

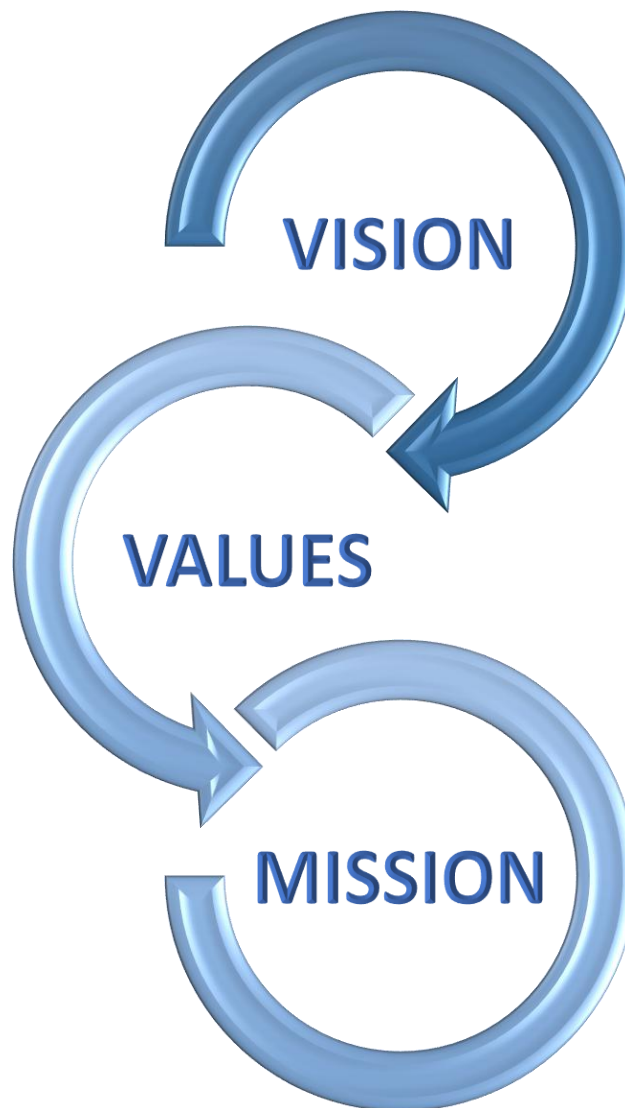


PERSONNEL POLICY MANUAL

These policies serve as a general guide to the City's current employment practices and procedures. We hope they provide an understanding of how the City operates and what is expected of you as an employee. They also describe the compensation and benefits the City provides you.

IN SERVING OUR COMMUNITY, WE ARE:

- *Transparent in every action.*
- *Responsive in addressing all concerns.*
- *Accountable in all we do.*
- *Innovative in our work.*
- *Trustworthy in the eyes of those we serve.*
- *Sustainable fiscally and environmentally.*



**SNOQUALMIE IS
EXTRAORDINARY,**
*genuine in its beauty,
people, and quality of life.*

WE ARE STEWARDS of
*our natural and built
environment, striving to
preserve and create an
extraordinary community
for our residents,
businesses, neighbors,
and visitors.*

CITY OF SNOQUALMIE PERSONNEL POLICY MANUAL

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GENERAL PROVISIONS AND AT-WILL DISCLAIMER

1.1 PURPOSE

The objective of these policies is to facilitate efficient service to the public and to provide a personnel management system within the City of Snoqualmie (the “City”) government that provides equitable and uniform treatment of all employees.

These policies shall apply to all City employees, but shall not apply to elected officials, volunteers, or independent contractors unless expressly stated in applicable policies, or when otherwise required by law.

This manual is a general informational guide to the City's current employment policies. Additional information or clarification may be obtained from the employee's supervisor, Human Resources, or City Administrator. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as well as other City policies and practices, whether informal or formal, and including those not contained in this document, as the City deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost-efficient services to citizens.

1.1.1 IMPLEMENTATION, AMENDMENT, AND ENFORCEMENT

The Mayor, and City Administrator when directed by the Mayor, are hereby authorized and directed to update the City of Snoqualmie Personnel Policies, as necessary.

The Mayor, and City Administrator when directed by the Mayor, are also authorized to make such future additional amendments to these personnel policies as may be necessary to: (a) make the policies consistent with local, state, or federal laws and regulations, and (b) provide for a more efficient, equitable, uniform, and consistent administration and management of personnel matters; provided, that amendments to personnel policies that increase employee wages, compensation (including compensated absences) or benefits, create new employee positions, or prescribe the duties, qualifications, or compensation of appointed officers specified by Ch. 2.64 of the City of Snoqualmie Municipal Code, shall require approval by the Mayor and City Council by formal resolution.

1.1.2 AT-WILL DISCLAIMER

The City's personnel policies do not constitute an employment contract, a promise of specific treatment, or a promise of employment of any specific duration between the City and its employees. The employment of non-represented employees at the City is “at-will” under Washington law, meaning the employment relationship can be terminated at any time, without cause or notice, by employees or by the City. Nothing in these personnel policies is intended to modify the at-will employment relationship with the City's non-represented workforce. No supervisor or other City representative has the authority to modify an

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employee's at-will status, or make representations that are inconsistent with these personnel policies, unless the modification is in writing and approved by the City Administrator or Mayor.

Represented employees included in a bargaining unit, and those employees covered by the City's Civil Service System, shall have "just cause" and/or tenure protections only as provided in the applicable collective bargaining agreement and/or Civil Service Rules and Regulations.

1.2 SCOPE

All City employees are covered by these policies. In cases where these policies conflict with collective bargaining agreements and agreements duly agreed upon between authorized employee organizations or unions and the City, or in cases where these policies conflict with Civil Service Rules and Regulations, statutes, or ordinances, the provisions of those more specific sources of employee rights and responsibilities shall govern.

1.3 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. Discrimination based on an individual's race, creed, color, national origin, citizenship or immigration status, families with children status, sex/gender, marital status, sexual orientation, age (age 40+), religion, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or legally-recognized service animal, genetic information, and any other characteristic protected by local, state, or federal law is prohibited.

1.3.1 DISABILITY ACCOMMODATION

The City is committed to providing reasonable workplace accommodations to any qualified individual with a disability who needs an accommodation to perform the essential functions of the job. Any employee who has a disability and wishes reasonable accommodation should promptly contact Human Resources. The City will work with the individual and, if necessary, the individual's health care provider(s), to explore the extent to which reasonable accommodation can be provided without undue hardship.

1.3.2 PUBLIC HEALTH AND INFECTIOUS DISEASE

Employees with life threatening illnesses, such as cancer, heart disease, AIDS/HIV, or communicable diseases such as tuberculosis or influenza, are permitted to continue working so long as they are able to maintain an acceptable level of performance and they are not a direct threat to themselves or their coworkers. The City reserves the right to reassign an employee or take other job actions when the employee poses a significant risk to the health and safety of fellow City employees or the public which cannot be eliminated by reasonable accommodation. In addition, during a declared public health emergency, the City complies with the requirements of Washington's Health Emergency Labor Standards Act (HELSA), as stated in RCW 49.17.062 – RCW 49.16.064.

1.3.2A RELIGIOUS ACCOMMODATION

The City provides reasonable accommodations for the sincerely held religious beliefs of employees, unless the accommodation would result in undue hardship. Employees whose religious beliefs or practices conflict with their job, work schedule, the City's uniform/appearance standards, or other aspects of employment, may submit a written request for accommodation to Human Resources. The written request should include an explanation of the religious conflict and the employee's suggested accommodation(s). Human Resources and the employee's supervisor may request a meeting with the employee to learn more. The City will review the request and evaluate whether there are viable options for reasonable accommodation.

1.3.3 HARASSMENT, DISCRIMINATION, AND RETALIATION

- A. The City strives to provide a work environment for its employees free from all verbal, physical, and visual forms of harassment, discrimination, and intimidation, including bullying. All employees are expected to be sensitive to and respectful of others and to act professional in the workplace. All forms of harassment and discrimination based on protected characteristics, including race, creed, color, national origin, citizenship or immigration status, families with children status, sex/gender, marital status, sexual orientation, age (age 40+), religion, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, the use of a trained dog guide or legally-recognized service animal, genetic information, and any other characteristics protected by local, state, or federal law are prohibited. Prompt disciplinary action will be taken against an employee who commits or participates in any form of unlawful harassment.

Other forms of inappropriate or unprofessional harassment or intimidation, including bullying, will be dealt with on a case-by-case basis, regardless of whether the conduct meets the legal definition of harassment or discrimination, and discipline may be imposed commensurate with the nature of the conduct and the impact of the conduct on others and morale in the workplace. The City will not tolerate the discrimination or harassment of City employees by anyone, including coworkers, contractors, vendors, members of the public, elected officials, or any other third parties.

- B. Harassment can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, online behavior or comments, or other verbal or physical conduct which: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.
- C. Sexual harassment is a type of harassment and occurs when the verbal and physical conduct described above is sexual in nature or is gender-based, i.e., directed at a person because of his/her/their sex/gender. Sexual harassment exists in the workplace when: (1) submission to the conduct is either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the

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conduct is used as the basis of an employment decision affecting an individual; or (3) the conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

- D. ALL EMPLOYEES ARE PROHIBITED FROM HARASSING OR DISCRIMINATING AGAINST ANY OTHER EMPLOYEE AND/OR FROM RETALIATING AGAINST ANYONE WHO MAKES A COMPLAINT OF HARASSMENT OR DISCRIMINATION. ANY EMPLOYEE WHO IS FOUND TO HAVE VIOLATED THIS POLICY WILL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING DISCHARGE.
- E. EMPLOYEE COMPLAINT PROCEDURE: Any employee, who feels he/she/they or another employee has been subjected to harassment or discrimination of any kind, by anyone, is encouraged to immediately identify the offensive behavior to the responsible party and request that it stop. If the employee is uncomfortable in addressing the matter directly with the responsible party, or if he/she/they does so and the behavior does not stop, the employee should report the matter immediately with the employee's Supervisor, Human Resources, Department Head, or the City Administrator. Complaints will be reviewed, and if deemed necessary, investigated thoroughly and promptly. All complaints will be handled confidentially to the extent reasonably possible, consistent with the need to fairly investigate, and subject to certain disclosure obligations required by Washington law. Refusal to cooperate in an investigation will be grounds for discipline, up to and including termination.
- F. SUPERVISOR REPORTING REQUIREMENTS: Any supervisory employee of the City who receives a complaint of harassment, discrimination, or intimidation, or who otherwise becomes aware of potential harassment, discrimination, intimidation, or other unprofessional behavior, must immediately notify Human Resources, the Department Head, or the City Administrator. The City's supervisors are held to a strict reporting obligation and must report any complaints or observed behavior in violation of this policy. Supervisors who fail to report concerns are subject to discipline, up to and including termination.
- G. ANTI-RETALIATION: The City strictly prohibits retaliation action against employees because of their good faith report of harassment, discrimination, or intimidation, or their participation in the investigation of allegations under this policy. Any employee who perceives retaliation in violation of this policy should immediately report their concerns to Human Resources, a Department Head, or the City Administrator.

1.4 DEFINITIONS

1.4.1 Administrative Leave: A temporary leave, typically with pay, during a workplace investigation, fitness-for-duty evaluation, or other administrative matter as deemed necessary by the City ([see Section 7.2.2](#)).

1.4.2 Anniversary Date: An annual date coinciding with an employee's most recent date of hire at the City. Where applicable, the Anniversary Date may be used for setting paid leave accruals, performance reviews,

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seniority, etc. Please note, the Anniversary Date may be different from an employee's Step Increase Anniversary Date (see definition below).

1.4.3 Applicant: A person who has submitted the required City application form(s) for an open position.

1.4.4 Appointing Authority: The individual or group of individuals responsible for appointment, discipline, and termination of an employee or employees.

1.4.5 Appointment: The assignment of a qualified applicant to a position by the appointing authority.

1.4.6 City: Refers to the City of Snoqualmie.

1.4.7 Class: A group of positions sufficiently similar in duties, responsibilities, authority, and minimum qualifications to permit combining them under a single title and applying to them common standards for selection and salary range.

1.4.8 Classification Plan: Approved position descriptions.

1.4.9 Compensation Schedule: A schedule of salary ranges of all classes in the service of the City, including single position classes, established in accordance with the criteria and procedures set forth in these policies.

1.4.10 Compensatory Time Off: Time off from work to compensate the employee for overtime worked. When approved, compensatory time off is earned at the rate of one and a half (1.5) hours for every one (1) hour of overtime worked.

1.4.11 Continuous Service: Employment without interruption at the City, except for authorized paid or unpaid leaves of absence.

1.4.12 Demotion: The movement of an employee from a higher level of responsibility to a lower level of responsibility, usually having a lower maximum rate of pay, through a reorganization, layoff, or disciplinary measure.

1.4.13 Disciplinary Action: Imposition of certain personnel actions (e.g., reprimand, warning, suspension, demotion, termination) as a result of poor performance or conduct detrimental to the City.

1.4.14 Examination: Any method or procedure used in the selection process to measure applicant abilities and suitability for a position, including, but not limited to oral interviews, written tests, performance tests, evaluation of performance during orientation period, and scored evaluation of education and experience.

1.4.15 Exempt Employee: An employee who is exempt from the overtime pay provisions of state and federal law who holds an administrative, executive, professional, or computer professional position.

1.4.16 Immediate Family: The spouse, registered domestic partner, parent, child, brother, sister, father-in-law, mother-in-law, son or daughter-in-law, grandparent, grandchild, or other relative living in the employee's household.(see [Section 2.11.3](#)).

1.4.17 Intern: A paid or unpaid temporary employee enrolled in a college, university, or vocational school who must obtain on-the-job experience in a field directly related to a course of study.

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1.4.18 Layoff: The involuntary termination of an employee for reasons due to insufficient workload and/or funds, the abolition of a position by the City Council, or other organizational changes. (see [Section 2.19, Re-employment](#)).

1.4.19 Management & Professional Employees ("M & P"): Non-represented, overtime exempt employees holding the level of director or higher (*i.e.*, management staff) and professional staff (*i.e.*, all other applicable managers and professionals).

1.4.20 Modified or Light Duty: A temporary assignment of limited duties made during an employee's recuperation from an illness or injury. Modified and/or light duty assignments are made at the discretion of the Department Head, in consultation with the City Administrator and Human Resources.

1.4.21 Nepotism: Employment of a member of an employee's immediate family, or of a person with whom an employee has a familial relationship (see [Section 2.11.3](#)).

1.4.22 Nonexempt Employee: An employee who is eligible to receive premium overtime pay pursuant to state or federal law.

1.4.23 Nonregular Employee: An employee who works less than half time in a designated work week, or in a position filled on a seasonal, temporary, or limited-term basis. Nonregular employees may work fixed or fluctuating schedules. Nonregular employees may not work more than 80 hours per month for more than four (4) consecutive months unless an expectation is granted by the City Administrator for unusual circumstances and good cause shown.

1.4.24 Overtime: Time worked in excess of the regularly scheduled full-time work period, or time worked in excess of 40 hours in a seven-day workweek, as deemed applicable to the employee.

1.4.25 Personnel Action: Any action taken with reference to appointment, compensation, promotion, transfer, layoff, demotion, dismissal, or other action affecting the status of employment.

1.4.26 Position: A group of current duties and responsibilities as set forth in a class description.

1.4.27 Probationary Employee: An employee who has not completed a probationary period as specified in [Section 2.15](#).

1.4.28 Probation Period: An introductory period during which a newly hired or promoted employee is required to demonstrate his/her/their ability and capacity to satisfactorily perform the duties of the position for which the employee has been appointed; or, in the case of disciplinary probation, a temporary period for the purpose of allowing a regular employee to demonstrate necessary improved performance.

1.4.29 Promotion: The movement of an employee from a position in one class to another class imposing increased responsibilities, requiring greater pay, and subjecting the employee to a probation period.

1.4.30 Reclassification: A change in the level of classification of a position in the pay plan.

1.4.31 Recognized Employee Organization: Any employee or labor organization or union which (1) includes employees of the City, and (2) has as one of its primary purposes' representation of employees in

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employment relations with the City, and (3) has become recognized by the City Council or Washington's Public Employment Relations Commission ("PERC").

1.4.32 Regular Employee: An employee who has successfully completed a probationary period in a regular, budgeted position established by the City Council. Regular employees are credited with service from the date of hire in a regular position.

1.4.33 Regular/Full-Time Position: A budgeted position with a full-time work schedule.

1.4.34 Regular/Part-Time Position: A budgeted position scheduled on a continuous basis for more than half-time but less than full-time in a designated work period.

1.4.35 Reinstatement: The return of an employee to the employee's former position within one (1) year after layoff or at any time after successful appeal of a suspension, reduction-in-responsibility, or termination.

1.4.36 Resignation: Voluntary termination by an employee.

1.4.37 Salary Range: The range of salary rates for a job title as set forth in a compensation schedule approved by the City Council.

1.4.38 Salary Step: The minimum, intermediate, and maximum increments of a salary range.

1.4.39 Seniority: Priority of an employee based on the length of the employee's continuous service to the City since the employee's most recent date of hire, excluding periods of unpaid leave excluded from the definition of continuous service.

1.4.40 Step Increase Anniversary Date: The date upon which an employee is eligible for an annual salary step increase. For newly hired employees, the Step Increase Anniversary Date is typically based on the date of hire, upon successful completion of the probationary period. Once an employee is promoted or transfers into a higher paying position, the employee will earn a promotional/transfer pay increase of at least five percent (5%) above their current wage, in lieu of an annual step increase, and the date of the promotion will become the new Step Increase Anniversary Date. All salary step increases are contingent upon satisfactory performance and available City budget.

1.4.41 Suspension: A temporary removal from duty without pay of an employee for disciplinary purposes or based on an employee's temporary inability to complete essential job functions.

1.4.42 Independent Contractors: Person hired on a contractual basis to fill temporary needs arising out of special projects, abnormal workloads, emergencies, or to replace a regular employee who is absent due to disability, illness, vacation, or other approved leave. Such persons are not employees of the City and are not eligible for employee benefits.

1.4.43 Termination: The involuntary cessation of employment with the City.

1.4.44 Transfer: The movement of an employee from one position to another position, having essentially the same salary range, involving the performance of similar duties or levels of responsibility, and requiring substantially the same basic qualifications.

1.4.45 Work Week: A fixed and regularly recurring period of seven (7) consecutive twenty-four (24) hour days, normally starting on Sunday at 12:01 am and ending on Saturday at midnight. Alternative work periods may be established for employees assigned to alternative work schedules and for law enforcement and fire personnel.

GENERAL POLICIES

2.1 APPLICATION

Application for employment shall be made in a manner prescribed by Human Resources. Electronic or paper application forms shall require information on specific job experience and training and shall contain questions designed to obtain job-related information. A City application form must be fully completed, signed, and dated by the applicant prior to being considered for any position. Resumes may supplement, but not replace, the City's official application form.

Employees who provide false or misleading information during the hiring process are subject to immediate termination and/or exclusion from any future applications.

2.2 ATTENDANCE AND TIMEKEEPING

Employees are expected, as a condition of employment, to be at work during their regularly scheduled workdays. Punctual and consistent attendance is a condition of employment and essential job function. Supervisors and/or Department Heads are expected, therefore, to maintain an accurate attendance record of each employee.

2.2.1 Timekeeping

Nonexempt Employees: To ensure the City has complete and accurate timekeeping records, and to ensure employees are fairly paid for all hours worked, nonexempt employees are required to accurately record all hours worked on the timekeeping systems maintained by the City. Nonexempt employees may be expected to review and verify their timekeeping records on a regular cadence. Nonexempt employees are also expected to record any usage of paid leave (vacation, sick, holiday, personal/floating holiday, compensatory time off) and any periods of unpaid time, including meal periods and approved unpaid leaves of absence.

Nonexempt employees are strictly prohibited from working "off the clock" and have an obligation to record all time worked, including any overtime. Employees with questions or concerns about their timekeeping obligations or the accuracy of their timekeeping records should immediately notify their supervisor or Human Resources.

Exempt Employees: Normally, absent performance concerns, exempt employees have discretion over their work schedules and therefore are not expected to record their daily hours worked. However, exempt employees are expected to record and deduct their usage of all forms of paid leave (PTO, holiday, personal/floating holiday, management leave, as deemed applicable). Exempt employees who work four (4) or more hours during a workday are not required to deduct from their paid leave accruals, provided employees do not abuse this privilege to routinely drop below full-time work expectations. Paid leave

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deductions are required only if an employee works less than four (4) hours during a workday, including full-day absences. Provided below are examples for an exempt employee normally working an eight (8) hour workday:

- Partial Day Absence, Deduction Not Required – The employee works four (4) hours and then leaves for a personal appointment for the remainder of the day. No deduction from paid leave is required.
- Partial Day Absence, Deduction Required – The employee works two (2) hours and then leaves for a personal appointment for the remainder of the day. A deduction of six (6) hours of paid leave is required.
- Full Day Absence, Deduction Required – The employee takes the entire day off. A deduction of eight (8) hours of paid leave is required.

Exempt employees who work alternate schedules (e.g., 4, 10-hour days) are expected to record PTO used in actual hours used (i.e., 10 hours deducted for a full day absence). For partial day absences, exempt employees assigned to alternative schedules are expected to follow the same rules as listed above when working less than four (4) hours during a workday (e.g., an employee scheduled to work 10 hours, who works only two (2) hours before leaving, is required to deduct eight (8) hours of paid leave to cover the entire workday).

In all instances, standard City holidays, floating holidays, and management leave days are distributed and recorded as day(s) taken, with eight (8) hours being a standard workday. Therefore, when using these accruals, and to align with payroll practices, eight (8) hours per day should be documented and be coded to holiday, floating holiday, or management leave. Exempt employees assigned to an alternative work schedule (i.e., 4, 10-hour days) will not have a salary deduction when coding these accruals as eight (8) hours. These accruals are to be used in full day increments only. All other sources of PTO may be used in less than full day increments.

2.2.2: Absent extenuating circumstances, employees who are unable to report for work on time must notify their Supervisor and/or Department Head as soon as they know they will be absent or tardy. If an employee is scheduled to begin work before any other employee, a message must be provided for the Supervisor and/or Department Head, reporting the reason for the absence or tardiness as soon as someone else is available to receive the call. If the absence continues for longer than a day, the employee shall notify the Supervisor and/or Department Head on a daily basis. ([See Section 6.3, Sick Leave](#)). If necessary, an employee may provide notice of an absence through a person on their behalf (e.g., a family member or friend).

2.2.3: Any unreported and/or unauthorized absence of an employee from work will be considered to be an absence without pay. Employees may be disciplined, up to and including discharge, for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

2.2.4: An unauthorized absence from work for three (3) consecutive scheduled workdays shall be considered voluntary "resignation not in good standing," unless the employee can provide an explanation acceptable to the City Administrator.

