employees two-thousand-eighty hours shall equal one year.

Light Duty: the approved performance of work other than an employee's standard duties which is usually authorized by a physician to accommodate short term physical restrictions.

Newly Hired: an employee who has recently begun employment with the County, as opposed to one which has been transferred or promoted into a different position.

Payroll Year: the payroll year begins at 12:00 am on January 1 and continues to 11:59 pm on December 31.

Seniority Date: date associated with union membership used to apply certain terms of a union contract. For regular employees, hire date may apply to layoff or promotional situations.

APPENDIX C

Volunteer Firefighting Policy

Any regular full time non-represented Employee who is called for volunteer firefighting duty and is a certified firefighter shall receive from the County the difference between regular pay and the compensation received for certified firefighting duty for the actual time the Employee is required to be absent from work because of certified firefighting duty. Any such absence shall not be counted against accumulated sick leave or annual vacation leave. Certified firefighting duty pay shall not exceed eight (8) hours of regular wages per year and shall be considered non-work hours. Payment is applicable when an Employee may be tardy or absent due to firefighting, as verified by written documentation from the Fire District and only when such Employee has notified the Employer 30 minutes prior to their work shift. Accrued vacation or compensatory time must be utilized for hours needed in excess of the eight (8) hours provided above. Absence due to firefighting duty must be approved by the supervisor/director/elected official prior to absence.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Policy.

The Employee Handbook describes important information about Klickitat County, and I understand that I should consult with my manager or Human Resources Department regarding any questions not answered in the policy. I have entered into my employment relationship with Klickitat County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Klickitat County or I can terminate the relationship at will, with or without cause, at any time, with or without notice, so long as there is not violation of applicable collective bargaining agreement, federal or state law.

I understand and agree that, other than the Commissioners of Klickitat County, no manager, supervisor or representative of Klickitat County has any authority to enter into any agreement for employment other than at will; only the Board of County Commissioners (BOCC) has the authority to make any such agreement and then only in writing signed by the BOCC.

This policy and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Klickitat County. By distributing this policy, the County expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Klickitat County and the County reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the BOCC has the ability to adopt any revisions to this policy.

Some subjects described in this policy are covered in detail in official policy or collective bargaining agreements and documents. Refer to these documents for specific information because the policy only briefly summarizes those guidelines and benefits. **Please note that the terms of the written insurance policies, collective bargaining agreements, local, state and federal law are controlling and override any conflicting statements made in this or other documents.**

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Klickitat County is employment at will, which may be terminated at the will of either Klickitat County or me, with or without cause, with or without notice. Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I further acknowledge that nothing in this handbook should be construed as promises of specific treatment in specific circumstances and that I have no guarantee of progressive discipline.

I have received the policy, and I understand that it is my responsibility to read and comply with the policies contained in this policy and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

APPENDIX D

HOSTING POLICY

Klickitat County may pay reasonable expenses for hosting (meals/non-alcoholic beverages/tips) for other elected officials, employees and non-employees when there is public benefit to be derived from such hosting.

Where there is felt a need to provide food and non-alcoholic beverages at public expense the important variables to consider are the identities of those consuming the food and non-alcoholic beverage, the nature and purpose of the occasion for the consumption, and the benefit to the public.

The Board of County Commissioners is responsible for reviewing and approving/disapproving all requests for expenditures of public funds for hosting and to review this policy on a periodic basis to determine when and if revisions are necessary.

Elected Officials and Department Heads are responsible to prepare and present to the Board of County Commissioners all requests for hosting prior to the event. The request must include the proper budget for recording the expense for hosting, the estimated cost, and the purpose and public benefit of the occasion. They are to ensure all necessary documentation accompanies vouchers submitted to the Auditor's Office for payment to include original invoice, a list of attendees and the authorization by the Board of County Commissioners.

In the event that a claim for reimbursement is rejected by the Auditor's Office the decision may be appealed to the Board of County Commissioners stating why the Elected Official or Department Head contends this is appropriate payment under this policy.

Generally, acceptable reasons for providing meals or non-alcoholic beverages are: monthly or yearly meetings of other elected officials or management teams during a business related meeting; light refreshments for volunteer boards; employee meeting during an emergency (natural disasters, etc.), and special occasions recognizing volunteers which serve the County's interests. Hosting privileges does not include coffee and coffee supplies for offices or departments.

The County shall not be responsible for any claims made by an outside party or provider for unauthorized meals or non-alcoholic beverages contracted for by an employee or elected official.

This policy applies to all employees and elected officials of Klickitat County. Expenses for spouses, guests or family members are not reimbursable.