2.2.5 EMERGENCY CONDITIONS

- A. Employees are expected to be at work even during inclement weather disaster, or public emergency, and failure to report will be counted as absence from work (see Section B, below). An employee who is absent without authorization or notification may be subject to disciplinary action, up to and including termination.
- B. Should severe conditions (e.g., weather, disaster, public emergency) cause the Mayor or City Administrator to curtail any City operation for the safety and welfare of employees, or inhibit any City employee from reporting to work, or necessitate any employee to leave work early, affected employees will be given the following options, subject to Department Head approval:
 - 1. Taking work home or working remotely;
 - 2. Applying accrued paid leave (PTO, vacation, etc.) to offset any loss; or
 - 3. Having pay reduced for the time lost if PTO/vacation, etc are exhausted.
- C. Employees shall notify their Department Head of an anticipated absence from work and the reason for such absence or lateness caused by emergency conditions.
- D. Accrued sick leave cannot be used for absences for other than those specified in [Section 6.3](#).
- E. These provisions do not apply to employees on previously approved leaves.
- F. Under extreme circumstances, the Mayor may waive attendance requirements without applying the options listed in Section B, above.

2.3 DEMOTION

No employee is eligible or authorized to be demoted to a position for which the employee does not possess the minimum qualifications. An employee may be demoted (a) when the employee's standard performance falls below that established for the employee's particular class; (b) when the employee is incapable of performing the essential duties of the employee's position, with or without accommodation; (c) for disciplinary purposes; (d) in lieu of layoff (see also [Section 2.11 Nepotism](#)). An employee shall receive two (2) weeks' notice of a planned demotion, however, no such notice is required when the demotion is due to disciplinary misconduct.

The Department Head may authorize a demotion for any employee who requests it in lieu of layoff. Any demotion in lieu of layoff may be reversed at the discretion of the City Administrator if/when the employee's previous position is reopened.

2.4 DRIVERS LICENSE REQUIREMENTS (see also Vehicle Usage Policy in [Appendix F](#))

- A. An employee may be required to possess a valid Washington State driver's license as a condition of employment, where required by essential job functions or other legitimate business purposes. In addition, for specific positions at the City, an employee may also be required to possess a valid Commercial Driver's License (CDL).
- B. An employee may be subject to disciplinary action, including termination, for failure to maintain a valid Washington State driver's license or CDL as required by the employee's position.
- C. All other terms and conditions related to driver's license requirements are stated in [Appendix F, Vehicle Usage Policy](#).

2.5 DRUG-FREE WORKPLACE (see also [Drug & Alcohol Policy in Appendix G](#))

2.5.1: The manufacture, sale, distribution, possession, or use of unlawful drugs by City employees while on City premises, or performing duties on behalf of the City, is strictly prohibited. Violation of this policy may result in discipline, up to and including termination. Although cannabis/marijuana is legal in Washington, the City prohibits cannabis/marijuana, both recreational and medicinal, on an equivalent basis to other unlawful drugs under this policy.

2.5.2: The possession or use of alcohol on City premises, or while performing duties on behalf of the City, is strictly prohibited. From time to time, the Mayor or City Administrator may authorize the consumption of alcohol by City employees at official City social functions off City premises, including training events. When alcohol is authorized at official City social functions, employees are expected to consume alcohol in moderation only, follow all other City policies and behavior expectations, and observe all Washington laws, including those related to drinking and driving.

2.5.3: The City's policies and procedures regarding drugs and alcohol, including testing requirements, are established in [Appendix G \(Drug & Alcohol Policy\)](#) and [Appendix H \(Drug & Alcohol Policy for CDL Holders\)](#).

2.6 EMPLOYEE ASSISTANCE PROGRAM (EAP)

2.6.1: The Employee Assistance Program (EAP) is a voluntary program of professional and confidential counseling and assistance for employees whose job performance, health, or well-being are adversely affected by personal or family problems. Continuation of this program shall be dependent on allocation of funding in the City's annual budget and availability of the plan within the City's insurance benefits program.

2.6.2: The EAP provides diagnostic counseling and, if necessary, referral to service providers for specific treatment. Insurance coverage for the referral treatment is determined by the medical plan covering the individual employee.

2.6.3: Non-work-related personal problems do not relieve the employee of the responsibility to perform his/her/their job responsibilities satisfactorily.

2.6.4: Sick leave may be used for EAP appointments scheduled during normal working hours.

2.6.5: Participation in the EAP shall not affect an employee's work status.

2.6.6: Unless a work-related performance problem has previously been identified, the self-initiated contact between the employee, his/her/their family, and the agency EAP will be confidential, and records are not accessible to either the Department Head or the City.

2.6.7: The employee may voluntarily visit the EAP in an effort to identify the problem area through diagnosis, and professional assistance may be needed to aid the employee in recognizing and overcoming personal difficulties.

2.6.8: Upon recognition of a work performance problem, the Department Head will engage in normal corrective counseling with the employee, including the possibility of discipline. If the cause of the problem

cannot be determined, or it is determined that the problem is personal in nature, the Department Head may refer the employee to the EAP.

2.7 EMPLOYMENT DEVELOPMENT

2.7.1 TRAINING

Training courses, seminars, workshops, and conferences which are intended to improve the efficiency or effectiveness of the services rendered by City employees may be attended by regular part-time and full-time employees subject to budgetary limitations and advance written permission of the employee's Department Head. The City will pay necessary expenses for required or approved training. The City will pay for job-required certification tests for current employees, up to two (2) times per test. If the employee fails a test two (2) times, any subsequent test or attempts are to be at the expense of the employee. Continued failure of the required job-related certifications can result in termination due to not fulfilling job requirements.

- A. Training sessions may be held during regular working hours at the discretion of the Department Head. Employees shall be compensated for time spent in approved training sessions during regular working hours.
- B. Employees shall not be compensated for any time spent at training sessions when all four (4) requirements are met:
 - 1. The training is held outside the employee's regular working hours (e.g., evening hours or an employee's regular day off);
 - 2. The training is voluntary;
 - 3. The employee is not required to perform any other work tasks or duties while attending the training; and
 - 4. The training is not directly related to the employee's current position, and instead provides new skills or credentials required for promotion or assignment to a higher-paying role.

Alternatively, when the training is required by an outside public agency at the local, state, or federal level for a certification or license required by the employee's current position, the training session can be directly related to the employee's current position and remain uncompensated, provided the other three (3) elements listed above are satisfied. However, on a case-by-case-basis, the Department Head has the discretion to compensate employees for time spent in City-sponsored training sessions, even where the nature of the training is otherwise uncompensated under this policy.

2.8 EXIT INTERVIEWS

Human Resources or an employee's supervisor may conduct an exit interview with employees leaving City employment.

2.9 HOURS OF WORK

Due to the nature of their work, some divisions and departments will have different schedules. Those schedules shall be in accordance with state and federal law and applicable collective bargaining agreements and shall be determined by the City Administrator in consultation with the Department Head.

2.9.1: For purposes of tracking overtime requirements, the City's standard seven (7) day work week starts on Sunday at 12:01 am and ends on Saturday at midnight. The City reserves the right to establish alternative work weeks for particular groups of employees, including employees assigned to alternative work schedules and law enforcement and fire personnel.

2.9.2: Unless otherwise established by the Mayor or City Administrator, the City's Administrative Offices are open to the public Monday through Thursday from 9:00am – 3:00pm. The Mayor, City Administrator, or designee shall assure that service of each department is available during specified public operating hours.

2.9.3: Where appropriate, an employee and his/her/their Department Head may establish a flexible work week schedule on a temporary or long-term basis. Such temporary or long-term schedules shall be in accordance with the Remote Work Policy ([see Appendix C](#)).

2.10 LAYOFF

The Mayor, City Administrator, or designee may layoff regular employees due to insufficient workload and/or funds, the abolition of a position by the City Council, or other organizational changes or business needs. Employees subject to layoff generally will be given 10 working days' notice of layoff, except when business necessity requires a shorter notice period. Alternative layoff procedures shall be followed when established by a collective bargaining agreement applicable to the employees in question.

2.11 NEPOTISM

2.11.1: The City does not discriminate against job applicants or employees based on family status. However, based on the potential for conflicts of interest, the City generally will not employ members of an immediate family, or persons in a familial relationship (collectively, "family members"), where:

- A. One family member would have the authority or practical power to supervise, appoint, remove, or discipline the other;
- B. One family member would be responsible for auditing the work of the other;
- C. Both family members would receive supervision from the same immediate supervisor;
- D. Other circumstances exist that would place employees who are family members in a situation of actual or reasonably foreseeable conflict between the City's interests and their own.

2.11.2: When a situation as described in [subsection 2.11.1](#) arises due to a change in immediate family or familial relationship, the City may transfer, demote, or terminate one of the employees. The employee to be transferred, demoted, or terminated shall be chosen by the individuals involved. If the individuals fail or refuse to choose within a reasonable time, the City may transfer, demote, or terminate one of the employees. The City, at its sole discretion, may permit the continued employment of the two individuals,

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even where any of the above-cited conflicts exists, provided (1) a clear business necessity exists, as determined by the City, and (2) adequate safeguards are established to mitigate the conflicts.

2.11.3: For the purpose of this policy, a “familial relationship” includes, but is not limited to, persons who (1) reside in the same household in a consensual union that is not a legal marriage or registered domestic partnership; and (2) persons who are involved in a romantic or dating relationship, regardless of whether they cohabitate.

2.11.4: To ensure this policy is properly enforced, and to avoid prohibited conflicts, all City employees and job applicants have an obligation to report family relationships that arise during the hiring process or during ongoing employment.

During the hiring process of an individual who is the immediate family member of an existing City employee, or in a familial relationship with an existing City employee, the individual and/or City employee shall promptly disclose the relationship to the Mayor, City Administrator, or Human Resources.

Where two existing City employees become immediate family members (e.g., marriage) or enter into a familial relationship (e.g., enter into a romantic relationship), they shall promptly report the relationship to the Mayor, City Administrator, or Human Resources.

2.12 OUTSIDE EMPLOYMENT

2.12.1: Employees, including those on approved leave, shall not, directly or indirectly, engage in any outside employment, obtain a financial interest in outside employment, or become involved in an outside business that may conflict with the best interests of the City, or any other actions that interfere with the employee's ability to perform his/her/their assigned City job. Examples include, but are not limited to, outside employment or activities that:

- A. Prevent the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is an expectation of the employee's position;
- B. Are conducted during the employee's regular work hours;
- C. Require utilization of City telephones, computers, supplies, or any other resources, facilities, or equipment;
- D. Are with a firm or business that does business with the City; or
- E. May reasonably be perceived by members of the public as a conflict of interest or discredit to public service.

2.12.2: Any employee who chooses to engage in outside employment, or the management of an outside business or related activity, may do so provided prior approval is obtained from the Mayor, City Administrator, or designee.

2.13 PERSONNEL RECORDS

Human Resources shall maintain personnel records for each employee. Such records shall include the employee's name, title of position held, the department to which assigned, salary, change in employment

status, training received, and such other information as may be considered pertinent to the City and/or otherwise required by law, including the provisions of RCW 49.12.240. Each Department Head shall be responsible for forwarding documents for inclusion in personnel files of employees assigned to their department. All personnel records shall be retained by the City in accordance with Washington law and the City's records management policy.

2.13.1: Employee records shall be considered confidential and shall be accessible only to the employee, and such other persons with a need to know the information involved, and as may be authorized by Human Resources or when required by local, state, or federal law, including Washington's Public Records Act ("PRA") and Public Employees Collective Bargaining Act ("PECBA"). Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the media, without a written request for specific information, unless disclosure is otherwise compelled by law, including requests made under Washington's PRA and PECBA.

2.13.2: An employee may request removal of irrelevant or erroneous information in the employee's personnel file. If an employee's request to remove the information is denied, the employee may file a written rebuttal statement to be placed in the personnel file.

2.13.3: It is the obligation of a former or current employee to maintain a record of the employee's current address and contact information with the City's Human Resources Department. Current employees must also keep other pertinent data up to date, such as telephone number, beneficiaries for insurance purposes, and changes in dependents or marital status for insurance purposes.

2.13.4: Upon written request, employees and former employees (those separated within the past three years) shall be furnished with a copy of their personnel file maintained by the City. The City will respond to such requests within twenty-one (21) calendar days.

2.14 POLITICAL ACTIVITY

Political activities of City employees and officials are regulated by the provisions of Washington law, including RCW 41.06.250, RCW 42.17A.555 through RCW 42.17A.575, and WAC 390-05-271.

2.14.1: City employees may participate in political or partisan activities of their choosing, provided that City resources, equipment, and property are not utilized, and the activities do not adversely affect the responsibilities of the employees. Employees may not campaign on City time, or in a City uniform, or while representing the City. Employees may not allow others to use City facilities, equipment, or funds in support of political activities, other than the use of facilities generally made available to the public.

2.14.2: Any City employee who has contact with the public, while performing his/her/their regular duties may not wear or display any button, badge, or sticker pertaining to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, a contribution for a partisan political cause or ballot measure.

2.14.3: Except as noted in this policy and Washington law, City employees are otherwise free to fully exercise their First Amendment constitutional rights.

2.14.4: An employee shall not hold a public office in the City when the holding of such office is incompatible with, or substantially interferes with, the discharge of official duties. In addition, all individuals holding public office at the City are regulated by RCW 42.23, Washington's Code of Ethics for Municipal Officers—Prohibited Contract Interests.

2.14.5: The political activities of persons employed in a position that is financed, in total or primarily by federal grant-in-aid funds, is regulated by the rules and regulations as established by the U.S. government or otherwise required by the terms of the grant-in-aid agreement.

2.15 PROBATIONARY PERIOD

The probationary period is an extension of the selection and hiring process, with the goal of evaluating the suitability of a continued employment relationship between the City and the employee. The standard probationary period for newly hired employees shall be six (6) months, and promoted employees shall be four (4) months, unless otherwise established by a collective bargaining agreement applicable to the employee. A probationary employee may be terminated at any time during the probationary period, with or without cause, and with or without notice. Employees in probation may be terminated only by the Mayor or City Administrator, after review of the recommendation of the employee's Department Head. When necessary for purposes of continued evaluation, the City has the sole discretion to extend an employee's probationary period.

2.15.1: No probationary employee shall become a regular employee without first having successfully completed his/her/their probationary period. Successful completion of the probationary period does not guarantee continued employment or limit any subsequent corrective action or discharge. Upon the completion of a probationary period, the Department Head shall prepare a written performance appraisal of the employee. The decision to certify an employee to regular employee status shall be in writing, approved by the Department Head with concurrence of Human Resources, and retained in the personnel files of the City.

2.15.2: Notice of termination of an employee on probation need not specify any reason other than that the employee has not been certified to regular employment.

2.15.3: The Mayor or City Administrator, with the concurrence of Human Resources, may authorize a salary adjustment for a probationary employee based on probation period performance.

2.16 PROMOTIONS

Vacancies in positions shall be filled on a competitive basis. If qualified personnel are believed to be available within the service of the City, a position may be advertised internally first, before the position announcement is posted to the public. Such determinations are made solely by the City.

In limited circumstances, the City may appoint an existing employee to a vacant or reclassified position without a competitive application process. This may occur, for example, to recognize the career development of an employee, or following a department reorganization that warrants changing the nature of an employee's position without an increase in headcount. Such determinations are made solely by the City.

2.16.1: City employees who are promoted must pass a new probationary period. An employee who fails the new probationary period may re-assume the most recent regular appointment held prior to promotion, if the position is vacant, and assuming the employee remains qualified for the prior position. If the prior position is no longer vacant, the employee is subject to reassignment to another vacant position for which the employee is qualified, or the employee is subject to layoff.

2.17 RECRUITMENT (Announcements)

Available positions shall be publicized for any necessary period by announcements posted on the City website and online, and by such other means as Human Resources may deem necessary. Announcements shall specify the title, rate of pay or applicable pay range, a general description of benefits, duties to be performed, required time and manner of making application, and other pertinent information related to the available position and the selection process.

2.18 RECRUITMENT PROCESS

An applicant's qualifications will be determined through careful and impartial evaluation of the following:

- A. The applicant's training, education, and other qualifications relevant to the requirements of the position;
- B. The results of an oral interview; and
- C. The results of any written or other examinations.

2.18.1: The recruitment procedure will be as follows:

- A. Department Heads who need to fill a job opening, or add a new job position, shall request that Human Resources coordinate the recruitment and selection process. Job descriptions shall be reviewed and updated as necessary. Under no circumstances will recruiting (such as contacting agencies or placing advertisements) be undertaken by any department other than Human Resources or the Civil Service Commission, as appropriate, unless authorized by the Mayor, City Administrator, or designee.
- B. Application processing shall be sensitive to the voluntary disclosure of a disability. Reasonable accommodation of disabled applicants will be provided, provided no undue hardship.
- C. Testing and screening procedures for each job opening shall be reviewed for applicability and job relatedness. Modifications to examinations and exam processes shall be made, if necessary, to reasonably accommodate applicants with disabilities.
- D. Preemployment examinations may be administered to test the qualifications and ability of applicants, as determined necessary. The City may contract with any competent agency or individual to prepare and/or administer examinations.

2.18.2: After a conditional offer of employment has been made, the City may require persons selected for employment to successfully pass a medical examination, which may include a drug screen for positions implicating public safety (e.g., law enforcement, fire employees, and CDL holders). The purpose of the examination is to determine if the individual is physically able to perform the essential functions of the job, with or without reasonable accommodation, and to ensure his/her/their physical condition does not pose

a direct threat to the health, safety, or well-being of other employees or the public. At no time shall physical examinations be scheduled prior to a conditional employment offer; however, the offer of employment may be conditional on the results of the examination. In cases where a physical and/or psychological examination is required, the City shall pay the cost. Both examinations are required for law enforcement and fire employees under the LEOFF Retirement System (RCW 41.26.045).

2.18.3: A candidate may be disqualified from consideration if (1) he/she/they is unable to perform the essential duties of the position (and the individual's condition cannot reasonably be accommodated); (2) the candidate refuses to submit to a medical examination or to complete medical history forms; (3) the candidate fails to meet the minimum requirements for the position as determined by the Mayor, City Administrator, or designee, or (4) if the applicant tests positive for alcohol and/or unlawful drugs (when applicable for the position covered).

2.18.4: Reference and/or criminal background checks will be completed prior to making a conditional employment offer, consistent with the requirements of local, state, and federal law. Effective January 1, 2026, criminal background checks conducted by the City will be reserved until after the City has extended a conditional job offer to an applicant, along with compliance with other procedural requirements required by Washington's Fair Chance Act, RCW 49.94. Authorization to work in the United States will be checked when the employee begins work.

2.18.4A Personnel References: All inquiries by third parties regarding current or former City employees must be referred to Human Resources. Human Resources will respond to such requests or coordinate with the appropriate manager or management team member to respond and to ensure legal considerations are observed. Providing reference information on behalf of the City without coordinating with and obtaining prior authorization from Human Resources is a violation of City policy and could result in discipline, up to and including termination of employment.

2.18.5: If the background, medical, or any subsequent investigation discloses misrepresentation or other disqualifying information, the applicant will not be employed. In addition, if reasonable accommodation cannot be provided and/or would constitute an undue hardship for the City, the applicant will not be employed.

2.18.5A: See Background Check Policy for details regarding criminal records in [Appendix J](#).

2.18.6: Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her/their duties and responsibilities (RCW 41.08.075 and RCW 41.12.075).

2.18.7: Applicants for positions in which the applicant is expected to operate a motor vehicle, as required by essential job functions or other legitimate business purposes, must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Official driving records shall be obtained at the applicant's expense and provided by applicants, or by the City through signed employee waiver, at the time of application. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving. In addition, applicants for positions in which a Commercial Driver's License (CDL) is required shall comply with

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all pre-employment testing, evaluation, and verification requirements, as established by Washington and federal DOT/FMCSA regulations.

2.19 RE-EMPLOYMENT

A list of eligible employees with regular appointments who were laid off or demoted in lieu of layoff shall be maintained for each job class (see [Section 1.4.8](#)). When an employee is eligible for re-employment or return to work under the provisions of these policies, the City shall provide written notice to the last known mailing address of the employee. If the employee fails to respond to Human Resources within ten (10) working days from the date of mailing of the notice, the re-employment right shall lapse. Consideration for re-employment of employees shall be in order of date of layoff. Employees re-employed in this process may be required to submit to medical examinations on a case-by-case basis if deemed necessary by the Mayor or City Administrator, and must remain qualified for the position in question, including all required licenses and certifications.

2.20 REINSTATEMENT

Employees who have been demoted, suspended, or dismissed may be reinstated to their former position upon successful appeal through the collective bargaining grievance procedure, or through a Civil Service appeal. In such event, and unless otherwise established by the arbitrator award or Civil Service Commission ruling, the employee shall be entitled to full compensation for all lost time and with restoration of other rights and conditions of employment to the extent possible. Unless otherwise required by law, the rights provided by this Section do not apply to employees who voluntarily resign, or are medically separated, yet are later rehired.

2.21 RESIGNATION

An employee wishing to leave the City service in good standing shall file with his/her/their Department Head a written statement as to the reasons for leaving and the effective date of resignation. Employees are normally expected to provide at least two (2) weeks' advance notice of a planned resignation. Failure to provide a minimum of two (2) weeks' notice may render the employee ineligible for rehire and/or ineligible for cash-out of accrued paid leave equal to the lack of notice. In lieu of continued employment after notice is provided, the City reserves the right to accelerate the last day of employment and provide a maximum of two (2) weeks' pay in exchange for the notice. The Department Head shall forward to Human Resources a copy of the notice of resignation and a final performance evaluation report. Exit interview forms are to be completed by Human Resource personnel (see [Section 2.2.4, "resignation not in good standing"](#)).

2.22 RETIREMENT

Where possible, employees intending to retire should normally notify their Department Head of their intent at least three (3) months prior to their retirement date.

2.23 SAFETY

2.23.1: It is the City's policy to prevent accidents and to provide employees safe and healthy working conditions free from recognized hazards. It is the responsibility of all employees to support the City's efforts to provide a safe and healthy environment for the employees and the public they serve. Therefore,

it shall be the responsibility of every employee to observe the safety precautions and regulations identified for each job situation at all times. Failure to comply with such responsibilities shall be grounds for disciplinary action, including termination.

2.23.2: A Safety Management Committee, made up of representative employees from each operating department, will assist in the development of departmental safety programs, coordination of interdepartmental safety practices, and maintenance of a loss control and safety program.

2.23.3: Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to the appropriate Department Head. A copy should be forwarded to the Safety Committee. The City will make every effort to remedy problems as quickly as possible.

2.23.4: In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their Department Head, the City Administrator, the Mayor, or Human Resources. In case of any accident involving a City vehicle, regardless of the seriousness, employees shall immediately notify their Supervisor and/or Department Head and the City Clerk. Any incident that results or has the potential to result in a major loss such as injury, illness, property damages, fire, theft, and production delays will be investigated promptly.

2.23.5: As required by Washington law, anyone operating or riding in a City vehicle must wear a seat belt at all times and drivers must obey all traffic laws while operating the vehicle, including traffic laws ([see also, Vehicle Usage Policy, Appendix F](#)) prohibiting the usage of a cellphone while driving.

2.23.6 WORKPLACE VIOLENCE AND WEAPONS

2.23.6A Prohibition Against Workplace Violence: The City has a zero-tolerance policy for any acts or threats of violence or property damage by any employee, contractor, or guest on City premises, in a City vehicle, or while conducting business on behalf of the City. Employees who observe any acts or threats of violence or property damage, or have any related safety concerns or suspicions, have a duty to immediately notify a supervisor. Examples include, but are not limited to, threats, acts of physical violence, threatening remarks, damaging property, displaying a weapon, discussing a bomb or explosive device, etc. If the act or threat involves bodily harm or imminent damage to property, the employee should first immediately dial 9-1-1.

2.23.6B Firearms and Weapons in the Workplace: The City strictly prohibits firearms, knives, and other dangerous weapons on City premises or in City vehicles. However, when approved by a supervisor, employees are permitted to carry utility knives, cutting blades, and other potentially dangerous tools when required by job duties and daily work assignments. Employees with any questions about permissible items should consult with a supervisor before bringing such items on City property. Unless otherwise required by law, or as permitted by this policy, no employee is authorized to carry a weapon, concealed or not, on City premises, in City vehicles, or while representing the City or conducting business on behalf of the Operator.

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2.23.6C Secured Facilities and Procedures: Employees shall follow all City instructions and procedures with respect to securing City facilities and vehicles, including the proper usage of keys, access badges, secured/locked doors, usage of alarms and drills, safety/emergency planning, etc. This includes, for example, following the terms of the City's Accident Prevention Program ([see Appendix I](#)). Employees with security concerns shall immediately report them to Human Resources.

Violation of this policy may be grounds for disciplinary action, up to and including termination, in addition to the possibility of criminal prosecution.

2.24 SELLING AND SOLICITATION

2.24.1: Employees may not solicit for any purpose other than City-related business during paid working time. For purposes of this policy, "City-related business" includes charitable and community activities expressly sponsored by the City and approved by the Mayor or City Administrator. Working time includes both the soliciting and solicited employees' scheduled working time. Employees may not distribute literature for any purpose other than City-related business during working time or in work areas.

2.24.2: Individuals not employed by the City may not at any time solicit, petition, or distribute literature in the nonpublic working areas of City offices or other buildings, except for bona fide City purposes, including charitable and community activities sponsored by the City, and with the prior authorization of the Mayor or City Administrator.

2.25 SMOKE-FREE FACILITIES

2.25.1 Smoking, Vaping, E-Cigarettes, and Tobacco Products: For health and safety reasons and in accordance with state law, smoking, vaping, e-cigarettes, and usage of tobacco products is prohibited in all City enclosed work and common areas.

2.25.3 City Vehicles: Employees may not smoke, vape, use e-cigarettes, or use tobacco products in City vehicles.

2.25.3 Enforcement: The effectiveness of this policy depends largely on the understanding and cooperation of City employees and the public. Complaints of violation of the policy shall be directed to the Department Head responsible for the particular work area or facility, who shall notify the violator of the pertinent portions of this policy. If the violator refuses to comply with the provisions of this policy and/or the provisions of the Washington Clean Indoor Air Act, the complaint should be referred to Police Department for enforcement pursuant to RCW 70.160.070. Employees who violate this policy may also be subject to disciplinary action, up to and including termination. The Mayor or City Administrator shall designate an appropriate Department Head to be responsible for posting the non-smoking areas of all City owned facilities.

2.26 SUBSTANCE ABUSE ([see also Appendix G](#))

2.26.1: Employees who voluntarily report an alcohol, drug, or controlled substance dependency problem will not be subject to retaliation or discrimination, and will not face disciplinary action, provided an employee voluntarily reports the dependency problem prior to engaging in misconduct or developing

serious performance issues. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program and may be entitled to other leave as provided in these policies. Information regarding treatment and rehabilitation resources may be obtained from Human Resources. All such contacts shall be confidential, to the extent possible under the law. The City will condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs, or other controlled substances, and may include the requirement of random or follow-up testing.

2.26.2: An employee may be required to submit to alcohol or drug testing when the employee's work performance creates a reasonable suspicion that the employee is under the influence of unlawful drugs or alcohol, or in cases where employment has been conditioned upon following prescribed treatment plans after completion of substance abuse treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

2.26.3: Employees using any prescription or over the counter drugs which might impair their ability to safely perform their jobs must notify their Department Head prior to beginning work. At the option of the Department Head, an employee may be temporarily reassigned to less hazardous duty or be placed on sick leave if use of the drugs might impair work performance and/or pose a threat to the safety of the employee or others.

2.26.4: Employees required to hold a Commercial Driver's License (CDL) as a job requirement are also subject to the City's Drug and Alcohol Policy For Use With FMCSA/DOT Regulated Employees, including the Voluntary Self-Identification Policy (collectively, the "CDL policy"). Should the provisions of this policy conflict with the CDL policy, then the CDL policy shall apply ([see Appendix H](#)).

2.27 TEMPORARY APPOINTMENTS

Appointments to City employment on other than an interim or regular basis shall be considered temporary. Temporary appointments shall only be allowed under the following circumstances:

- A. As substitution for a regular appointee who is absent from a position;
- B. When recruitment difficulties have prevented the City from making a regular appointment to a position;
- C. Where budget appropriations provide only for temporary or seasonal employment; or
- D. During a state of disaster or emergency.

2.27.1: Temporary appointees shall serve at the discretion of the Department Head with concurrence of Human Resources. No temporary appointment shall exceed one (1) year in duration.

2.28 TRANSFER

Upon direction of the City Administrator or Mayor, or upon recommendation of the appropriate Department Head and concurrence of Human Resources or designee, to meet the needs of the City, a transfer may be made. Transfers are based on work force requirements, performance evaluations, job descriptions, and related City business requirements. To be considered for transfer, an employee must have satisfactorily completed the probation period for the employee's current position and possess the qualifications for the

vacant position, unless such requirements are waived in the best interests of the City. A transfer shall not be used to circumvent regulations regarding promotions, demotions, or terminations.

2.29 TRAVEL EXPENSES

See training and meal policy in [Appendix D](#).

2.30 USE OF CITY VEHICLES AND EQUIPMENT

Use of City telephones/cellphones, email, and other electronic resources for personal reasons should be kept to a minimum and should not interfere with an employee's job duties. There is no expectation of privacy when using the City's electronic resources for personal reasons, and any such records of usage (e.g., email, telephone records, etc.) of may be subject to disclosure under the law, including Washington Public Records Act. Usage of the City's telephones and email must follow all other requirements of the City's Electronic Communications, Devices, and Technology Resources policy ([see Appendix B](#)).

City vehicles are to be used by employees for City business only unless personal use is authorized in writing, or in the event of an emergency. City equipment shall be used for City business only, except as approved by the appropriate Department Head for the benefit of the City or community ([see Appendix F, Vehicle Use Policy](#)).

Misuse of City services, telephones/cellphones, computers, vehicles, equipment, or supplies can result in disciplinary action including termination.

When on an extended leave of absence and at the discretion of the City Administrator, employees are required to leave all City owned equipment, keys, badges, etc. with the employer until they have returned to work. Employee access to city files and city drives will also be suspended until they have returned to work.

2.31 WHISTLEBLOWERS AND REPORTING IMPROPER GOVERNMENTAL ACTION (RCW 42.41 AND WASHINGTON STATE LOCAL GOVERNMENT EMPLOYEE WHISTLEBLOWER ACT OF 1992)

Employees are encouraged to report governmental actions of City officials which they believe in good faith to be improper.

The City encourages employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. This policy also safeguards legitimate City interests by encouraging complaints to be made first to the City, with a process provided for speedy review and dispute resolution.

2.31.1 Definitions:

2.31.1A "Improper Governmental Action" is any action by a City official or employee that is undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the officer's or employee's employment, and that is any of the following:

- a) in violation of any federal, state, or local law or rule;
- b) an abuse of authority;
- c) of substantial and specific danger to the public health or safety; or
- d) a gross waste of public funds.

2.31.1B “Improper Governmental Action” does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, or other personnel actions defined by RCW 41.41.020.

2.31.1C “Retaliatory action” means any adverse change in the terms and conditions of employment, or other hostile actions by another employee towards a City employee, which are encouraged or approved by a supervisor or senior City manager or official.

2.31.1D “Emergency” means a circumstance that if not immediately changed may cause damage to persons or property.

2.31.2 Procedure for Reporting Improper Government Action

Employees who become aware of improper governmental action should first raise the issue with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or a third-party designated by the supervisor, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves the employee’s supervisor, the employee may raise the issue directly with Human Resources, the City Administrator, or the Mayor. This should be done as soon as the employee becomes aware of the improper action. In the event a particular complaint involves allegations of criminal behavior, the City may refer the matter to the appropriate law enforcement authorities.

If the complaint involves allegations of criminal behavior that may cause immediate harm to an individual or to property, the complaining employee may first report the matter to law enforcement before initiating the procedures described in this policy. The City Administrator, Mayor, or designee shall take prompt action to assist the City in properly investigating the report of improper governmental action. Officials and employees involved in the investigation shall keep the identity of reporting employees confidential, to the extent possible under the law, unless the employee authorizes in writing the disclosure of the employee’s identity. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except the personnel actions taken as a result of the investigation may be kept confidential (to the extent permitted by law).

In an emergency, where the employee believes that personal injury or property damage may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action, such as:

King County Prosecuting Attorney King County Courthouse 516 Third Avenue, W400 Seattle, WA 98104 (206) 477-1120 (civil division) (206) 296-9000 (criminal division)	Attorney General, State of Washington 1125 Washington Steet SE P.O. Box 40100 Olympia, WA 98504 (306) 753-6200
U.S. Attorney (Western District of Washington) 700 Stewart Street, #5220	Washington State Auditor Insurance Building

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Seattle, WA 98101
(206) 553-7970

Capitol Campus
302 Sid Snyder Ave. SW
Olympia, WA 98504
(360) 902-0370

As noted above, an employee may also report an emergency criminal matter to law enforcement. Potential law enforcement agencies include the City of Snoqualmie Police Department, the King County Sheriff's Department, the Washington State Patrol, or any other applicable law enforcement agency.

Employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that an adequate investigation was not undertaken by the City; to determine whether an improper governmental action occurred; or that insufficient action was taken by the City to address the improper action; or that for other reasons the improper action is likely to recur.

Employees who fail to make a good faith attempt to follow the City's procedures in reporting improper governmental action shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

2.31.3 Protection Against Retaliatory Actions:

Officials and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported an improper governmental action in accordance with these policies and procedures.

An employee who believes they have been retaliated against for reporting an improper governmental action must provide written notice to his/her/their supervisor within 30 days of the alleged retaliatory action. If the supervisor is allegedly involved in the retaliation, the written notice should be provided to Human Resources, the City Administrator, or the Mayor. The written notice must specify the alleged retaliatory action and the relief requested. Officials, supervisors, and managers shall take appropriate action to investigate and assess complaints of retaliation. Unionized/represented City employees may elect to pursue such issues through the labor agreement grievance process of their collective bargaining agreement, in which case the procedures that follow below would not apply.

After receiving the City's response to the retaliation complaint, or 30 working days after the delivery of the complaint to the City, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to Human Resources, the City Administrator, or the Mayor within the earlier of either 15 working days after delivery of the City's response to the complaint of retaliation, or 45 working days after delivery of the employee's complaint of retaliation to the City. Upon receipt of the request for hearing, the City shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

2.31.4 Management Responsibilities:

The City Administrator and Mayor, in conjunction with Human Resources, are responsible for implementing City policies and procedures, for reporting improper governmental action and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are:

- Permanently posted where employees will have reasonable access to them;
- Made available to any employee upon request; and
- Provided to all newly hired employees.

Officers, managers, and supervisors are responsible for ensuring the procedures of this policy are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including termination.

2.32 WORK BREAKS/REST PERIODS (Nonexempt Employees)

This policy section shall apply only to the City's nonexempt employees. It shall be the responsibility of each supervisor and/or Department Head to schedule and monitor use of rest and meal periods, which should be arranged so they do not interfere with City business or service to the public. Unless otherwise stated in a collective bargaining agreement, rest and meal periods shall follow WAC 296-126-092 and applicable administrative guidance from Washington's Department of Labor and Industries.

2.32.1: Employees are entitled to one paid 15-minute rest period, or the equivalent (including intermittent breaks, where applicable and approved by a Department Head), for each four (4) hours of working time.

2.32.2: Employees shall be allowed an unpaid "meal period" of at least 30 minutes which commences no less than two (2) hours nor more than five (5) hours from the beginning of the shift. The scheduling of meal periods may vary depending on department workload, or mutual agreement of the employee and Department Head. Meal periods are paid time only if the employee is required by his Department Head to remain on duty on the premises or at a prescribed work site. Employees working three (3) or more hours longer than their normal work shift shall be allowed an additional meal period of at least 30 minutes prior to or during the overtime period.

2.32.2A: Nonexempt employees are normally expected to take all daily rest and meal periods.

Employees who are unable to take a scheduled rest or meal period, for whatever reason, shall promptly report the issue to a supervisor and/or Human Resources for remedial action.

2.32.2B: The City's exempt employees are not required to adhere to any specific meal and rest breaks. Absent directions from a supervisor or Department Head, exempt employees have discretion over the timing and frequency of their meals and breaks, provided the City's business and work needs are met.

CONDUCT AND COMMUNICATION EXPECTATIONS

3.1 PERSONAL APPEARANCE

Employees shall wear appropriate apparel for their job assignment, as determined by their position and Department Head. All employees shall be neat and clean in dress and personal appearance and shall avoid

wearing clothing that interferes with their work or the work of others. The Mayor or City Administrator may issue rules regarding what is considered necessary, required, or appropriate attire for each department or for particular positions. Should uniforms be required for a particular position, they will be provided at City expense. Employees in need of an accommodation or exception to the City's personal appearance standards (e.g., religious or race-based modifications to uniform requirements) shall submit their request to Human Resources.

3.2 STANDARDS OF CONDUCT

All City employees are expected to represent the City to the public in a professional manner that shall be courteous, efficient, and helpful.

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

3.2.2: In the interest of the City and the public, an employee's conduct at all times, whether off-duty or on-duty, should reflect favorably on the employee, fellow employees, and the City. Off-duty misconduct may result in discipline when it impairs an employee's or his/her/their coworkers' job performance, violates the City's policies, or otherwise negatively affects working conditions.

3.3 CONFLICT OF INTEREST

Employees at all levels should avoid both real and perceived conflicts of interest in the exercise of their City duties. Please refer to the City's Ethics Ordinance (No. 762) for guidance ([See Appendix A](#)). Employees should bring any actual or potential conflicts of interest to the attention of their Department Head, City Administrator, or Mayor.

3.3.1 City employees shall not:

- Sell or barter anything to the City or to a contractor supplying the City;
- Make any contract with the City;
- Purchase anything from the City other than those things which the City offers generally to the public, such as utility services, and then only on the same terms as are offered to the public, unless an invitation to submit sealed bids is published and the City accepts the sealed bid that is most advantageous to the City.

Any violation of this section with the express or implied knowledge of the person or corporation contracting with the City shall render the contract voidable by the Mayor or the City Council.

3.3.2: Employees shall not accept or seek for others, any service, information, or thing of value on more favorable terms than those granted to the public generally, from any person, firm or corporation having dealings with the City. Employees shall not accept, directly or indirectly, any gift, favor, loan, retainer,

entertainment or other thing of monetary value from any person, firm or corporation having dealings with the City when acceptance would create a conflict, or the appearance of a conflict, with the performance of the employee's duties.

3.3.3: A conflict or appearance of a conflict shall be deemed to exist where a reasonable and prudent person would believe that something of value was given to an employee for the purpose of obtaining special consideration, or to influence the performance of the employee's official duties. If an employee is given or offered any gift, favor, loan, retainer, entertainment or other thing of monetary value under circumstances which could reasonably be construed to create a conflict of interest or the appearance of a conflict of interest, the employee shall immediately report such activity to the employee's Department Head.

Violation of this policy will result in disciplinary action, up to and including termination.

3.4 EMPLOYEE COMMUNICATIONS

Any time an employee has a question, problem, or complaint, the employee should do the following:

3.4.1: Approach the matter in a solution-oriented manner and develop suggestions for constructive actions to address the matter.

3.4.2: Consult with the employee's immediate supervisor. Generally, the employee and supervisor are expected to resolve the problem.

- A. If the problem is not solved at the supervisor level, the employee may request a meeting with the Department Head to resolve the problem.
- B. If the employee is not satisfied with the Department Head's response, the employee may request a joint meeting with the Department Head and the City Administrator and/or Human Resources. The City Administrator and/or Human Resources, will provide guidance and/or direction regarding resolution of the concern.
- C. If, for some reason, a non-involved supervisor is approached by an employee to discuss a problem or complaint, the supervisor should guide the discussion in a solution-oriented manner and inform the employee that the noninvolved supervisor is obligated to refer the issue back to the appropriate supervisor. If the problem involves the employee's supervisor, the noninvolved supervisor should refer the matter to the responsible Department Head, City Administrator, and/or Human Resources.

3.4.3: For City-wide issues, personal or sensitive matters, the employee may request a meeting with the City Administrator and/or Human Resources representative or other appropriate management staff to resolve the problem. Employees with concerns related to workplace harassment, discrimination, retaliation, or protected whistleblower activity, are not required to follow this policy section, and instead may report through other applicable policies ([see section 1.3.3 & 2.31](#)).

CLASSIFICATION PLAN

4.1 CREATION AND MAINTENANCE OF CLASSIFICATIONS

Department Heads, with review by and approval from Human Resources, shall be responsible for the preparation and continued maintenance of a classification plan so that it will describe, on a current basis, the duties of each position and the class to which each such position is allocated. Regular positions will be included in the same class if:

- A. The duties and responsibilities of the position are so similar that the same descriptive title may be used.
- B. The education, experience, knowledge, and ability requirements of the position are substantially the same.
- C. Substantially the same tests of fitness may be used in choosing qualified appointees and;
- D. The same schedule of compensation can be made to apply with equity.

Human Resources shall maintain the classification system and the central personnel record-keeping system.

4.2 REALLOCATION OR RECLASSIFICATION OF POSITIONS

Revision of class specifications and reallocations within the classification plan shall be made as often as is necessary to meet changing service demands, and to provide accurate information on positions and classes. Human Resources or its designated representative, in consultation with Department Heads, should periodically review the entire classification plan and recommend appropriate changes to classifications or the allocation of positions, which shall be subject to the approval of the Mayor.

4.2.1: Nothing contained in these policies, or the City's historical practices, shall prevent the City from reducing its workforce, laying off, promoting, demoting, reclassifying, or removing employees, modifying the pay plan or fringe benefits, or otherwise managing and directing the operation of the City government and its workforce as deemed necessary and appropriate.

4.2.2: When a Department Head requests a new position, or the duties of an old position are changed, the Department Head shall submit to Human Resources a written description of the duties of the position. After investigation, Human Resources may recommend approval or amendment of the class specification and allocation or reallocation of the position to a class. New positions must be approved by the Mayor and City Council.

4.2.3: A regular full-time or part-time employee, or the employee's designated representative, may submit a request in writing for reclassification of his/her/their position to the Department Head, who shall review the request and transmit it with written recommendations to Human Resources. If the Department Head finds the request is not justified, he or she shall advise the employee of such decision, and the decision shall be considered final.

PAY PLAN AND COMPENSATION

5.1 PREPARATION OF PAY PLAN

Human Resources shall prepare and keep current a pay plan (classification plan and salary schedule) consisting of a series of salary ranges designated for each class of positions. The salary range for a class will be determined with due regard to the ranges of other classes, the abilities of eligible applicants, and the prevailing rates of pay for similar positions. Human Resources shall, from time to time, conduct salary studies and recommend changes in the salary ranges and employee pay rates, as necessary and appropriate.

Unless otherwise stated in a collective bargaining agreement, individual employment agreement, or other City policy, no employee shall receive pay from the City in addition to the salary and benefits authorized in these policies and the current budget as adopted by the City Council.

5.2 APPOINTEE / INITIAL COMPENSATION

Upon appointment to a position, the employee shall be paid the minimum salary for the class to which the position is allocated; however, in cases where recruitment has been unusually difficult, or when the appointee is exceptionally qualified, the City Administrator may authorize, with the concurrence of Human Resources, an appointment at a salary above the minimum point of the classification.

5.3 PERFORMANCE EVALUATIONS

Human Resources or its designee is responsible for developing and maintaining the City's performance evaluation program. Performance evaluations are designed to provide the employee with a record of performance and to encourage professional growth. The evaluation is prepared by the immediate supervisor on the standard appraisal form(s). Please note there is a distinction between performance appraisal forms for union employees and non-union employees. The Department Head shall discuss the evaluation with the employee, who will have an opportunity to comment on it in writing. Union employees should refer to their collective bargaining agreement.

5.3.1: Employees are to receive an evaluation during and/or at the completion of their probation period and annually thereafter. The purpose of the appraisal is to commend strengths, address weaknesses, suggest ways to improve, and discuss new challenges, career goals and objectives.

5.3.2: Should a regular employee be on leave-without-pay status during the scheduled time for his evaluation, the appraisal will be postponed until the employee has returned to work and completed as many days of continuous employment as the length of the leave without pay.

5.4 PAY PERIOD AND DEDUCTIONS

The pay period for City employees is semi-monthly. If a pay day falls on a holiday, the City will pay employees the day prior. If the payday falls on a Saturday, the City will pay employees the Friday prior. If the payday falls on a Sunday, the City will pay employees on the Monday after. The City pays employees through direct deposit into one bank account only, with employees enrolling through Human Resources. The final paycheck for

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regular/full-time, and part-time employees is issued in the following pay period after the last day of employment.

5.4.1: Employees working less than a calendar month will be paid a prorated wage.

5.4.2: Payroll staff will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable collective bargaining agreement, or statute. For overpayments, the City will follow the procedure established in RCW 49.48.200 and RCW 49.48.210 and may make deductions from an employee's final paycheck when consistent with state law (WAC 296-126-025). Should wage deductions not be sufficient to recover a wage overpayment or other amount owed to the City, the City retains the discretion to collect from the employee (or former employee) through a private legal claim or negotiated repayment plan.

5.5 WAGES FOR REGULAR NON-EXEMPT PART-TIME EMPLOYEES

Whenever a non-exempt employee works in a regular position for a period less than the regular number of hours a day, days a week, or weeks a month, the amount paid shall be on an hourly basis. The exact hourly wage will be determined by dividing the annual salary by the annual hours to be worked for the position. Benefits such as medical, dental and vision are not provided for part-time employees who work less than 30 hours per week.

5.6 WAGES FOR TEMPORARY NONREGULAR EMPLOYEES

The salaries of nonregular employees must be approved by the Department Head with concurrence of Human Resources and take into consideration the salaries of comparable regular positions. Benefits such as medical, dental, and vision are not provided for nonregular employees unless otherwise required by law.

5.7 PAYMENT UPON CLASSIFICATION CHANGE

Upon promotion, an employee will be paid at no less than the minimum step of the higher salary range, and upon demotion, an employee will be paid at no more than the maximum step of the lower salary range. Any pay changes under this policy shall take place the first payroll period following the promotion or demotion.

5.8 OVERTIME AND COMPENSATORY TIME

The City's overtime practices conform to the provisions of the Fair Labor Standards Act (FLSA) and Washington's Minimum Wage Act (WMWA). Exemption from these provisions will be claimed for an employee only when it may clearly be established that the position, duties, and responsibilities meet the requirements for such exemption. Therefore, all City positions are designated as either "exempt" or "nonexempt." The City's exempt employees are paid on a salary basis and are exempt from overtime. Dependent on the position held, the City's nonexempt employees may be paid on either an hourly or salary basis and are always eligible for overtime, as established below.

Employees may be required as a condition of employment to work overtime when necessary, as determined by their Department Head, City Administrator, or designee. Overtime must be approved by the Department Head prior to the work being performed, when applicable. For nonexempt employees, the City will pay overtime, calculated at one and one-half times (1.5x) the regular rate of pay, for each hour worked beyond a

normal work period, as required by state and federal law (e.g., work beyond 40 hours in a designated work period, or applicable FLSA Section 7(k) period for law enforcement and fire personnel). In addition, the City will pay other forms of overtime, outside of state and federal law, based on the terms and practices of applicable collective bargaining agreements.

5.8.1: A bargaining unit employee, who is specifically authorized or required by his Department Head to work overtime, may elect to receive “compensatory time off” instead of cash overtime payment, with the approval of the employee’s Department Head. Accrued compensatory time off shall not exceed the limits set by the applicable collective bargaining agreement. After the maximum accrual is reached, overtime compensation must be paid. Specific information regarding compensatory time accrual and overtime pay for bargaining unit employees is contained in the collective bargaining agreements.

5.9 CALL BACK

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for disciplinary action, including possible termination. Outside of emergencies, employees regularly expected to provide call back duties will be notified in advance of such expectations. Employees called back to duty will be paid the applicable rate of pay for hours worked. Employees subject to call back duties must remain fit-for-duty and follow all other requirements, as established in Department-specific operating procedures and/or collective bargaining agreements.

5.10 RETIREMENT BENEFITS

Regular employees are required to participate in either the State of Washington's Public Employees' Retirement System (PERS) or the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) as long as their compensated hours continue to qualify them for service credit under the appropriate plan. Participating employees shall pay any amounts required by the State of Washington toward the contribution costs. The employee's contribution shall be made by means of a payroll deduction. The City shall also make appropriate contributions on behalf of eligible employees, as required by state law. The terms and conditions of participation, enrollment, and benefits are established by Washington’s Dept. of Retirement Systems, in accordance with state law.

5.10.1: The City also makes contributions on behalf of all eligible employees to the Social Security and Medicare systems, in addition to those contributions made by the employee through FICA payroll deductions.

5.11 COMPENSATION UPON TERMINATION

When an employee's employment with the City is terminated, the employee will receive the following compensation:

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

5.11.2: Any overtime or holiday pay due for hours previously worked or holidays previously observed in the last pay cycle.

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5.11.3: For bargaining unit employees, a lump sum payment of any accrued but unused vacation and compensatory time off, up to the maximums specified in the applicable collective bargaining agreement.

5.11.4: For non-union employees, a lump sum payment of any accrued but unused PTO and personal/floating holidays. Please note that the maximum payable is 680 PTO hours for Management & Professional employees, and 720 PTO hours for Department Directors.

5.12 DEATH

5.12.1: Upon death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee in accordance with the law and IRS guidance.

5.12.2: Memorial services for an employee may be attended by other City employees during their scheduled workday, with approval of their Department Head, with no loss of pay or accrued leave.

BENEFITS

6.1 HOLIDAYS

Legal holidays to be observed by the City are:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Two (2) Personal / Floating Holidays - Designated by the employee (employee must have worked in a regular position for four (4) months prior to using this type of holiday). Unless otherwise stated in a collective bargaining agreement, union employees will accrue one (1) personal/floating holiday in January, and one (1) personal/floating holiday in July of each year. Non-represented employees will accrue both floating holidays in January. New non-represented employees will receive two (2) floating holidays if they start before June 30th of the calendar year and one (1) if they start on July 1st or after. All holidays, including floating holidays, must be used in full day increments. Holidays are equal to eight (8) hours of pay per day for full time non-exempt employees, no matter the alternate schedule worked. A non-exempt employee must supplement vacation time or compensatory time for hours above the eight (8) hours if working an alternative shift. Holiday time is pro-rated for part time employees and the same applies. Holidays that fall on an employee's normal day off, due to an alternate schedule, may be observed on a different day during the same

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pay period, upon agreement by the immediate supervisor or Department Head. If an employee uses the holiday time before the actual holiday, and leaves employment before the actual holiday, this time will be deducted from their final payout.

6.1.1: Unless otherwise designated, any holiday that falls on a Saturday shall be observed on the preceding Friday. Holidays that fall on a Sunday shall be observed on the following Monday.

6.1.2: If any of the above holidays are designated both state holidays and federal holidays, but are observed on different dates, only the state holidays shall be observed.

6.1.3: If an employee is required by the employee's Department Head to work on a recognized holiday, in lieu of holiday pay, the employee shall receive compensation at the rate of one and one-half (1.5x) for time worked, in addition to the employee's regular straight-time hourly rate. If an exempt employee is required to work on a recognized holiday, the employee will be allowed to designate a different day in that pay period in which to observe the holiday.

6.1.4: Holidays, which occur during approved paid leave (e.g., PTO, vacation, sick leave), shall not be charged against such leave. Employees not in a paid status the day before and day after an observed holiday will not be paid for that holiday. Employees on an unpaid leave of absence are not eligible for holiday pay during the leave, unless otherwise required by law.

6.1.5: An employee shall have the ability to use two (2) personal/floating holidays each calendar year, as noted above, provided:

- A. The employee has been continuously employed by the City for more than four (4) months.
- B. The employee has prior supervisory approval; and
- C. The number of employees selecting a particular day off does not prevent the City from providing effective public service.
- D. Personal holidays must be taken during the calendar year and in full day increments, or entitlement to them will lapse, except when an employee has requested a personal holiday, and the request has been denied. An employee shall not be paid in lieu of taking the holiday under any circumstances.

6.1.6 Religious Holidays: If an employee's religious beliefs require the observance of a holiday not included in the City's holiday schedule, the employee may, with the employee's Department Head's approval, take the day off using a personal holiday, vacation, compensatory time, or leave without pay. In addition, employees are entitled to two (2) unpaid religious holidays per calendar year to accommodate an employee's religious holidays, beliefs, or practices. Where possible, employees requesting to take an unpaid religious holiday shall provide notice to their supervisor at least two (2) weeks prior to the requested absence. Approval will be granted provided the absence does not cause an "undue hardship," meaning significant difficulty or expense, taking into account factors such as the City's work needs, staffing levels, other employees previously approved for leave, and the impact of the absence on daily operations. Unpaid religious days are provided only in full-day increments, have no cash value, and do not carry over from one calendar year to the next.

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6.2 PAID TIME OFF (PTO)

The City has adopted a Paid Time Off (PTO) system for all non-represented, exempt management & professional employees ("M & Ps"). PTO is intended to replace traditional vacation and sick leave. The annual leave allowance for bargaining unit employees, typically vacation leave, is stipulated in the appropriate collective bargaining agreements.

PTO is accrued on a semi-monthly basis depending on years of service. PTO for regular, full-time, non-represented management & professional employees shall be earned semi-monthly based upon the following schedules:

Years of Service	Annual Days	Annual Hours	Per Pay Period
0 - 3	25	200.40	8.35
4 - 8	29	231.6	9.65
9 - 12	33	264	11
13 - 16	36	288	12
17 - 19	37	296.40	12.35
20 +	38	303.6	12.65

The maximum PTO accrual for management staff (directors) is 720 hours. The maximum PTO accrual for professional staff (managers and professionals) is 680 hours.

6.2.1: New management & professional employees are eligible for PTO after they have satisfactorily completed the first month of their employment, although PTO credit shall accrue from the beginning of employment.

6.2.2: Employees are encouraged to use their accumulated PTO within the year in which it is earned. An employee may not accrue PTO in excess of the maximum accrual figures listed above. Upon termination of employment for any reason, the employee shall be paid for all accrued but unused PTO. Payment of accrued PTO upon resignation is conditioned upon the resigning employee giving two (2) weeks' notice; if the employee fails to provide the requested two (2) weeks' notice, the City reserves the right to deduct from the employee's final PTO payment the total number of days in which notice was not provided.

6.2.3: All requests for PTO must be approved by the Department Head prior to the commencement of the requested leave. No employee shall be paid or advanced for unearned PTO.

6.2.4: PTO request (and vacation requests for union employees) should be submitted to an employee's supervisor at least 30 days in advance from when the days off are to commence and are considered on a case-by-case basis for approval. Requests less than 30 days in advance are subject to supervisor discretion. PTO shall be scheduled at the most suitable times to the City giving consideration to the employee and the affected department.

6.2.5 Transfer/Promotion to Exempt Management & Professional Position: Existing City employees who are transferred or promoted to an exempt management & professional position shall retain 100% of their previously accrued vacation leave, and 50% of previously accrued sick leave, which will be combined together as PTO, subject to the hourly maximums listed above. Any vacation hours beyond the hourly accrual maximum will be cashed-out. Any sick leave hours beyond the hourly accrual maximum will be surrendered.

6.2.6 Management Leave: Management leave is an additional leave benefit provided to non-represented and exempt management & professional employees. Management leave replaces the previous “compensatory time off” system used for exempt employees.

On January 1 of each calendar year, eligible management & professional employees are provided with an annual allotment of Management Leave:

- Directors earn 16 days annually.
- Managers earn 12 days annually.
- Professionals earn 8 days annually.

New management & professional employees are eligible for Management Leave after they have satisfactorily completed the first month of their employment. Management Leave must be taken in full-day increments, which is typically eight (8) hours, scheduled with approval from the employee’s Department Head or City Administrator ([see timekeeping section 2.2.1](#)). Exempt employees assigned to an alternative work schedule (i.e., 4, 10-hour days) will not have a salary deduction when coding these accruals as eight (8) hours. Management Leave does not rollover from year-to-year, must be used in the year it is earned, and has no cash-value in the event of resignation, retirement, termination, or medical separation. Management & professional employees with documented performance deficiencies may have their ability to use Management Leave temporarily suspended by the City Administrator or Mayor until their performance reaches acceptable levels.

Employees who are hired or promoted/transferred into a management & professional position will have management leave days pro-rated based on remaining months in the calendar year.

6.3 SICK LEAVE

In accordance with the requirements of Washington law, the City provides sick leave to non-represented, non-exempt employees. This may include, as examples, non-represented limited-term, seasonal, and temporary employees. The City will not tolerate discrimination or retaliation against any employee based on the lawful use of sick leave in accordance with this policy. To the extent any sick leave issue is not addressed in this policy, sick leave will be administered in accordance with applicable law and regulations.

6.3.1 Accruals: Beginning on the date of hire, non-represented, non-exempt employees will accrue minimum of one (1) hour of paid sick leave for every forty (40) hours worked. Beginning on the 90th calendar day after the commencement of employment, accrued paid sick leave will be available for use.

6.3.2 Authorized Purposes: Accrued sick leave may be used for the following authorized purposes:

- An employee's own illness, injury, or health condition; to accommodate the need for medical diagnosis, care, or treatment of a health condition; or preventive medical care.
- An employee's need to care for a "family member" with illness, injury, or health condition; care for family member who needs medical diagnosis, care, or treatment; care for family member who needs preventive medical care.
- Closure of the employee's child's school/place of care, or of the employee's workplace, by order of a public official for health reasons or other declared public emergencies.
- For reasons related to domestic violence, sexual assault, stalking, or hate crimes that affect the employee or the employee's family member. See City Policy (Leave for Domestic Violence, Sexual Abuse, Stalking, or Hate Crimes) for more information.
- To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.
- For any other purpose required by Washington law.

6.3.2A: For purposes of this policy, "family member" include an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent) and regardless of age or dependency status; parent, whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child; spouse or registered domestic partner; grandparent; grandchild; sibling; any person residing with an employee when that person is dependent upon the employee for care.

6.3.3 Notification and Scheduling: Where the need for sick leave is foreseeable, an employee should submit a written request at least 10 days in advance of the leave date(s). For unforeseeable leave, including short-notice absences and emergencies, employees must contact their supervisor as soon as the need for leave becomes known before the start of the shift when practicable. In the event it is impracticable for an employee to provide notice to their employer, a person on the employee's behalf may provide notice to the employer (for example, a family member).

6.3.4 Increments and Time Tracking: Sick leave may be used in increments of 15 minutes. If an employee has exhausted sick leave, the use of vacation, personal holiday, or compensatory time off in lieu of sick leave is at the Department Director's discretion.

6.3.5 Annual Carry-Over and Cash-Out: For union employees, refer to the applicable collective bargaining agreement for carry-over and cash-out terms. For all other employees, accrued but unused sick leave will not be cashed out upon separation from the City, or in any other circumstances. However, if an employee is rehired within 12 months, their sick leave balance will be reinstated upon rehire.

6.3.6 Verification: The City may require documentation regarding the use of sick leave where an employee uses more than three (3) consecutive days of sick leave. If documentation is required, it must be furnished within ten (10) calendar days from the first day of sick leave used, absent extenuating circumstances. In circumstances where medical documentation is requested, the City will not require disclosure of the nature of the illness or other private medical information unless necessary to also evaluate a request for reasonable accommodation of a disability or for other lawful reason. Employees experiencing an

unreasonable burden or expense in connection with a request to provide documentation shall consult with Human Resources for alternative verification options.

6.4 PREGNANCY LEAVE, ACCOMMODATIONS, AND LACTATION BREAKS

Accrued sick leave may be used for absences due to pregnancy, childbirth, or related circumstances (e.g., miscarriage, pregnancy-related disability, abortion or recovery there from).

6.4.1 Pregnancy Workplace Accommodations: The City provides reasonable accommodations for pregnant employees. An employee who needs accommodation due to pregnancy may be afforded the following accommodations, with or without medical certification: (1) frequent, longer, or flexible restroom breaks; (2) seating or allowing the employee to sit more frequently; (3) limiting lifting to 17 pounds or less; (4) modification of food and drink policies. Beyond these baseline accommodations, a pregnant employee may be entitled to additional accommodations, subject to interactive discussions with Human Resources, medical certification from a healthcare provider, and provided the request does not cause a significant difficulty or expense to the City. Pregnant employees also have additional accommodation and leave benefits, as discussed elsewhere in these policies. Pregnant employees with questions or concerns about the workplace or their accommodation options are free to consult with Human Resources.

6.4.2 Lactation and Breastfeeding Accommodation: For two (2) years following childbirth, City employees who are nursing mothers are entitled to reasonable breaks during their workday for purposes of expressing breast milk. The City will provide a suitable, private location for nursing breaks outside of the City's bathrooms.

For the City's nonexempt employees, the nursing breaks will be paid to the extent they run concurrently with an employee's regularly scheduled break periods. Nonexempt employees may take additional nursing breaks as reasonably necessary, however, these additional breaks are unpaid. For the City's exempt employees, all nursing breaks are paid, and exempt employees are expected to manage their schedules around their need for lactation breaks. Employees in need of nursing breaks should consult Human Resources to make the appropriate arrangements.

Effective January 1, 2027, nursing breaks for both exempt and non-exempt employees are paid. Non-exempt employees in need of such nursing breaks beyond their regular meal and rest periods should consult with a supervisor to ensure work coverage needs are met.

6.4.3 Pregnancy, Childbirth, and Related Disability Leave: The City complies with state law governing pregnancy and childbirth disability leave. Even where an employee does not meet the eligibility requirements for FMLA and/or PFML ([see FMLA/PFML qualifications section 6.5.1, 6.6.2, 6.6.3, 6.6.4](#)), the City will grant job-protected leave for the period the employee is temporarily disabled because of pregnancy or childbirth. The leave is normally unpaid unless the employee elects to use accrued paid leave. Medical certification may be required to confirm the need for leave. If the employee is eligible for FMLA leave and/or PFML leave, the pregnancy/childbirth disability leave will run concurrently with such leaves.

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While on approved pregnancy/childbirth disability leave, the employee may elect to use accrued sick leave. However, all other forms of paid leave (vacation, floating holiday, PTO, and management leave) must be exhausted before the employee moves into unpaid status. Once in an unpaid status in excess of thirty (30) days, health benefits are not continued unless the employee elects COBRA coverage.

6.5 FAMILY MEDICAL LEAVE ACT (FMLA)

The City's family and medical leave program enables eligible employees to take up to 12 weeks of unpaid, job-protected leave for health reasons or to care for covered family members. This policy will be administered in accordance with the federal Family and Medical Leave Act (FMLA).

6.5.1 Eligibility: To be eligible for FMLA leave, an employee must have been employed by the City for at least 12 months and must have worked at least 1,250 hours in the preceding 12 months.

6.5.2 Leave Entitlement: An eligible employee may request up to 12 workweeks of FMLA leave per "leave year" for one or more of the following reasons:

- To care for the employee's child upon birth, or to care for a child upon the child's placement with the employee for adoption or foster care.
- To care for a spouse, son, daughter, or parent who has a serious health condition.
- To care for self, if the employee has a serious health condition that makes the employee unable to perform the essential functions of the position (including incapacity due to pregnancy, prenatal medical care, or childbirth); or
- For a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member (including those in the regular Armed Forces, the National Guard or the Reserves) who is on active duty or has been notified of an impending call to covered active duty, and who has been or is being deployed to a foreign country. Qualifying exigencies are generally activities related to the active duty or call to duty, including attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Qualifying exigencies leave also covers up to 15 days off to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment.

The City defines a leave year as the rolling 12-month period measured backward from the date an employee uses any FMLA leave. FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, generally spouses employed by the City will be jointly entitled to a combined leave of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, or to care for a parent with a serious health condition. Each spouse is, however, eligible for the full 12 weeks of leave in the 12-month leave period to care for a child or spouse with a serious health condition, or for either employee's own serious health condition.

6.5.3 Military Caregiver FMLA entitlement: An eligible employee may also take up to 26 weeks of leave during a single 12-month period to care for an injured servicemember who is the employee's spouse, parent, child or next of kin. A covered servicemember is a current member of the Armed Forces, including

a National Guard or Reserves member, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his/her/their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. A covered servicemember may also be a veteran who was a member of the Armed Forces any time during the five years preceding his/her/their need for medical treatment, recuperation or therapy for a serious injury or illness, where the injury or illness was incurred or aggravated in the line of duty. For purposes of this kind of leave, the 12-month period begins with the first day the employee takes leave. The combined total of leave for all purposes described in this policy may not exceed 26 weeks in the applicable leave year.

6.5.4 Serious Health Condition: For purposes of this FMLA policy, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility.
- A period of incapacity of more than three consecutive, full calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider.
- A period of incapacity due to pregnancy or for prenatal care.
- A period of incapacity or treatment due to a chronic serious health condition, for a permanent or long-term condition for which treatment may not be effective, or to receive multiple treatments for restorative surgery after an accident or injury or for a condition that would likely result in an incapacity of more than three full, consecutive calendar days in the absence of medical treatment (e.g., chemotherapy for cancer or dialysis for kidney disease).

6.5.5 Intermittent or Reduced Work Schedule Leave: In certain circumstances, eligible employees may take FMLA intermittently (for example, in smaller blocks of time) or by reducing their work schedule. If the FMLA leave is because of the employee's own serious health condition or to care for a family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary. Eligible employees may also take FMLA leave on an intermittent or reduced schedule basis when necessary, because of a qualifying exigency arising from a family member's military service. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, intermittent leave is subject to the City's approval, with approval granted only when required by law (for example, during PFML leave). Where intermittent leave or reduced-schedule leave is needed for planned medical treatment, an employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt business operations. Where an employee needs intermittent or reduced-schedule leave based on planned medical treatment, the City may transfer the employee to an alternative position with equivalent pay and benefits that can better accommodate such recurring leave.

6.5.6 Notice and Certification: Employees who want to take FMLA leave ordinarily must provide the City with at least 30 days' notice of the need for leave if the need for leave is foreseeable. If 30 days' advance notice is not possible, notice must be provided as soon as practicable (which is generally the same day or next business day after the need for leave becomes known). Absent unusual circumstances, employees are

required to follow the City's regular procedural requirements when requesting FMLA leave. When requesting leave, employees may be required to submit a medical certification or other required documentation to verify FMLA coverage. The City may require a second or third opinion, periodic recertifications of the serious health condition and, when the leave was taken for an employee's own serious health condition, a certification that the employee is fit to return to work.

6.5.7 Continuation of Pay and Benefits: FMLA leave is unpaid leave. However, an employee is required to use available accrued leave during an FMLA-covered absence before moving into unpaid status, subject to the following exceptions: (i) accrued leave is not used if an employee is receiving state PFML benefits for the same absence; and (ii) employees may elect to use leave that constitutes Washington Paid Sick Leave during an FMLA absence but are not required to do so. During FMLA leave, the City will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any. Under certain circumstances, if an employee fails to return to work at the end of the leave, the employee may be responsible for repaying the City for the employer portion of the health insurance premiums.

6.5.8 Job Restoration Upon Return from Leave: The City may require a return-to-work certification from a healthcare provider before restoring an employee to work following FMLA leave taken for the employee's own serious health condition. Any other requests for medical certification will be made in accordance with the ADA. Upon return from FMLA leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the City as soon as possible.

Employees should contact Human Resources to obtain further information and forms relating to FMLA leave requests.

6.6 WASHINGTON PAID FAMILY MEDICAL LEAVE PROGRAM (PFML)

Washington's Paid Family and Medical Leave (PFML) program, as administered by Washington's Employment Security Department (ESD), provides paid leave benefits and job protections to eligible employees who need leave for approved family and medical reasons. This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the City will administer this benefit program consistent with applicable statutes and regulations.

6.6.1 Payroll Deductions: The PFML program is funded through premiums collected by ESD. The premium rate is established by law and is subject to annual change. Through a payroll deduction, employees shall pay the full portion of the PFML premium that is authorized by law. In the future, should ESD modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the City will modify payroll practices to reflect those statutory changes. Exceptions exist only where expressly stated in an applicable collective bargaining agreement.

6.6.2 Eligibility: Employees may be eligible for PFML monetary benefits and job protections when taking leave for covered reasons. Eligibility requirements are as follows.

6.6.3 Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington, for any employer or combination of employers, during the year preceding the claim.

6.6.4 Job Protections: To qualify for job protections, an employee must work for an employer with 50+ employees, must have worked for that employer for at least 12 months, and must have worked 1,250 hours in the last year. The City has 50+ employees and therefore provides job-protected leave, provided all other requirements are satisfied. In addition, employees may be eligible for job protections under another section of this Personnel Policy Manual (for example, pregnancy leave). Effective January 1, 2026, employees will be eligible for job protection after 180 calendar days of employment with the City, without the need to satisfy a minimum number of hours worked.

An employee is ineligible for PFML benefits during any period of suspension from employment, such as a layoff or unpaid leave, or when the employee receives wages or profits from an outside source (for example, authorized outside employment or L&I time-loss compensation).

6.6.5 Leave Entitlement: Eligible employees may be entitled to receive PFML benefits for up to 12 weeks when taking medical or family leave, or for a combined total of 16 weeks of family and medical leave per claim year, or up to a maximum of 18 weeks in the event an employee's leave involves incapacity due to pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML benefits may be available in connection with leave taken for the following reasons:

6.6.6 Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time-loss benefits under the workers' compensation system.

6.6.7 Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight (8) consecutive hours of leave in a week for which benefits are sought. Effective January 1, 2026, the minimum claim requirement is four (4) consecutive hours per claim week.

6.6.8 PFML Application Process: An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website

(www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

6.6.9 Application Notification Requirements to the City: An employee applying for PFML benefits must provide written notice to Human Resources. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, including emergencies, notice must be given as soon as possible under the circumstances. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to the City, ESD may temporarily deny PFML benefits. After receiving the employee's notice of the need for leave and PFML benefits, the City will advise the employee whether the employee is eligible for job protection, either under this policy or another section of this Personnel Policy Manual.

When ESD approves an employee's PFML application, the employee must promptly submit a copy of the ESD approval paperwork to Human Resources.

If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the City's daily operations.

If taking leave intermittently, an employee must notify the City each time PFML leave is taken so that Human Resources may properly track leave usage.

6.6.10 Weekly Notification Requirements: After an employee is approved by ESD for PFML benefits, the employee must promptly provide Human Resources with a copy of the employee's weekly PFML claim and weekly approval paperwork.

6.6.11 PFML Monetary Benefits: If ESD approves a claim for PFML benefits, partial wage replacement benefits will be paid by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to maximum amounts established annually by law. With limited exceptions, PFML benefits are subject to waiting periods, up to a maximum of seven (7) days. When applicable, the waiting period begins on the Sunday of the week in which PFML leave is first taken. During the waiting period, no monetary benefits are paid by ESD. Employees may use available accrued leave to cover any absences during the waiting period. Outside of the waiting period, however, paid leave accruals (vacation, sick, floating holidays, PTO, and management leave) are not supplemental to monetary PFML benefits provided by ESD. Thus, employees who attempt to use accrued paid leave during a PFML-covered absence must report the receipt of the City's leave payments to ESD as part of the PFML claims process, which will result in the denial or reduction of PFML monetary benefits. Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

6.6.12 Coordination with Other Benefit Programs: When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of the City's other policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to the City's policy and subject to any FMLA or other legal requirements requiring

continuation of coverage. Effective January 1, 2026, health benefits will be maintained during any period of PFML leave in a manner identical to FMLA leave.

Effective January 1, 2026, in situations where an employee is eligible for FMLA leave but has not applied for PFML benefits and job protections, upon written notice to the employee, the City may deduct the period of FMLA leave from the employee's PFML protected leave entitlement.

6.6.13 Notice Regarding Expiration of Job Protections and Estimated Return to Work: Effective January 1, 2026, the City will provide written notice to any employee taking a continuous period of PFML leave exceeding two (2) typical workweeks, or any combined period of intermittent leave exceeding fourteen (14) typical work days. The notice will indicate the estimated expiration of job protections and the estimated date the employee is expected to return to work. Employees with questions regarding their leave entitlement and estimated return-to-work dates are always welcome to contact Human Resources for more information.

6.6.14 Job Restoration; Return to Work Recertification: Upon the conclusion of PFML leave, the City may require a return-to-work certification from a health care provider before restoring the employee to work. Such certification, when requested, is applicable only when the employee has taken PFML leave for the employee's own serious health condition. Any other requests for medical certification will be made in accordance with the ADA. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the City as soon as possible.

Employees should contact Human Resources to obtain further information and forms relating to PFML leave requests.

6.7 WASHINGTON FAMILY CARE ACT

Employees may use their choice of any available accrued paid leave (sick, vacation, floating/personal holiday, compensatory time off, PTO, and/or management leave) to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent as described below. Any such usage is subject to the limitations of Washington law, RCW 49.12.270, applicable collective bargaining agreements, and the City's other policies.

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

An employee may use available accrued leave when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a "serious or emergency health condition" which are conditions:

- Requiring an overnight stay in a hospital or other medical care facility.
- Resulting in any period of incapacity or treatment or recovery following inpatient care.
- Involving continuing treatment under the care of a health services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action or medical attention).

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Where the need for family care leave is unexpected, the City understands advance approval of the use of leave (as is required for certain kinds of accrued leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The City reserves the right to require verification or documentation confirming a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.

6.8 LEAVE OF ABSENCE WITHOUT PAY

6.8.1: The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness or disability (consistent with the limitations under the ADA), parenting, caring for an ill relative, or pursuing an education.

6.8.2: Unless otherwise required by law, only regular full-time and part-time employees who have satisfactorily completed their probation period are eligible for leave without pay. The following requirements apply:

- A. Accrued compensatory time off, management leave, vacation leave, PTO, and floating/personal holidays (if any) must be exhausted prior to taking any leave without pay.
- B. Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Mayor. Further extensions are at the discretion of the Mayor, consistent with any legal requirements.
- C. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. PTO, vacation, sick leave, and/or any other benefits do not accrue while an employee is on leave without pay for more than a full month. Holiday, and any specialty or premium pay are also suspended. To maintain insurance coverage, employees are required to pay their insurance premiums during leaves in excess of thirty (30) days through COBRA.
- D. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned.
- E. An employee returning from a temporary disability may, at the City's option, return to the same position or similar position at a comparable rate of pay.
- F. If the leave without pay is due to an illness or disability, the City may require a medical certificate stating that the employee is capable of returning to work and performing the work, duties, and responsibilities of the employee's position. Dependent on the circumstances, the City may require a medical certificate and fitness-for-duty evaluation from a medical provider selected and paid for by the City.

6.9 JURY DUTY AND OTHER COURT DUTY LEAVE

6.9.1 Jury Duty: It is the civic obligation of each employee to serve on a jury if called.

- A. An employee will receive full pay from the City for time spent on jury duty. An employee will also receive full pay when subpoenaed by the City for a deposition or appearing as a witness for the City in a matter involving the employee's official responsibilities as a City employee. An employee will not be paid for time served as a plaintiff, defendant, or witness in a civil matter,

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including unfair labor practice hearings and arbitration proceedings, not involving the employee's official role as a City employee, unless that time is taken as vacation leave.

- B. The employee shall inform the City's payroll staff of the amount of witness fees, exclusive of travel and parking, actually received, which will be deducted from the employee's next monthly paycheck.
- C. Employees who are absent from work because of jury duty will retain seniority and all benefits. The time away from work will not affect vacation or sick leave accruals.
- D. When an employee is released from jury duty or as a witness by the court during the employee's workday, the employee is to immediately inform an appropriate supervisor and report to work if requested to do so.
- E. If an employee is summoned to jury duty during a critical work period, the City may ask the employee to request a waiver from duty.

6.9.2 Funeral Leave: In the event of a death in the employee's immediate family, the employee shall be granted five (5) days off with pay. For purposes of this policy, "family member" includes a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, sibling, or anyone with whom the employee has a dating relationship. In addition, when an employee participates in a funeral ceremony, the employee may be granted a reasonable time off to perform such duty. When granted, funeral leave under this policy section shall be taken within 30 days from the date of death.

6.9.3 Leave for Domestic Violence, Sexual Assault, Stalking, or Hate Crimes: In accordance with state law, the City provides reasonable leave away from work, either in a continuous block of time or intermittently, or continued employment on a reduced work schedule, when the reason for the leave is one or more of the following:

- An employee seeks assistance from a lawyer or law enforcement to prepare for or participate in a civil or criminal proceeding related to incidents of domestic violence, sexual assault, or stalking involving either the employee or a "family member" of the employee.
- An employee seeks or attends treatment for physical or mental injuries of the employee, or a family member caused by domestic violence, sexual assault, or stalking.
- An employee obtains services from a domestic violence shelter, rape crisis center, or similar facility for the employee or a family member.
- An employee obtains mental health counseling for domestic violence, sexual assault, or stalking for the employee or family member of the employee who has been a victim.
- An employee participates in safety planning or relocation for the employee or a family member.
- Effective January 1, 2026, leave under this policy section is expanded to include hate crimes, meaning the commission, attempted commission, or alleged commission of an offense described in RCW 9A.36.080.

For purposes of this policy, "family member" includes a child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or anyone with whom the employee has a dating relationship. The City may

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require proof of a family relationship, such as a birth certificate, a court document, a signed statement from the employee, or other similar documentation. When an employee needs leave under this policy, the City may request the following documentation to substantiate the need for leave:

- Police report.
- Court order of protection.
- Documents supporting a court appearance.
- Statement from a domestic violence advocate, attorney, clergy member, or medical or other related professional.
- An employee's signed written statement.

Employees must use accrued PTO, vacation, floating/personal holiday, compensatory time off, and management leave (as applicable to the employee) before taking unpaid leave. Employees who accrue sick leave have the option to use their sick leave.

If possible, employees are required to give advance notice of their need for leave. If the situation does not allow for advance notice, the employee must notify their supervisor or Human Resources no later than the end of the first day the employee takes leave.

The City will maintain the confidentiality of all documents associated with leave requested or taken under this policy. These documents may be disclosed only with the consent of the employee, by order of a court or administrative agency, or otherwise required by federal or state law. Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

Employees in need of any other reasonable workplace accommodations related to domestic violence, sexual assault, or stalking are encouraged to speak with Human Resources.

6.10 MILITARY LEAVE

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

6.10.2 Washington Paid Military Leave: All City employees are entitled to a paid military leave of absence, for a period not to exceed 21 working days during each year, beginning October 1 and ending the following September 30 annually. Military leave beyond the 21 days of paid time off will be unpaid unless the employee elects to use accrued vacation, floating/personal holiday, compensatory time off, PTO, or management leave. An employee is required to provide the City with copies of their military orders as soon as possible after they are received, unless otherwise prohibited by law.

6.10.3 Washington Military Leave for Spouses and Registered Domestic Partners: The City provides military leave for spouses and registered domestic partners of members of the U.S. armed forces in accordance with state law. An employee must work an average of 20 hours per week to be eligible for leave under this policy. Such leave may also be covered under the FMLA or PFML, although an employee qualifies for this separate military leave entitlement even if the employee does not qualify for FMLA or PFML.

During a period of military conflict, City employees who are military spouses and registered domestic partners are entitled up to a total of fifteen (15) days of unpaid leave per deployment. The leave may be taken:

- When the soldier is on leave from their deployment; or
- After the soldier learns of the deployment, but before they commence active duty.

While on leave, the employee must exhaust all accrued paid leave (PTO, vacation, floating/personal holiday, compensatory time off, and/or management leave, as applicable to the employee, before moving into unpaid status. While on an unpaid status, the employee may elect COBRA coverage for continuing insurance benefits.

Employees requesting leave under this policy must provide notice to their supervisor, Human Resources, or the City Administrator within five (5) business days of the soldier receiving official notice of the order to active duty, or official notice of receiving leave from active duty. Upon returning from leave, the employee will be restored to their original job, or to another job with equivalent pay, benefits, and other employment terms and conditions.

6.11 WORKER'S COMPENSATION BENEFITS

Eligible employees are covered by the Washington State Industrial Insurance Program ("Workers' Compensation"), administered by the Washington State Department of Labor and Industries ("L&I"). This program covers employees' medical expenses and time-loss compensation in the event of a job-related accident, injury, or illness. All job-related accidents, injuries, and illnesses shall be reported immediately to the Department Head, who shall report them to Human Resources. All medical emergencies and serious injuries should be immediately reported to 9-1-1.

6.11.1: When an employee is absent for one (1) or more days due to an on-the-job accident, injury, or illness, the employee shall file a Workers' Compensation claim with L&I. Human Resources will provide instructions on filing a claim, but it is the employee's responsibility to timely complete and file the claim with L&I. Pending receipt of Workers' Compensation time-loss benefits, the employee shall have the option of using accrued paid leave (PTO, vacation, sick leave, personal/floating holidays, compensatory time off, or management leave, as applicable to the employee) or taking the leave without pay. In the event the employee fails to file a Workers' Compensation claim for time-loss benefits, the employee shall nonetheless be entitled to use accrued paid leave for the absence.

6.11.2: Employees approved for Workers' Compensation time-loss benefits have the following options with respect to the usage of accrued paid leave:

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- a. **Regular Use of Accrued Paid Leave** - The employee may use, as normal, accrued paid leave for each daily absence, in combination with receipt of time-loss compensation.
- b. **Buy-Back of Accrued Paid Leave** – The employee may elect to use only a portion of accrued paid leave, in combination with time-loss compensation, to achieve the employee’s regular salary for each daily absence. The employee achieves this outcome by “buying-back” a portion of accrued paid leave previously used. The buy-back procedure is optional. Employees electing to buy-back leave must notify Human Resources, in writing, the first week that time-loss benefits are received, otherwise the right to buy-back may be deemed waived. Once approved by Human Resources, the employee must follow all directions and deadlines established by Human Resources, including an obligation to timely surrender time-loss payments to the City.
- c. **Unpaid Leave** – The employee may decline the use of accrued paid leave, and thus rely solely on time-loss compensation during the absence. If this option is elected, the employee will move to unpaid leave status, and the City will continue paying the employee’s health insurance premiums for up to three (3) months. Afterwards, the employee may choose to enroll in COBRA and self-pay for all required insurance premiums.

6.11.3: The City’s covered law enforcement and fire personnel have additional rights and benefits for job-related accidents and injuries, as established in the LEOFF disability supplement, RCW 41.01.500 through RCW 41.04.550. The City will administer the LEOFF disability supplement in accordance with Washington law and the terms of any applicable collective bargaining agreement.

6.11.4: The City may require the medical certification or evaluation of any employee on approved Workers’ Compensation leave, or upon return from such leave. Medical certification or evaluation may be required, as examples, to assist with the workplace accommodation process and/or to ensure the employee is fit-for-duty. The City may require an employee to obtain medical certification or evaluation from the employee’s own medical provider. Alternatively, consistent with state and federal law, the City may require an examination at an independent doctor, selected and paid for by the City, with any such examination limited to a job-related analysis. Consistent with state and federal law, including the ADA, an employee’s receipt of time-loss compensation does not guarantee continued employment or medical leave for any specified duration.

6.12 WASHINGTON LONG-TERM “CARES” ACT

The City complies with the Washington Long-Term “Cares” Act. Consistent with the law, and unless otherwise stated in a collective bargaining agreement, the City deducts premiums from employee pay and submits them to Washington’s Employment Security Department (ESD). Premiums are valued at a partial percentage of employee gross wages, subject to annual adjustment. Upon proof of official documentation from ESD, the City will honor private insurance coverage opt out exemptions held by employees. All other exemptions will be administered based on the requirements of the law.

6.13 HEALTH INSURANCE BENEFITS

The City provides health insurance benefits for its regular employees regularly scheduled to work 30 or more hours weekly, and their eligible dependents, unless otherwise established in a collective bargaining agreement. Descriptions of the policies of insurance are available from Human Resources. The City reserves the right to make and/or negotiate changes in the carriers and provisions of these programs when deemed necessary or advisable.

6.13.1 Extended Health Benefits (COBRA): In compliance with COBRA (the Consolidated Omnibus Budget Reconciliation Act), the City offers continuing health care coverage on a self-pay basis to employees and their dependents following termination (for reasons other than gross misconduct), a reduction in hours, retirement, death, or other qualifying events established by law. These health benefits will be identical to the coverage offered to full-time employees.

- B. For terminated 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, separation, or death, the coverage may last up to 36 months for the employee and/or qualified beneficiary.
- C. Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance coverage, COBRA continuation rights may be available at the employee's expense during an approved unpaid leave of absence, in the event coverage is not extended through the City.
- D. While an employee is receiving Workers' Compensation benefits without using accrued paid leave, the City may continue to pay the employee's health insurance premiums for three (3) months, after which the employee may choose to exercise his/her/their COBRA rights and self-pay insurance premiums.
- E. Upon an employee's termination from City employment, at the employee's option and expense, the employee may elect to continue City health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct," as this phrase is interpreted by law.
- F. The employee or beneficiary may waive all rights to continuation coverage notification procedures and time limits outlined in the continuation coverage "Notification of Rights" letter, which is sent out upon the occurrence of a qualifying event.

6.14 BENEFITS FOR NONREGULAR EMPLOYEES

Nonregular employees shall not be entitled to paid holidays, PTO, vacation, or other leaves of absence, with or without pay. Sick leave will be provided to nonregular, nonexempt employees only as required by Washington law ([see section 6.3 for more information](#)). Benefits provided to nonregular employees shall be limited to those employer paid benefits required by federal or state law or as provided by applicable collective bargaining agreements.

6.15 BENEFITS FOR REGULAR PART-TIME EMPLOYEES

Regular part-time employees shall be entitled to paid holidays, PTO, vacation, and leave on a pro rata basis, Health insurance coverage may also be offered on a pro rata basis with the employee paying a portion of the monthly premiums. Sick leave will be provided to part-time employees on a pro rata basis and only as required by Washington law. Part-time employees who work less than 30 hours per week shall receive no benefits unless otherwise required by law.

6.16 UNEMPLOYMENT COMPENSATION

Employees may qualify for Washington State unemployment compensation after termination from City employment depending on the reason for termination and whether certain qualifications are met. Entitlement and eligibility for unemployment compensation is established by Washington law and therefore independent from the terms of these policies.

DISCIPLINE, TERMINATION AND GRIEVANCES

7.1 DISCIPLINARY ACTION

All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties, including the expectation that employees safeguard City assets and make fiscally responsible decisions. The primary mission of every employee is to provide courteous, orderly, efficient, and economic services to the public.

7.1.1: Acts, errors, or omissions that discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline, including termination.

7.1.2: All employees may be subjected to disciplinary action, up to and including termination, for reasons that include, but are not limited to, the following:

- A. Consumption of intoxicating beverages, or the use/misuse of illegal drugs or controlled substances on the job (including marijuana), or arriving on the job under the influence of intoxicating beverages or drugs;
- B. Violation of any criminal laws;
- C. Insubordination;
- D. Violation of the City's policies related to harassment, discrimination, bullying, and retaliation.
- E. Failure to obtain or maintain any license or certificate required as a condition of employment pursuant to the job description or departmental regulations;
- F. Careless, negligent, or improper use or care of City equipment, materials, funds or other resources funded with public monies; use of City property or time for personal financial gain; failure or refusal to follow established safety practices or utilize provided safety equipment;
- G. Excessive unexcused absenteeism or tardiness, abuse of any leave or benefit policy;

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- H. Uncorrected inefficiency, negligence, or poor performance of duties.
- I. Conviction of a felony or of a misdemeanor involving moral turpitude or rendering the employee unfit or unqualified to perform duties on behalf of the City or provide services to the public;
- J. Inability, refusal, or failure to perform the duties of the assigned job;
- K. Violation of duties or rules imposed by these policies, or by any other City rule, regulation, ordinance, resolution, or administrative order.
- L. Unauthorized possession or use of any City property, equipment or materials; theft or intentional destruction of or damage to City property;
- M. Dishonest, disgraceful, immoral, or prejudicial conduct, discourteous treatment of the public, or a fellow employee, disorderly conduct of any nature, or any other act of omission or commission tending to injure the public service; or any conduct unbecoming of an officer or employee;
- N. Intentional falsification of personnel, pay or other City records or documents;
- O. Ignoring safety rules or common safety practices; or failure to report on the job accidents or injuries, including motor vehicle accidents, promptly to the employee's supervisor;
- P. Sleeping on the job;
- Q. Inducing or attempting to induce any other City employee to commit a violation of law, City regulation or departmental regulation or procedure;
- R. Accepting from any source any reward, gift, or other form of remuneration for the performance or non-performance of duties, other than the regular compensation paid by the City;
- S. Compromise, cheating, or discredit of merit examination materials or processes;
- T. Engaging in any prohibited discrimination or harassment;
- U. Unauthorized possession of firearms, weapons, or explosives;
- V. Actual or threatened workplace violence.
- W. Unauthorized duplication and/or misuse of City keys, ID badges, or access devices;
- X. Gambling on City property or during working hours;
- Y. Failure or refusal to submit to any physical examination or lawfully requested substance abuse test;
- Z. Participating in a work stoppage or slowdown;
- AA. Having wages or salary subject to a writ of garnishment for three (3) or more separate indebtedness in a continuous twelve-month period;
- BB. Misappropriation or misuse of City property for personal gain.

CC. Failure to report an arrest, criminal charge, conviction, guilty plea, or incarceration for any misdemeanor, gross misdemeanor, or felony within five (5) days of such incident.

These are examples of the types of conduct that can lead to disciplinary action, including termination. The list is not intended to be all-inclusive. Violations of any other City policies or procedures may also lead to disciplinary action, including termination.

7.1.3: Any employee who is arrested, charged, convicted, pleads guilty, or is incarcerated for any misdemeanor, gross misdemeanor, or felony shall report to Human Resources within five (5) days of such incident. Upon notice, Human Resources will review the matter to determine whether further investigation, administrative leave, or disciplinary action is necessary.

7.2 FORMS OF AND PROCEDURE FOR DISCIPLINARY ACTION

The degree of discipline administered depends on the severity of the infraction, the employee's disciplinary history, and must be in accordance with any appropriate collective bargaining agreements and, if applicable, Civil Service Rules and Regulations. It is the responsibility of the Department Head and/or the City Administrator to evaluate thoroughly the circumstances and facts, including any workplace investigation as deemed necessary by the City. The Department Head will then implement the most suitable form of discipline. These procedures are intended to provide a brief description of the general disciplinary structure, but the City reserves the right to deviate from these procedures when, in management's sole discretion, it is necessary to preserve public confidence, act in an emergency situation or ensure the smooth and efficient operation of the City. For non-represented employees, nothing below is intended to modify the at-will nature of the employment relationship.

7.2.1: There are several types of disciplinary action that may be applied to discourage detrimental behavior or actions. Which form of discipline is used and in what order is for the City to determine in its sole discretion:

A. Oral Warning (documented)

1. Oral warnings may be given for minor offenses, or to bring to the employee's attention a potential work performance problem. They are intended to give an employee an opportunity to correct a condition.
2. Supervisor and/or Department Heads should at all times inform the employee that an oral warning is being given and that, if the condition is not corrected, the person will be subject to more severe disciplinary measures.
3. Documentation of the oral warning shall be placed in the employee's personnel file

B. Written Warning

1. A written warning may be issued by the Department Head in the event the employee continues to disregard an oral warning, or if the misconduct, inadequate performance, or infraction is severe enough to warrant a written record in the employee's personnel file.
2. A written warning should contain a statement of the facts regarding the incident(s), the required corrective action on the part of the employee, details of any discipline being given,

and a statement indicating that further disciplinary action may follow if the correction is not achieved. The Department Head should discuss the written warning with the employee's immediate supervisor, prior to signing it and reviewing the disciplinary action with the employee. The decision should be given to the employee in writing and the employee should be asked to sign a copy showing that he or she has received written notification of the decision. If the employee will not sign, the Department Manager should indicate the refusal to sign on the same form.

C. Unpaid Suspension (See Section 7.3, [Pretermination or Disciplinary Meeting](#); and Section 7.2.2, [Administrative Leave](#).)

1. A suspension is time off without pay for disciplinary reasons. This form of discipline is administered as a result of a serious infraction of rules, standards, or for repeated violations after the employee has received a written warning and has made no satisfactory progress toward improved performance. This is the most severe form of discipline given by a Department Head short of termination (or demotion, when applicable). It should be applied only after a thorough evaluation by the Department Head or designated City representative.
2. The Department Head should prepare a memo indicating all facts leading to the disciplinary suspension, the duration of the suspension, the required corrective action on the part of the employee, and a statement indicating that the employee may be discharged if another infraction occurs or the corrective action is not taken as required. During the period of suspension, a regular employee may not use any earned but unused accrued paid leave (e.g., PTO or vacation leave), may not take a floating/personal holiday, and is ineligible for any other leave, accrued compensatory time, or management leave.
3. After reviewing the disciplinary action memo with the employee, the original copy is to be forwarded to the City Administrator and Mayor, and placed in the employee's personnel file, and a copy is to be given to the employee.
4. Disciplinary suspensions for exempt employees shall normally be made in full-week increments. An exception exists when the misconduct stems from the violation of safety rules of major significance, in which case the exempt employee is subject to a disciplinary suspension of any number of days. Nonexempt employees remain subject to disciplinary suspensions of any number of days, without regard to the nature of misconduct. The Department Head will schedule the suspension within thirty (30) days of the issued discipline, and the suspension will take place at a time that least disrupts the departments responsibilities.

D. Demotion

Demotions may be used, at the discretion of the City, when an employee has been promoted to a position to which the employee is unable to perform the responsibilities of the position, or when the employee's misconduct no longer renders the employee suitable for the position, and when the employee's former position or a similar position for which the employee is qualified is open. Demotions shall normally not be used as a form of corrective discipline if it would cause

an inappropriate dislocation of other employees. Demotions should be applied only after a thorough evaluation by the Department Head and only after adequate written warning.

E. Disciplinary Probation

When a regular employee is placed on disciplinary probation, such employee will be given a written statement of the action taken, the reasons for the action, and the consequences of repeating or engaging in further or other unacceptable behavior. This written statement shall be given to the employee at the time the regular employee is placed on disciplinary probation. A copy of this written statement shall be placed in the employee's personnel file.

During a period of disciplinary probation, a regular employee may not use any earned but unused vacation benefits, accrued compensatory time off, or management leave, may not take a floating/personal holiday, and is ineligible for any other leave, except as required by law. PTO may be used for sick—related absences.

Disciplinary probation may be for any period not to exceed six (6) months. During the disciplinary probationary period, the regular employee must show the required improvement necessary to remain in the job. If the regular employee fails to correct performance or repeats the unacceptable conduct during the disciplinary probation period, the employee may be discharged. All discharges shall be in accordance with the City's policy on pretermination meetings. ([See Section 7.3, "Pretermination or Disciplinary Meeting"](#)).

7.2.2 Administrative Leave: On a case-by-case basis, an employee may be placed on administrative leave with pay, for an indefinite period of time, during the pendency of an investigation or other administrative proceeding, to address safety, performance, or behavior concerns, or during the fitness-for-duty and medical certification process. The placement of an employee on paid administrative leave shall be made by Human Resources in consultation with the City Administrator or designee. Unless otherwise instructed by the City, an employee on administrative leave shall remain available to the City during regular working hours, turn over all City property (cellphone, ID cards, laptop, etc.), and remain away from the City's premises without prior permission.

7.3 PRETERMINATION OR DISCIPLINARY MEETING

A pretermination or disciplinary meeting shall be conducted in the following manner before a regular employee is terminated "for cause," before a disciplinary action is taken which results in a decrease or loss of pay and/or benefits, or at any other time at the discretion of the City. The purpose of the meeting is to permit the employee to make the employer aware of anything the employee believes the employer should know prior to making a final decision on termination or discipline.

7.3.1 Hearing:

- A. The Department Head and Human Resources and/or City Administrator, or designee shall meet with the employee and conduct the pretermination meeting.

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- B. The employee shall be informed of the proposed termination or discipline and a general description of all reasons known to the employer for the proposed action.
- C. The employee to be terminated or disciplined shall be given an opportunity to respond to those charges by explaining the employee's side of the story and correcting any misinformation that the employer may be utilizing in its decision.
- D. The meeting is not an evidentiary hearing. Testimony of witnesses will not be taken, and a full presentation of evidence and records is not necessary or permitted.

The employee may be accompanied by a Union representative, but such representative shall not interfere with the presentation of employer information to the employee or the employee's opportunity to respond to the employer, or in any other way disrupt the proceeding.

7.3.2 Decision: A final decision to implement the proposed termination or discipline shall be made as soon as practical after the meeting. Written notice of the decision shall be supplied to the employee.

7.3.3 Suspension of Employee Prior to Hearing: If the City Administrator perceives a significant hazard or detriment to the best interests of the City in keeping the employee on the job until the pretermination meeting occurs, the employee shall be placed on administrative leave with pay until a decision is rendered following the meeting (see Section 7.2.2, Administrative Leave).

7.4 TERMINATION (See Section 7.3, Pretermination or Disciplinary Hearing)

7.4.1: Prior to a Department Head taking action on the termination of an employee, the Department Head must discuss a recommendation for termination with the Mayor or designee to be certain that all facts have been reviewed and that there is justification for the termination. The Department Head, or other designated representative, should investigate the facts regarding the recommendation to terminate an employee and should attempt to be as objective as possible in the evaluation of the circumstances leading to the termination. The decision of the Mayor shall be final and no appeal may be taken from the decision unless otherwise provided by a collective bargaining agreement or the City's Civil Service Rules and Regulations. If, in the opinion of the Department Head, the infraction is so severe as to necessitate immediate termination, the Department Head should take action by placing the employee on administrative leave with pay until circumstances are reviewed with the Mayor or designee prior to final termination.

7.4.2: The Mayor shall have the power of removal for all Department Head positions for the City upon discussion with the City Council.

7.5 GRIEVANCES AND CIVIL SERVICE HEARINGS

Employees covered by collective bargaining agreements and/or the City's Civil Service Rules and Regulations shall have available the grievance and hearing procedures as established by such agreements and rules/regulations.

EMPLOYEE ACKNOWLEDGEMENT,

I, (full name) _____, acknowledge that I have received, read, and understand the Employee Handbook, dated _____.

I also acknowledge that its purpose and content have been explained to me and I have been offered an opportunity to ask questions regarding it. I understand the Employee Handbook summarizes various employment policies and procedures applicable to my employment with the City of Snoqualmie.

I understand that this Handbook supersedes any prior handbooks or policy manuals regarding employment with the City issued by the City.

I understand that the City may add to, modify, delete or make exceptions to any of the policies and procedures contained in the Employee Handbook from time to time, and I am responsible for being familiar with any new, modified or updated policies.

I agree to perform my job and otherwise act in a manner consistent with the Employee Handbook and any subsequent additions, modification, or deletions, which may be implemented by the City during my employment.

If I am a non-represented employee, I understand my employment with the City is "at-will," meaning the employment relationship may be terminated at any time, without cause or notice, by myself or by the City. Nothing in these personnel policies is intended to modify the at-will nature of my employment relationship. Exceptions exist only where expressly stated in employment agreements and/or the City's Service Rule and Regulations.

If I am a represented employee who is included in a bargaining unit, I understand that I am bound by the terms and conditions stated in my collective bargaining agreement. I may have additional rights and obligations only as expressly stated in the collective bargaining agreement and/or the City's Civil Service Rules and Regulations.

Employee Signature

Print Name

Date

APPENDIX A:

CODE OF ETHICS, Chapter 2.80

APPENDIX A: CODE OF ETHICS, CHAPTER 2.80

2.80.010 Purpose.

A. The proper operation of democratic representative government requires that elected and appointed public officers and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. Accordingly, it is the purpose of this chapter to establish ethical standards of conduct for all officers and employees of the city, whether elected or appointed, paid or unpaid; to set forth those acts that are incompatible with such standards; to require disclosure by such officers and employees of private financial or other interests in matters affecting the city; and to provide effective means for enforcement thereof. This chapter shall not be construed so as to impair the ability of city officers and employees to participate in ceremonial, representational, or informational functions in the pursuit of their official duties.

B. This chapter shall be liberally construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for city officers and employees.

C. This chapter shall be interpreted and applied in a manner consistent with the maxim that "De minimis non curat lex" and to allow inadvertent minor violations to be corrected and cured without full hearing in conformance with the spirit and purpose of this code. (Ord. 762 § 1, 1996).

2.80.020 Definitions.

For the purpose of interpreting and enforcing the code of ethics, the following definitions shall apply:

A. "Business entity" means any corporation, general or limited partnership, sole proprietorship (including a private consultant operation), joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not organized for profit.

B. "City agency" means every department, office, ethics hearing officer, commission, or committee of the city, or any subdivision thereof, but excludes public corporations and ad hoc advisory committees.

C. "City officer or employee" means any person holding a position by election, appointment, or employment in the service of the city or city agency, whether paid or unpaid, including members of any ethics hearing officer, committee or commission.

D. "Compensation" means anything of economic value, however designated, which is paid, loaned, advanced, granted, given or transferred for or in consideration of personal services to any person.

E. "Beneficial interest" means any direct or indirect, pecuniary or material benefit, other than a remote interest, accruing to a city officer or employee as a result of a contract, transaction, zoning decision or other matter which is or may be the subject of an official act or act by or with the city, except for such contracts, transactions, zoning decisions or other matters which by their terms and by the substance or their provisions confer the opportunity and right to realize the accrual of similar benefits to all other

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persons and/or property similarly situated. For purposes of this chapter, a city officer or employee shall be deemed to have an interest in the affairs of:

1. The officer or employee's spouse or dependent children;
2. Any person or business entity with whom a contractual relationship, whether oral or written, exists with the city officer or employee;
3. Any business entity in which the city officer or employee is an officer, director, member or employee;
4. Any business entity in which the public officer or employee controls or owns, directly or indirectly, in excess of one percent of the total stock, or an interest totaling \$5,000 or more in value; and
5. Any person or business entity with whom a contractual relationship, whether oral or written, exists with the city officer or employee; provided, however, that a contractual obligation of less than \$500.00, or a commercially reasonable lien made in the ordinary course of business, or a contract for a commercial retail sale, shall not be deemed to create an interest in violation of this code.

F. "Gift" means anything of economic value in excess of \$20.00, regardless of the form, without adequate and lawful considerations; provided, it does not include the solicitation, acceptance, or receipt of political campaign contributions regulated in accordance with provisions of federal, state, or local laws governing campaign finances.

G. "Immediate family" means any person who is:

1. A spouse or domestic partner;
2. Any dependent parent, parent-in-law, child or son-in-law or daughter-in-law; or
3. Any parent, parent-in-law, child, son-in-law, daughter-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of the city officer or employee.

H. "Official act or action" means any legislative, administrative, appointive or discretionary act of any city officer or employee of the city or any ethics hearing officer, committee or commission thereof.

I. "Person" means any individual, association, corporation, or other legal entity.

J. "Remote interest" means:

1. That of a nonsalaried officer of a nonprofit corporation;
2. That of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
3. That of a landlord or tenant of a contracting party;
4. That of a holder of less than one percent of the shares of a corporation or cooperative which is a contracting party. (Ord. 929 § 1, 2003; Ord. 762 § 1, 1996).

2.80.030 Prohibited conduct.

A. Disqualification from Acting on City Business. No city officer or employee, while holding such office or employment, shall:

1. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the officer's or employee's independence of judgment or action in the performance of official duties and fail to disqualify himself or herself from official action in those instances where the conflict occurs.
2. Have a financial or other private interest, other than a remote interest as defined in this chapter, direct or indirect, personally or through a member of his or her immediate family, or business entity, in any matter upon which the officer or employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating.
3. Fail to disqualify himself or herself from acting on any transaction which involves the city and any person who is, or at any time within the preceding 12-month period has been, a private client of his or hers, or of his or her firm or partnership.
4. Have a financial or other private interest, other than a remote interest as defined in this chapter, direct or indirect, personally or through a member of his or her immediate family, or business entity, in any contract or transaction to which the city or any city agency may be a party, and fail to disclose such interest to the appropriate city authority prior to the formation of the contract or the time the city or city agency enters into the transaction.

B. Improper Use of Official Position. No city officer or employee, while holding such office or employment, shall:

1. Use his or her official position for a purpose that is, or would to a reasonable person appear to be, primarily for the private benefit of the officer or employee, rather than primarily for the benefit of the city; or to achieve a private gain or an exemption from duty or responsibility for the officer or employee or any other person.
2. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any city funds or city property, for a purpose which is, or to a reasonable person would appear to be, for other than a city purpose; provided, that nothing shall prevent the private use of city property which is available on equal terms to the public generally (such as the use of library books or tennis courts) the use of city property in accordance with municipal policy for the conduct of official city business (such as the use of a city automobile), if in fact the property is used appropriately; or the use of city property for participation of city or its officials in activities of associations of governments or governmental officials.
3. Except in the course of official duties, assist any person in any city transaction where such city officer's or employee's assistance is, or to a reasonable person would appear to be, enhanced by that officer's or employee's position with the city; provided, that this subsection shall not apply to any

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officer or employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by this chapter or any other applicable ordinance, regulation or statute.

4. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with the city, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the city.

C. Acceptance of Gifts or Loans. No city officer or employee, while holding such office or employment, and for a period of one year after leaving city employment, shall solicit or receive any retainer, gift, loan, entertainment, favor or proprietary reward, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value had been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given, with intent to give or obtain special consideration of influence as to any action by such officer in his or her official capacity; provided, that nothing shall prohibit contributions for election campaigns which are solicited or received and reported in accordance with applicable law.

D. Disclosure of Confidential or Privileged Information. No city officer or employee, while holding such office or employment, or at any time after leaving office or employment, shall disclose or use any confidential or privileged information gained by reason of his or her official position for a purpose which is for other than a city purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

E. Financial or Beneficial Interest in City Transactions. No city officer or employee, while holding such office or employment, shall:

1. Regardless of prior disclosure thereof, hold or acquire a beneficial interest, direct or indirect, personally or through a member of his or her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such officer or employee or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein, in violation of Chapter [42.23](#) RCW.

2. Regardless of prior disclosure thereof, be beneficially interested, directly or indirectly, other than a remote interest, in any contract or transaction which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract or transaction from any other person beneficially interested therein, in violation of Chapter [42.23](#) RCW. This subsection shall not apply to the furnishing of water, other utility services, or other services of the city at the same rates and on the same terms as are available to the public generally, or to any other transaction specifically exempted by Chapter [42.23](#) RCW.

F. Quasi-Judicial Proceedings, Reporting of Violations, False Statements. No city-appointed officer or employee, while holding such office or employment, shall:

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1. Participate in or influence any pending quasi-judicial proceeding if the city official or employee has a financial or personal interest in the matter.
2. Intimidate, harass, discipline or otherwise take any improper action against a member of the public, a city officer or employee solely because he or she in good faith has reported a violation of this code of ethics, or any other written city code or policy.
3. Induce or direct any city officer or employee to make any false statement or representation of any public record or document in willful disregard of the truth of such statement or representation.

G. Prohibited Conduct After Leaving City Office or Employment.

1. No former officer or employee shall, for a period of one year after leaving city office or employment:
 - a. Assist any person in proceedings involving the agency of the city with which he was previously employed, or on a matter in which he or she was officially involved, participated or acted in the course of duty.
 - b. Represent any person as an advocate in any matter in which the former officer or employee was officially involved while a city officer or employee.
 - c. Participate as a competitor in any competitive selection process for a city contract in which he or she assisted the city in determining the project or work to be done or the process to be used.
2. A city officer, who contracts with a former city officer or employee for expert or consultant services within one year of the latter's leaving city office or employment, shall promptly inform the city administrator about the agreement.
3. The prohibition of subsection (G)(1) of this section shall not apply to former employees acting on behalf of a governmental agency unless such assistance or representation is adverse to the interest of the city. (Ord. 929 § 2, 2003; Ord. 762 § 1, 1996).

2.80.040 Disclosure of interest in legislative action.

- A. Any member of council who has a financial interest or personal interest in any proposed legislation before the council shall disclose on the record the nature and extent of such interest. If the member of council would be especially benefited by such legislation, the member of council shall not participate in the discussion or vote upon such matter.
- B. Any other city officer or employee who has a financial or personal interest in any proposed legislative action of the council and who participates in the discussion with or gives an official opinion or recommendation to the council shall disclose on the record the nature and extent of such interest. (Ord. 762 § 1, 1996).

2.80.050 Ethics hearing officer – Position created.

There is hereby created the office of ethics hearing officer, who shall be appointed by the mayor and confirmed by the city council. The ethics hearing officer shall be an attorney not holding any other elective

or appointive office with the city. The ethics hearing officer may be removed from office with or without cause by the mayor with the concurrence of the city council. The compensation of the ethics hearing officer, and other terms and conditions of the engagement, shall be set forth in a written contract. (Ord. 762 § 1, 1996).

2.80.060 Ethics hearing officer – Powers and duties.

The ethics hearing officer shall have the following powers and duties:

- A. The ethics hearing officer shall be a quasi-judicial fact finder.
- B. The ethics hearing officer shall perform the following duties:
 1. Upon request of a city officer or employee, the ethics hearing officer shall render advisory opinions, in writing, to any officer or employee having doubt as to the applicability of any provision of this chapter to a particular situation, or as to the definition of terms used herein. Officers and employees may rely upon such written opinions, which shall be binding upon the city until amended or revoked, unless material facts were misstated or omitted in the request for the advisory opinion. Advisory opinions shall be filed with the city clerk and shall be public records, except to the extent necessary to preserve protected privacy interests under RCW [42.17.310](#); and further provided, the opinion shall be stated in general issue and opinion format, without disclosure of the identity of the person requesting it.
 2. Upon receiving a written complaint regarding a violation of this chapter, accompanied by proof that said written complaint has been served upon the party who is alleged to be in violation, the ethics hearing officer shall investigate said complaint and, upon making a determination that the complaint is legally sufficient and that it is supported by probable cause, conduct a hearing and issue findings and recommendation as provided below.
 3. Determinations of legal sufficiency and probable cause shall be made within 30 days after receipt of any complaint. Any complaint which the hearing officer determines is not legally sufficient or not to be supported by probable cause shall be dismissed.
 4. Proceedings before the ethics hearing officer shall be recorded, and proper minutes of all meetings and actions shall be kept. (Ord. 929 § 3, 2003; Ord. 762 § 1, 1996).

2.80.070 Hearings.

The ethics hearing officer shall make no findings and recommendation without first conducting a hearing, which shall be held within 30 days after the determination of legal sufficiency and probable cause; provided, any matter which the ethics hearing officer determines would be deemed minor or inadvertent even if the allegations were proven may be summarily dismissed without further proceedings, with the findings of legal sufficiency and probable cause noted in the minutes of the proceedings, if the officer or employee stipulates in writing to appropriate corrective measures to ensure such conduct will not continue or reoccur. All hearings shall be closed to the public unless the officer or employee whose conduct is the subject of the hearing requests that it be a public hearing. All testimony before the ethics hearing officer

shall be sworn on oath or affirmation, subject to the laws of perjury of the state of Washington. Any party or witness in a proceeding before the ethics hearing officer shall have the right to be represented by counsel. Within 20 days after the conclusion of a hearing, the ethics hearing officer shall render written findings of fact and recommendations. Copies of the same shall be delivered to the party who was the subject of the hearing, complainant, the mayor, and the city council. (Ord. 762 § 1, 1996).

2.80.080 Recommendations of the ethics hearing officer.

A. If the ethics hearing officer determines that a city employee has violated the provisions of this code, the ethics hearing officer may recommend to the mayor that the employee be subject to disciplinary action. In addition to any other penalty otherwise provided by law, a violation shall be cause for suspension, discharge or removal from office, or such other disciplinary action as may, by the appropriate city authority, be deemed necessary and proper, and consistent with the city personnel manual, and/or state law. A written report of the disciplinary action taken as a result of the ethics hearing officer's recommendation shall be made by the appropriate city authority to the ethics hearing officer within 14 days after receipt of the ethics hearing officer's recommendation.

B. This section shall not derogate from employee rights under any collective bargaining agreement or city personnel manual or rules promulgated thereunder.

C. If the ethics hearing officer determines the mayor or a council member has violated a provision of the code of ethics, then he shall issue a "Letter of Censure."

D. If the ethics hearing officer determines any person has willfully and knowingly violated the provisions of this chapter, he may refer the matter to the prosecuting authority for action under SMC [2.80.090](#). (Ord. 762 § 1, 1996).

2.80.090 Criminal violations – Prosecuting authority – Penalties.

A. Any officer or employee who knowingly and willfully violates the provisions of this chapter shall be guilty of a misdemeanor.

B. The prosecuting authority for violations of this chapter shall be appointed by the mayor and confirmed by the city council. The prosecuting attorney shall not be the city attorney or city prosecuting attorney. If the ethics hearing officer recommends criminal prosecution of any elected officer, and prosecuting authority has not previously been appointed and confirmed, then the prosecuting authority shall be appointed by the King County prosecuting attorney. The prosecuting authority shall not have authority to prosecute any matters except those referred by the ethics hearing officer pursuant to SMC [2.80.080](#)(D).

C. Any person convicted of a violation of this chapter shall be punished by imprisonment for not more than 90 days, or a fine of not more than \$1,000, or by both such imprisonment and fine. (Ord. 762 § 1, 1996).

2.80.100 Relation of chapter to Chapter [42.23](#) RCW.

The conduct of all city officers and employees shall meet the requirements of both this chapter and Chapter [42.23](#) RCW. When a higher standard of conduct is established by this chapter than by

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Chapter 42.23 RCW, the standards of this chapter shall control; provided, this chapter shall not be construed to permit any act or omission that is prohibited by Chapter 42.23 RCW. (Ord. 929 § 4, 2003).

APPENDIX B:

Electronic Communications, Devices, and Technology Resources

APPENDIX B: Electronic Communications, Devices, and Technology Resources

The City provides electronic communications equipment, devices, and technology resources to facilitate City business and communications. These resources include, but are not limited to, computers, laptops, servers, cell phones, tablets, email, and internet/intranet networks and devices (collectively referred to as “technology resources”). The primary purpose of the City’s technology resources is to provide service to the public as part of the City’s business, in a manner consistent with the City’s other policies. *De minimis*, incidental, and infrequent personal use of the City’s technology resources by employees is permitted, if otherwise in compliance with the provisions of this policy, as set forth below.

This policy does not address all required, allowed, or prohibited behaviors by employees, but covers common examples. In general, the City relies on the good judgment of its employees to ensure that the City’s technology resources are used in the public’s best interest and the legitimate business needs of the City.

1.1 No Expectation of Privacy: By using the City’s technology resources, employees acknowledge and agree they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored, or transmitted during an employee’s incidental personal use of the City’s technology resources as permitted under this policy. Employees further agree that they are aware of, understand, and will comply with the provisions of this policy, and that their use of the City’s technology resources can and will be monitored and any data that they create, store, or transmit on or over City electronic systems may be inspected by the City at any time. Employees should understand that certain email messages, other electronic communications, and documents created on the City’s systems and devices may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

1.2 Standardized Software and Hardware: The City has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software or hardware, including personally owned software or hardware, on the City’s technology resources without approval of the City’s I.T. Department is prohibited.

1.3 Installation of Software and Hardware: Improper installation of software or hardware can damage a computer system, cause system malfunction, create a security concern, or conflict with system configuration. All standardized software and hardware are to be installed and managed by the City’s I.T. Department. Specialized software and hardware technologies exclusive to individual departments may be managed within the appropriate department, in coordination with the City’s I.T. Department. Any moving, relocating, or rearranging of computer software or hardware should also be coordinated with the City’s I.T. Department.

1.4 Ownership and Confidentiality: All software, programs, applications, templates, data, data files, emails, messages, and web pages residing on the City’s computer systems, networks, servers, or storage media, or developed on City computer systems, are the property of the City. The City retains the right to access, copy, modify, destroy, or delete this property without notice. Data files containing confidential or sensitive data must be treated accordingly and must not be removed from the workplace without proper authorization.

1.5 Retention Obligations: As a public agency, the City has certain data preservation and retention obligations, imposed either by law or by best practices. Employees shall follow all published City retention guidelines, shall not intentionally delete data in violation of these policies, and shall immediately notify the City's I.T. Department with any questions or concerns about data preservation and retention issues that may arise in connection with daily work duties.

1.6 Copying Software, Programs, Applications, Templates, Etc.: Employees must notify the City's I.T. Department and receive proper authorization before attempting to copy software, applications, programs, or templates. In many cases, copyright laws and/or licenses for commercial software, programs, applications and templates used by the City prohibit the making of multiple copies. The City and its employees are required to abide by all copyright laws and abide by all licensing agreements.

1.7 Passwords, Authentication, and Security: Employees must take steps to ensure the security of the City's technology resources, including adherence to the password, authentication, and security standards established by the City's I.T. Department. In addition, employees must ensure their devices and computer are both physically and digitally secured when they are away.

1.8 Acceptable Uses of the City's Technology Resources: The City's technology resources are to be used by City personnel only for City business purposes. *De minimis*, incidental, and infrequent personal use is permitted where such use does not interfere with job duties. *De minimis*, incidental, and infrequent personal use means: (1) it is occasional and of short duration; (2) it is done on an employee's personal time, such as on a lunch break; (3) it does not interfere with job responsibilities; (4) it does not result in any expense to the City; (5) it does not utilize excessive network resources; and (6) it does not constitute any prohibited use, as discussed below.

1.9 Prohibited Uses of the City's Technology Resources: Use of the City's technology resources to engage in any communication that violates federal, state, or local laws or regulations, or any of the City's policies, is strictly prohibited at all times. In addition, the following uses of the City's technology resources are inappropriate and are prohibited at all times, unless specifically exempted below:

1. Personal commercial use (meaning use that benefits an employee's outside employment or commercial business);
2. Accessing, receiving, or sending pornographic, sexually explicit, or indecent materials, including materials of an offensive nature;
3. Usage in a manner constituting unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, sexual orientation, national origin, age, disability, or other protected status;
4. Gambling or sports betting;
5. Cryptocurrency mining or trading;
6. Usage for recreational purposes, including the loading of computer games or playing online games;
7. Unauthorized copying or downloading of copyrighted material;
8. Usage that violates software license agreements;

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9. Downloading of software programs unless specifically approved by applicable supervisors and coordinated with the City's I.T. Department;
10. Sending anonymous messages and/or misrepresenting an employee's name, position, or job description;
11. Deliberately propagating any virus, worm, trojan horse, malware, spyware, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems, or those of any other individual or entity;
12. Using abusive, profane, threatening, or otherwise objectionable language in either public or private messages;
13. Any personal use, even if incidental, which results in expense to the City;

Any employee who violates these policies could be subject to disciplinary action, up to and including termination. In addition, employees may be held personally liable for damages incurred as a result of copyright and licensing requirements.

1.10 Downloading Files from the Internet or Opening Email Attachments: Downloading files from the internet or opening email attachments from sources outside the City can lead to spyware, hacking, and/or virus attacks that can severely damage or degrade the City's network, equipment, and/or data. The City's I.T. Department has installed anti-virus and anti-spyware software on all City computers and continuously updates signature definition files. However, that does not guarantee that all spyware is blocked, or that all viruses are caught.

Employees who have concerns about hacking, fraudulent access, or virus/spyware infection should immediately notify the City's I.T. Department. Similarly, employees who receive an email with a suspicious attachment, or from an unusual source, should notify the City's I.T. Department before opening or responding. Employees who notice their computer is behaving strangely should likewise notify the City's I.T. Department. From time to time, City personnel will be provided training on the detection and avoidance of fraudulent or harmful hacking attempts and related IT security policies and practices.

1.11 Usage of Personal Devices: Employees should not use personal cell phones, personal data devices, laptops, tablets, or similar devices during working time for personal reasons, with exception for *de minimis*, incidental, and infrequent personal usage that does not interfere with daily job duties. Employees are similarly expressly prohibited from using personal cell phones or other personal devices for City-related business purposes unless expressly authorized by a supervisor.

B.2 SOCIAL MEDIA USE

The City recognizes social media as an effective way to communicate with the public. The City also recognizes employees may use social media for their own personal reasons. However, the use of social media, for both professional and personal reasons, presents certain risks and carries with it certain responsibilities. This policy therefore establishes rules and expectations for the appropriate use of social media, whether for personal use or in connection with the City's business.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including blogs, journals, personal websites, website forums and electronic messaging boards, chat rooms, professional networking, and social networking platforms. Examples include, but are not limited to, Facebook/Meta, Twitter, Instagram, Threads, TikTok, BeReal, LinkedIn, Tumblr, YouTube, etc. “Social media” applies to any such platform, regardless of whether the platform is associated or maintained by the City.

2.1 Use of Social Media - City Business: The City may authorize the use of social media to enhance public awareness, distribute information to the public, and increase community engagement. Professional use of social media is subject to the following guidelines:

1. All City social media sites, accounts, services, or pages (“social media platforms”) shall be approved by the Department Head, in coordination with the Communications Department.
2. Where possible, social media platforms shall clearly indicate they are maintained by the City and shall have City contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including information technology and records management and retention policies. Content is subject to public records disclosure laws and should be preserved in accordance with the City’s retention policies. Before moving forward with the creation of a social media platform, protocols must be in place to ensure the content is managed, stored, and retrieved to comply with open records laws and discovery laws and policies.
4. Where possible, social media platforms should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the City. Pages shall clearly indicate that posted comments will be monitored; that the City reserves the right to remove obscenities, off-topic comments, and personal attacks; and that any content posted is subject to public disclosure laws.

2.2 Use of Social Media – Personal Reasons: The City does not seek to censor employees who are active on social media on their own time and using their own computer resources. However, situations exist in which employees may be held accountable, or disciplined, for their social media activity, even when that activity occurs on the employee’s own time and involves a personal social media platform. The following guidelines apply to employees’ personal use of social media:

1. Even when a communication occurs on personal time and/or away from work, employees should carefully distinguish between postings or comments made in their personal capacity versus their capacity as a person who is professionally affiliated with the City. If any confusion is reasonably likely, the employee should expressly state with a disclaimer that he/she/they is speaking in his/her/their personal capacity, and not for or on behalf of the City. For example, if an employee identifies himself/herself/their self as a City employee as part of the posting, the employee should disclaim any inference the employee is speaking in his/her/their capacity as a City representative.
2. Employees must adhere to the same ethical obligations that govern their behavior while on the job. For example, confidential City information or documents must not be disclosed, shared, or discussed.

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3. Employees must exercise discretion and good judgment when commenting upon colleagues or coworkers, either professionally or personally. This is particularly true when the comments are derogatory and derisive, involve name calling or slurs, or constitute harassment, discrimination, or retaliation. This is also true when the comments are on publicly available social media sites likely to be seen by other coworkers or the target of the comments.
4. Employees shall not post, share, or support comments or other content that negatively affects the City's operations or ability to serve the public. Prohibited content includes:
 - Any posting that includes harassment/discrimination, threats of violence, or similar inappropriate conduct;
 - Any posting that ridicules, maligns, disparages, expresses bias, negative connotations, or disrespect toward any race, religion, sex, gender, sexual orientation, nationality, or any other protected class of individuals;
 - Any posting that suggests that City personnel are engaged in behavior reasonably considered to be unlawful or reckless toward public interests;
 - Any posting that otherwise violates any law or City policy.
5. Public employers, including the City, may lawfully impose discipline for employee speech, even when such speech touches on a matter of public concern, when such speech also impairs discipline or control by supervisors; disrupts coworker relations; erodes close working relationships premised on personal loyalty and confidentiality; interferes with the speaker's performance of duties; or obstructs the City's operations. The City's employees may be subject to discipline, up to and including termination, for social media activity that violates these standards or otherwise violates this policy.
6. The City maintains various policies intended to encourage employees to report workplace concerns, including but not limited to, policies addressing unlawful harassment and whistleblower protections (see Section 1.3.3, Harassment, Discrimination, Retaliation and Section 2.31, Whistleblowers). Employees with concerns about a workplace issue are encouraged to promptly report such concerns through the appropriate reporting channels. Regardless, employees who elect to post complaints or criticism on social media platforms should avoid using statements or content that reasonably could be viewed as malicious, obscene, threatening or intimidating, that defames or disparages others, or that might constitute harassment. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City.

Employees with questions regarding their social media obligations should consult Human Resources.

APPENDIX C:

TELECOMMUTE / REMOTE WORK POLICY

APPENDIX C: TELECOMMUTE / REMOTE WORK POLICY 22-04

1. PURPOSE AND BENEFITS

- This appendix establishes the City's rules, expectations, and procedures for telecommuting and remote work.

Department Directors shall manage their workforces in accordance with this policy and implement consistent and equitable remote work arrangements for eligible positions. Participation in the remote work program is at the discretion of the City; no employee is entitled to or guaranteed the opportunity to remote work. Remote work arrangements will not impact the delivery of public services and programs negatively.

2. APPLICABILITY

This policy applies to all City employees who have completed their new hire probationary period, unless authorized sooner by the department Director. Departments may have additional remote work rules or requirements to allow for the unique nature of work and/or specific operational requirements. All additional remote work rules or requirements are subject to approval by the Mayor or Designee. In the event any provision of this policy conflicts with an applicable provision of a collective bargaining agreement, the latter shall prevail.

3. DEFINITIONS

3.1 Remote Work: A formal work arrangement that allows an employee to perform work, during their approved work schedule, at a location different from their City worksite by using technology that allows access to normal work material (e.g., email, telephone, and electronic documents).

3.1.1 Regular Remote Work: An employee working one (1) or two (2) nonconsecutive days each workweek from a remote worksite instead of the City worksite. Nonconsecutive days requires at least one in-City workday between the remote workdays. For the purpose of this policy, the final workday of one week and the first day of the following week is considered consecutive (e.g., Friday and Monday). The maximum days out of office per week, including flex/off days is two (2) days unless otherwise authorized by the Department Head in concurrence with the City Administrator. Requires an approved Remote Work Agreement on file with the Human Resources.

3.1.2 Temporary Remote Work: An employee working from a remote worksite on an ad-hoc basis for short-term and/or for specific reasons (including health reasons, inclement weather, City business travel, or during emergency events). Temporary remote work must be approved in writing by the employee's supervisor and is on a case-by-case basis.

3.2 City Worksite: City Hall or other City-owned facility or location where the employee's office is located or where the employee is assigned to work on a permanent basis when not working remote.

3.3 Remote Worksite: The employee's home office or other designated workspace.

- 3.4 Reasonable Accommodation:** A remote work arrangement may be approved as a form of reasonable accommodation provided the employee remains qualified for the job in question, is able to perform all essential job functions while working remotely, and the arrangement does not pose an undue hardship to the City's operations. Human Resources facilitates the reasonable accommodation process and considers requests on a case-by-case basis.

4. ELIGIBILITY

Department Directors are responsible for determining whether a position is appropriate for remote work and whether the employee has demonstrated the characteristics needed to perform the essential functions of their job effectively from a remote location. Department Directors or the Mayor or designee can revoke a remote work arrangement at any time and at their discretion.

4.1 Position Considerations: When evaluating the suitability of a position for remote work, the Department Director should consider whether the position has some or all of the following characteristics:

- The essential functions can be performed remotely;
- It is primarily information-based and focuses on internal-facing tasks, such as writing, reading, research, phone calls, data analysis, and data entry;
- It is not primarily external-facing or service-based, such as positions that must be readily available on a face-to-face basis to address problems or to deliver services;
- It does not require ongoing access to equipment, materials, or files that can only be accessed at the City worksite;
- It does not require regular or routine in-person interactions with other City personnel, Contractors, or members of the public;
- Routine problems can be resolved independently; and/or
- The workflow can be controlled and work product measured.

The list above is not exclusive. The Department Director may consider other relevant factors when determining the suitability of a position for remote work. Externally facing positions requiring regular in-person contact/customer service or that rely upon specific equipment or supplies to work on-site may be excluded from consideration for remote work arrangements, or they may be considered for a more limited remote work schedule.

4.2 Employee Considerations: Certain employees may be better suited than others to manage the unique requirements of remote work. When evaluating a remote work request, directors should consider whether the employee has demonstrated the ability to:

- Prioritize work to meet deadlines;
- Accomplish job duties with minimal supervision;
- Understand their role and expectations;
- Able to solve problems with little oversight or direction;
- Be organized, highly disciplined and self-motivated;
- Communicate effectively with clients, stakeholders, and team members; and

- Manage time effectively.

The list above is not exclusive, and the director may consider other relevant factors when determining the suitability of an employee for remote work. The employee should also be able to meet the other requirements of this policy, such as the requirement to have a safe and suitable remote workspace that is free from hazards and interruptions and is equipped with the necessary tools and supplies to enable the employee to competently perform the job.

4.3 Other Considerations: The specific work required of a position or employee may change over time in response to seasonal workflow demands, staff team changes, special assignments, or other factors. Therefore, remote work arrangements may be appropriate at certain times and not others.

5. WORK SCHEDULE: MEAL AND REST PERIODS

Employees approved for remote work must follow the work schedule assigned by their supervisor. The number of hours worked per week does not change when following a remote work schedule. The rules around reporting of hours for overtime eligible or overtime exempt employees do not change when following a remote work schedule. The supervisor must approve any overtime in advance.

Nonexempt (overtime eligible) employees approved for remote work shall follow the City's normal meal and rest period requirements. Across a regular workday, this typically includes one paid 15-minute rest period for hours of working time and an unpaid daily 30-minute meal period (see Section 2.32, Work Breaks/Rest Periods). Remote employees who are unable to take their daily rest or meal periods should promptly notify their supervisor. Supervisors should review timekeeping records to ensure rest and meal period expectations are being met.

6. LEAVE

Remote work is not a replacement for the use of leave. Remote employees are required to use leave as they would if they were in the office (e.g., usage of leave for sickness, personal or medical appoints, family or child care, etc.). A temporary remote schedule may be approved by the Department Director in lieu of sick leave and for qualifying reasons.

7. RESPONSIBILITIES

The following responsibilities shall apply in addition to the responsibilities covered elsewhere in this policy.

8. EMPLOYEES

8.1: Employees will be available to attend in-person meetings and other in-person reporting requirements as needed. Requirements for in-person attendance can override regular remote work schedules.

8.2: Remote workers must arrange with their supervisor for coverage of on-site job demands that arise on remote workdays. If this coverage cannot be achieved, they report to their city worksite. Remote work will not become a burden to co-workers who work in the office, and co-workers should not be expected to perform in-person essential job functions for a remote employee.

8.3 Employees who work remotely are expected to be available during their work hours via normal communication channels, including email, phone, and other City communication tools. It is up to the employee and supervisor to determine the communication strategy and outline it in the Remote Work Agreement.

8.4 Employees are expected to use good judgment and conduct themselves in a professional manner during all virtual interactions. This includes using appropriate language and content in chat functions (if enabled), ensuring background noises are minimized and non-disruptive, and virtual backgrounds are professional. Employees should dress appropriately to appear on video and be prepared to activate their video during calls.

8.5 Employees who work remotely understand they are required to meet the performance expectations of the position and abide by all City policies, procedures, and rules that govern their employment with the City. In addition, employees must read and understand the requirements listed in this policy and the Remote Work Agreement.

9. SUPERVISORS

9.1 The supervisor shall set expectations for the employee related to the remote work arrangement and job performance. Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to customers, and other performance criteria are the same for remote work and on-site employees. Supervisors will apply the same performance standards to employees regardless of work location.

9.2 The supervisor must review the employee's work product regularly to ensure expectations are continually being met.

9.3 The supervisor should coordinate with supervisors in other departments when setting remote work schedules to ensure the number of staff remote work on each day of the week is relatively constant.

10. REMOTE WORKSITE

10.1 Safety: Employees are responsible for ensuring the work environment is safe and free from hazards, regardless of the work location.

10.2 Workspace: The employee must have a working environment that is free of interruptions and distractions. Remote work is not a substitute for child or other dependent care. Remote workers shall make or maintain childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours. As stated elsewhere in this policy, a remote work arrangement is not an acceptable substitute when an employee otherwise needs leave.

10.3 Meetings: Remote workers will not hold in-person business visits or meetings with professional colleagues, customers, or the public at the remote worksite. Remote workers are encouraged to hold meetings at City facilities but may utilize other settings that are appropriate for the type of business being conducted (for example: a job site or coffee shop).

10.4 Location: Remote workers may be called to report to their City workspace on a regularly scheduled remote workday; therefore, all employees must reside in Washington State and their remote worksite must be within a reasonable distance to their City worksite to respond to workplace reporting requirements.

Employees may remote work from alternate locations outside their remote worksite, provided those locations are also within a reasonable distance to their City worksite and meet the other requirements of this policy. Employees wishing to temporarily remote work from locations outside a reasonable distance to their City work site shall obtain prior approval from their supervisor.

"Reasonable distance" will be determined by the department director based on departmental business needs.

10.5 Out-of-State & International Work: Temporary travel outside of Washington State or internationally while remote working shall be at the Department Director's discretion. Before approving a request under this subsection, the Department Director shall consult with the City Administrator and Mayor or designee on the proposed remote work location and with I.T. on technology needs and security. The Department Director shall have the authority to temporarily modify the employee's regular remote work schedule to allow the travel to occur.

The approval or denial of a request under this subsection shall be in writing. Approval of a request under this subsection shall set forth the duration of the out-of-state or international travel. If the employee is traveling to a time zone outside of the Pacific Time Zone, approval of a request under this subsection shall specify the portion of the employee's workday that must be worked within the City's local business hours of Monday through Thursday 10:00 a.m. to 2:00 p.m. Before leaving for international travel, employees must also have an approved International Travel Technology Safety Approval form, which is available from Human Resources upon request.

Under normal circumstances, the City will not approve an out-of-state or international remote work arrangement that will obligate the City to incur ongoing external business licensing/registration or taxation requirements. An employee who is approved to temporarily telecommute from out-of-state is highly encouraged to seek professional advice on the potential impacts of any employee taxes and deductions required because they work out of state.

11. INSPECTION

When approved for remote work, an employee's remote workspace is considered an extension of the City workspace. To ensure safe working conditions exist, upon notice to the employee the City retains the right to make on-site inspections at mutually agreed upon times.

Additionally, in case of injury, theft, loss, or legal liability related to remote work at the alternate work site, the employee must allow agents of the City to investigate and/or inspect the remote worksite.

12. REMOTE WORK EQUIPMENT CITY RESPONSIBILITIES

The City shall provide the following equipment and services that support the employee's ability to remote work effectively:

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- A City-issued computer, monitor, and peripherals;
- Access to software and City systems necessary to perform the job duties;
- General office supplies (such as paper and pens);
- Routine maintenance and repair of City-issued equipment; and
- Any other specialized equipment needed to complete the employee's standard work or for reasonable accommodation.

Additional equipment that an employee needs for their remote workspace requires the approval of the department director on a case-by-case basis.

13. EMPLOYEE RESPONSIBILITIES

Unless otherwise stated in this policy, all other costs such as internet service, utilities, furniture, insurance, homeowner's insurance, and other unapproved out-of-pocket expenses are the responsibility of the employee.

14. REPAIRS

The City will repair and maintain any equipment owned by the City. If technical support cannot be provided remotely, the employee is responsible for safely transporting such equipment to their City worksite for repair or maintenance. Employees are responsible for the maintenance and repair of their personal equipment.

15. SECURITY & CONFIDENTIALITY

The employee must ensure that City-owned equipment will be well cared for, secure, not used by anyone other than employee, and returned when no longer needed.

16. WORK TRAVEL

16.1 Commuting vs. Work Travel: When an employee is required to report to the City worksite at the beginning of their scheduled remote workday, the travel time between the employee's remote worksite and the City worksite will be considered their normal commute and the time will not be compensable; similarly, if an employee ends their scheduled remote workday at the City worksite, the drive home afterward is their normal commute. In addition, when an employee has the discretion to travel between the remote worksite and the City worksite across the regular workday, and the employee is completely relieved of duties and free to engage in personal activities (such as running errands, stopping for a meal, or other personal tasks before resuming work), then the travel time between locations is unpaid.

In contrast to the above, when an employee begins their scheduled remote workday by performing work at the remote worksite and is then required to report to the City worksite mid-shift, the time spent traveling between the remote worksite and the City worksite will be considered hours worked. If the employee then returns to the remote worksite to complete their scheduled remote work shift, the time spent traveling between the City worksite and the remote worksite will be considered hours worked, provided the employee proceeds directly to the remote worksite without any interruptions for personal activities. Employees who need to travel between locations mid-shift should consult with their supervisor to minimize compensation for the travel time.

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C.17.2 Use of Personal Vehicles for City Business: Please see the City's Vehicle Usage Policy in [Appendix F](#) for information on the use of personal vehicles for City business.

17. WORKERS' COMPENSATION

An employee's work-related injuries at the remote worksite, during agreed-upon working hours, are covered by Workers' Compensation. Employees are required to report any work-related illness or injury to their supervisor immediately.

Worker's Compensation does not apply to non-job-related injuries that occur in an employee's home or injuries sustained during a commute trip in the employee's personal vehicle; and it does not cover claims for injuries to third parties, including members of the employee's family, or damage to property that occurs on the telecommuting employee's premises.

18. EMERGENCIES

In the event of a federal, state, or local declaration of emergency, stay-at-home order, or other emergency, the City Administrator or Mayor may temporarily waive certain requirements of this policy to ensure employee safety and continuity of operations.

19. REMOTE WORK AGREEMENT

As a pre-condition to regular and ongoing remote work, eligible employees shall review and sign a Remote Work Agreement to certify their understanding of, and agreement with, the terms of this policy. Completed Agreements shall be submitted to HR and include:

- The expected days of the week the employee will be remote work;
- The address of the employee's expected remote worksite (usually the employee's home), plus any regular alternative work sites; and
- The work expectations of the remote work employee and any specific safety and security responsibilities.

The Remote Work Agreement is not a guarantee of employment and can be terminated at any time by either the City or employee. A remote work arrangement will not be allowed to continue if it is detrimental to work quality, customer service, the work unit, or the organization. In situations where an employee develops performance or behavior concerns, a remote work arrangement is subject to discontinuation to ensure in-person supervision and direction.

20. APPROVAL PROCESS

The supervisor and employee must complete and sign the Remote Work Agreement before sending it to the department director for review. The Director must sign and submit the Agreement to HR for review prior to the agreement taking effect.

21. CHANGES

Supervisors and employees should review the Remote Work Agreement on a regular basis. For new Agreements, review will occur every three (3) months for the first year and annually during the performance

review process thereafter. Agreements should be reviewed immediately in instances where performance concerns are identified. If the Agreement is changed, the supervisor and employee will sign the updated Agreement and send it to their department director. The Director must sign and submit the updated Agreement to HR for it to take effect.

22. TERMINATION

Supervisors have the responsibility to evaluate Remote Work Agreements and determine if termination of an Agreement is necessary. The supervisor shall forward their recommendation to terminate an Agreement to the department director who will make the final determination. The reason for the termination must be documented and submitted to HR prior to the effective date of the termination. It is recommended that two (2) weeks' notice be given when possible, to allow the employee to make appropriate arrangements.

An employee has no property or vested right to remote work and does not acquire such a right by being provided the opportunity to remote work for any period of time.

APPENDIX D:

Travel and Meal Policy

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APPENDIX D: TRAVEL AND MEAL REIMBURSEMENT POLICY

1.01 PURPOSE

To establish a policy and procedure related to obtaining travel and training authorization, advance travel funds, and expenditure or reimbursement authorization for expenses incurred in conduct of City business.

1.02 DEFINITIONS

1.02.01 Conference: Examples may include, but are not limited to, a seminar, symposium, lecture, academic program, forum, or convention associated with a league, association, alliance, etc. Can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.

1.02.02 Eligible Meals: Meals which are sufficiently related to work that the cost will be paid by the City.

1.02.03 Employee: References to "employee" can also be interpreted to include all other authorized personnel associated with the City.

1.02.04 Hosting: For regulatory purposes includes but is not limited to those activities that are intended to lobby or influence any elected official, governmental official or vendor and are normally social rather than a governmental business event and further normally includes expenditures for meals.

1.02.05 Ineligible Expenses: None of the following expenses shall be paid by the City: employee reimbursements should not include expenses paid for by any other organization, alcoholic beverages, tobacco, valet services (except as noted in 1.06.04), meals or lodging accommodations for family or guests, any travel expenses for candidates for open positions (unless authorized by the Mayor in certain circumstances for Director or City Administrator recruitments), mileage if traveling as a passenger in a privately owned car, personal vehicle insurance, trip insurance, hosting, or any other personal expenditure for entertainment or other purposes.

1.02.06 Meal Periods:

TRAVEL STATUS	TIME PERIOD	MEALS(S) REIMBURSABLE
If Travel Status begins:	Before 8:00 AM	Breakfast, Lunch, Dinner
	Between 8:01 AM – 2:00 PM	Lunch and Dinner
	Between 2:01 PM – 6:00 PM	Dinner

TRAVEL STATUS	TIME PERIOD	MEALS(S) REIMBURSABLE
If staff member comes off Travel Status by returning to the official duty station or residence:	Before 12:00 NOON	Breakfast
	Between 12:00 NOON – 6:00 PM	Breakfast and lunch
	After 6:00 PM	Breakfast, Lunch, Dinner

1.02.06 Per Diem Rates: Per diem rates are rates established by City Council for reimbursement or advance payment for eligible meals in lieu of actual expenses incurred. Per diem rates for eligible meals will

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follow the federal General Services Administration ("GSA") Table and vary by location:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>.

1.02.07 Travel Advances: Travel advances are used to cover the costs of expenses while on approved City business. It is up to the discretion of the supervisor to grant an advance of travel.

1.03 TRAVEL POLICY

1.03.01 Policy Intention: It is the policy of the City of Snoqualmie to reimburse elected and appointed officials, employees, and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Generally, eligible expenditures include travel, meals, and lodging incurred by the individual while away from the City and necessitated by City business. Authorization for the use of a City credit card or purchasing card, or for reimbursement or advance payment for such necessary and reasonable expenses, will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be consistent with the best interests of the City.

1.03.02: Travel Time: Any excess travel time beyond the time reasonably necessary for City-related business travel will either be unpaid time or charged to the employee as accrued paid leave (e.g., PTO, vacation, etc).

1.03.03 Advanced Travel:

- A. Travel advances are approved on a discretionary basis at the Department Head level and should not be used on a regular basis. Under most circumstances the City prefers a post-travel reimbursement system (as outlined below) or paying for the costs of City travel upfront through a City credit card.
 - a. All advances must later be accounted and reconciled on an "Expenses to be Paid" form. Attachments of all receipts or copies of receipts are required before submitting the form to the City's Finance Department.
 - b. All receipts submitted to the City must be accounted for and itemized. Non-itemized receipts and missing receipt forms will not be accepted for travel advances.
 - c. Advance expenses that do not include itemized receipts must be reimbursed to the City by the employee.
- B. Advances must only be requested through a pre-approved employee reimbursement form, as well as an approved "Request to Attend Training/Conference" form.
- C. Advances will be processed no earlier than three weeks before the professional development or other City-business related travel
- D. Advances shall only cover mileage and per diem.
- E. Hotel expenses will never be advanced; if the employee does not have a City credit card issued to them, they can work with their supervisor to cover hotel expenses before traveling.
- F. Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default must be withheld by the City from funds owed to the employee.
- G. Any violation of the travel advance privilege will include prohibition of the employee or city official from future advances.

1.04 TRAVEL PROCEDURES AND REIMBURSEMENT

1.04.01 Eligible Travel and Required Approvals: Eligible travel must always relate to City business and shall include, but not be limited to, emergency-related activities, education, training, professional development, local/regional/ state meetings including legislative or similar meetings, local state and national conferences of related trade or as authorized by City Administrator or designee, professional organizations business meetings, meetings with other local officials and agencies, meetings with other cities and counties, meetings with City vendors and/or prospective vendors, or other business as approved by the Mayor. Approval for travel shall entail the following:

- A. The employee's supervisor must approve the time available for the requested travel purpose and can deny the request based on City need, deadlines, scheduling, budget constraints, staffing constraints, or other reasons related to the business of the City.
- B. Attendance at a conference or training by employees must be approved in advance on a "Request to Attend Training/Conference" form with all approval signatures, including the Department Director.
- C. The supporting documentation for the "Request to Attend Training/Conference" form must include the following:
 - 1. Date, title, and schedule/detailed description of the training or conference.
 - 2. Hotel estimate with detailed nightly rate, applicable discounts, description, etc.
 - 3. Airfare quote/estimate (if necessary) or other transportation estimate such as rail, bus, city vehicle, or personal vehicle.
 - 4. Any overtime that may be incurred because of the travel occurring outside an employee's schedule.
- D. Receipts for all City expenses must be retained by the City employee or official and submitted for reimbursement or documentation of expenses. Clear pictures or photocopies of receipts are sufficient to submit reimbursement or documentation of expenses.
- E. Travel that occurs by an employee or City official that is not pre-approved will be the full responsible of the employee or City official. Any expenses incurred by the City will be reimbursed by the employee, and any lost time from work will be covered by accrued paid leave, as needed.
- F. All reimbursable travel-related expenses should be submitted to the City's Finance Department for review and payment within thirty (30) days from the date of travel. Reimbursement requests not submitted within this deadline are subject to denial.
- G. When a mayor authorizes reimbursement for Director or City Administrator recruitment candidates the following are allowable expenses
 - a. One night economy lodging
 - b. Airfare coach/main/economy round trip ticket cost
 - c. Standard size car rental or other comparable transportation options
- H. Personal purchase or spousal costs during the authorized travel are not allowable expenses.
- I. Any transportation, lodging, meal or expenses incurred above and beyond the policies outlined in 1.05.01-1.05.03 are not allowable expenses.

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- J. If there is a non-permissible expense, the employee agrees to reimburse the City for the unallowable expense within 30 days of receiving notice.

1.05 ELIGIBLE TRAVEL EXPENSES

1.05.01 Air Transportation

- A. Airfare must be booked in no fare class higher than Main Cabin/Economy /coach.
- B. Employees and City officials are encouraged to avoid booking Basic Economy or Saver when possible due to the restrictions and limitations of those fares.
- C. Employees may maintain Frequent Flyer membership with any airline at their own expense; however, participation in these programs must not influence flight selection that would result in any cost to the City beyond the lowest available airfare, as required by this policy
 - a. Employees will not be reimbursed for a monetary value when mileage/points from these programs are used to book flights for City business.
- D. City employees and officials can upgrade their fares, seats and purchase food and beverage at their own expense.
 - a. If the original purchase was processed on a city card, thus causing the upgrade to be charged to the original purchase card, the upgrade is not allowed. Any additional charges must be made on the employee's personal card.
- E. Payment for air travel shall be at actual cost from Seattle/Tacoma or Everett/Paine Field airports to destination and return.
- F. City employees and officials are encouraged to book airfare for schedules that are most convenient for City business (e.g., non-stop flights, morning flights the day of a conference, evening flights after the end of a workday, etc.) even if the price incurred is higher than "non-convenient" airfares, and reasonably priced.
- G. If changes in travel plans occur that are the result of City business requirements (i.e., delays in departures, cancellations, extended stays and/or City meetings and businesses necessitating changes in booked itineraries), any associated costs shall be paid by the City. Employee or official initiated change costs shall be paid by the employee.
- H. The City will provide the cost for one checked bag for the employee or official, not to exceed \$50 per one-way segment. Excess baggage may be necessary for some positions and require advanced approval.
- I. Inflight internet service for business use is reimbursable as long as advanced approval is received.
- J. Any increase in cost of travel due to personal convenience (extended trip for vacation, changes for family or personal reasons, etc.) will be the responsibility of the employee/official and will not be charged to any city purchasing card.

1.05.02 Ground Transportation

- A. City employees are encouraged to use City vehicles when available for non-overnight trips when possible, and especially for trips within a 75-mile driving-distance radius (one way) from Snoqualmie City Hall.

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- B. Trips made in a personal vehicle for City business within a 30-mile driving-distance radius (one way) of Snoqualmie City Hall are not eligible for mileage reimbursement when a City vehicle is available. If a City vehicle is unavailable, the employee is eligible for mileage reimbursement for use of a personal vehicle, regardless of the distance traveled.
- C. At their option, employees may use a personal vehicle for out of the area (75 mile driving distance radius from Snoqualmie City Hall) and overnight travel and shall be reimbursed the prevailing mileage rate set by the Internal Revenue Service. Such reimbursement shall be the lesser of published regular economy airfare to and from Seattle-Tacoma or Everett/Paine Field Airports or actual mileage destinations.
- D. Eligible mileage reimbursements are to be calculated based off of City Hall or the employee's home residence, whichever is closer to the destination.
- E. Toll reimbursement- City employees and officials can submit itemized receipts for tolls incurred for travel on official City business including Good to Go lanes as well as toll bridges.
- F. Canadian travel- Travel to Canada is treated with the same approval process as domestic United States travel. Car travel to British Columbia or Point Roberts, Washington when on approved City business should be with a personal vehicle and is not permitted with a City fleet vehicle.
- G. Ferry travel with a private vehicle is permitted in Washington and British Columbia on official City business at the published rates found at the following: <https://wsdot.wa.gov/travel/washington-state-ferries> or <https://www.bcferrries.com/routes-fares>.
- H. Ferry Travel with a City vehicle within Washington is permitted, as long as it is the most time and distance-convenient route to the destination.
- I. Transportation to/from the airport/airport parking
 - a. The employee should determine the most economical and suitable mode of transportation.
 - b. An employee may request reimbursement for personal vehicle mileage using the Internal Revenue Service (IRS) standard mileage rates and the airport parking expenses. Employees are permitted to submit for parking reimbursements for personal or department issued vehicles for airport parking for the days they are travelling for City business. Parking ticket and/or confirmation and receipt are required for reimbursement.
 - c. Employees and City officials may use Uber, Lyft, and other carshare services when convenient. Receipts are required when submitting for reimbursement of these services.
- J. Car Rentals are reimbursable expenses and shall be for compact/economy size vehicles unless business needs call for a large vehicle. Car rentals are authorized only if the cost of public transportation or taxi/rideshare services is not practical or economical. Department heads must preapprove this expense.
- K. Does not apply to take home vehicles.

1.05.03 Lodging and Overnight Travel

- A. Reimbursement of lodging costs for City employees and officials within a 75-mile driving distance radius of the City is prohibited at all times, with the exception of City Administrator approved exceptions to be made in rare circumstances.

- B. Cost of hotel for conferences, meetings, training, and out of area staffing requirements is eligible for reimbursement. If the hotel is booked through a conference or training registration, please submit the attached forms with the conference registration reimbursement materials.
- C. Hotel costs should be made at the government rate when available. Effort should be made to stay at the conference hotel or recommended hotel. If not provided, consideration shall be given to a balance between location and cost. Additionally, please adhere to the maximum federal GSA rate of each jurisdiction at the following table: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- D. If hotel costs are not available at the per diem rate, please submit pre-approval to your supervisor for authorization through the Human Resources.
- E. Hotel costs above the GSA table rate shall be paid by the attendee unless approved by the Department Head prior to the event.
- F. Airbnb or other short term rental platforms are acceptable lodging options so long as it doesn't cost more than other hotel options. These reservations should be approved by City Administrator or HR.
- G. Canada Travel- Canada travel is authorized per approved conference rates or the State Department per diem hotel rates when, available: https://aoprals.state.gov/web920/per_diem.asp.

1.05.04 Meals and Incidentals (In Travel Status):

- A. City employees and officials are permitted to request per diem for meals and incidentals up to the maximum per diem rate for the location of the conference or training as included on the following GSA table: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- B. Conference-included meals and partial-day conferences and trainings will have their respective expenses deducted from the total reimbursement that the employee is eligible (for example, a conference with breakfast and lunch included would permit the employee only to expense the total of dinner plus incidental expenses per day).
- C. Travel to and from the conference qualifies for per diem and the GSA rate should be based on where the employee is at during that meal period.
- D. Canada travel- Canada travel will follow the same policy as domestic travel with the exception of following the State Department Canada table for maximum daily reimbursements: https://aoprals.state.gov/web920/per_diem.asp.
- E. Additional meals and extra fees such as banquets, sponsored-dinners concerts, and other conference-related activities without keynote speakers and sessions that are not included in the standard registration fee are not considered to be reimbursable expenses, and should be paid for separately by the employee on a personal card. Political campaigns and fundraisers are not eligible City expenses.
- F. The purchase of alcohol and any cannabis or CBD related items with City funds is prohibited at all times.

1.06 MEAL EXPENSES: NON-TRAVEL STATUS

1.06.01 Appropriate uses: Light refreshments, snacks, coffee, and non-alcoholic drinks are authorized for City Council, boards, commission, and staff conducting official City business on a discretionary basis and

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as approved by the supervisor, department heads and Human Resources under the following criteria only:

1. Nonrecurring meetings lasting one and a half (1.5) or more hours.
2. Quarterly staff meetings and recognition activities, either City-wide or by department.
3. Non-routine graveyard shifts.
4. Business meetings with vendors and staff.
5. Regional meetings for Snoqualmie Valley Government Association, Association of Washington Cities and Puget Sound Regional Council and or the like on an infrequent basis.
6. Training meetings pertinent to City Business.
7. Disaster / emergency events.
8. Employee related wellness event(s), no more than once per quarter.

1.06.02 Restrictions on Meal Purchases

- A. Food provided at City Hall or City events should be purchased from a vendor within City Limits or within the Cities of Duvall, Carnation or North Bend where the City has interlocal agreements.
- B. Non-Travel related meals provided to City employees and officials should not exceed per diem rates (including tax and gratuity) per person, or \$10 per person for Wellness events(s).
- C. Meals may be provided when staff are expected to be working through their meal period addressing business needs. Department heads must approve this purchase.
- D. Meals should not be purchased for retirements, birthdays, anniversaries, illness or bereavement.
- E. Members of the public should not be provided meals from the City with the exception of Town Hall, Community Outreach meetings, organizational network meetings (that facilitate professional connections), professional development meetings and/or other special events including interview panels that require working meal periods.
- F. Tipping over 20% on food purchases; 15% on Uber or non-restaurant delivery purchases.
 - a. If gratuity is automatically added, tipping in addition thereof is unallowed.
- G. All alcohol, cannabis and CBD purchases are prohibited with a City credit card or purchasing card at all times.

1.07 CITY-ISSUED CREDIT CARD AND PURCHASING CARD USE FOR TRAVEL

1.07.01 Authorized Credit Card and Purchasing Card Uses

- A. All credit card users must be on the approved purchaser list maintained by the Finance Department. The Department Head must fill out and sign the required form for all new credit card and purchasing card requests.
- B. City Issued Credit Cards may be used for the following expenses:
 1. Conference and training registration fees (upon approved Request to Attend Conference/Training form).
 2. Airfare, rental car, rideshare services including Uber and Lyft, Parking, incidental expenses and hotel costs as outlined in 1.05.01-1.05.03.

- C. Users must keep the receipts and supporting detail for each credit card transaction; It is permissible, and Finance will accept clear photos of receipts as well as email receipts.

1.08 TRAVEL POLICY VIOLATIONS

- A. Misuse of the general travel policies of the City may result in disciplinary action as outlined in the City Personnel Manual, based on the severity and frequency of the situation.

APPENDIX E:

Employee Recognition Policy

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The City of Snoqualmie recognizes that its employees are the organization's most important asset and resource for providing quality public services to the citizens of Snoqualmie, and the City also recognizes that there is a tradition of hard and often exemplary work and dedication to public service among its employees. The City of Snoqualmie wishes to support and encourage the continuation and growth of this tradition and to properly recognize and express its appreciation to its employees as a group and individually, citywide and in all departments, and

Consistent with the commitment of the City Council of the City of Snoqualmie to strive to provide the best municipal service to the citizens and customers of the City, it is important that the employees share that commitment, and in addition to recruiting and hiring talented and high quality employees, recognition of hard work by City employees and innovative approaches to the tasks of City employees helps to (1) develop good morale and continued efforts to work hard, (2) work towards the City Mission, Goals, and greater efficiency, productivity, and outstanding Customer Service, and (3) promote longer retention of the talented and high quality employees of the City, and

Purpose

To provide for a recognition program for exceptional employee performance and/or actions which represent a significant contribution to the City. To establish procedures and guidelines under which City funds can be utilized for the purpose of employee recognition.

Definition

For purposes of this program/policy, employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees.

Policy

Exceptional work performance and/or service to the community serves as a role model for other employees and often leads to improved morale and productivity among others in a work unit. This in turn contributes to the overall success of the City in meeting the community's goals and objectives. The City Council, Mayor, City Administrator and Department Heads appreciate and recognize the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or actions that are beneficial to the community. This program is established to provide a process for such employee recognition.

Procedures

Informal employee recognition may take many forms, such as an in-person or written "thank you," a commendation to the employee's personnel file, assignment to a special project, allowing an employee to present his/her work to others, recognizing the employee's work at a staff meeting, additional training or professional development or other similar forms of recognition. While Department Heads and Supervisors frequently acknowledge and commend employees for good performance, the following formal recognition program will additionally be made for exceptional work performance and/or service to the community.

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Annual Employee Recognition Celebration

The City shall celebrate and recognize employees for meritorious achievements, the previous years' service efforts to the community, and individual employee's length of service at an annual event.

Snoqualmie Public Service Award

Employees are eligible to receive a Public Service award upon completion of 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the City of Snoqualmie and shall be honored and recognized by their Department Head and Administration. Human Resources is responsible for ordering the awards and assisting the Department Head to arrange for appropriate recognition at the annual event or at a City Council meeting. Upon retirement from city employment, the Department Head will work with Human Resources to organize appropriate recognition. The cost of this recognition event is not to exceed \$200 per employee.

Excellence in Public Service Award

The City Administration may celebrate and recognize City employees for excellence in public service for the following:

- ❖ Extraordinary effort and/or continuous excellence in service to the public
- ❖ Implementation of innovative and practical new work methods, programs or cost-saving solutions that have a substantial impact on improving service and efficiency
- ❖ Outstanding professionalism and competence in completion or implementation of a project with significant benefit to the community or organization
- ❖ Consistent and outstanding performance at work (employee regularly finds "a better way to do it, is a problem solver, expediter, assists others do their jobs better or serves as a mentor, teacher or role model for others)
- ❖ Exceptional community volunteerism with a positive impact on the lives of others
- ❖ Heroism in response to an emergency situation
- ❖ Other meritorious performance or actions of a similar nature

A co-worker, Supervisor, Department Head or citizen may nominate an employee (or a group of employees) at any time for an Excellence in Public Service Award. A written nomination form noting the recommendation for an award and highlighting the positive contributions of the performance are to be submitted to Human Resources. The Award Review Committee shall consist of Human Resources, City Administrator and the Mayor. The final decision to recognize an employee under this program shall be as determined by the City Administrator and the Mayor. Awards shall generally be presented at the annual Employee Recognition Celebration and/or a department meeting.

Annual Employee Morale Summer Celebration

The City shall recognize and celebrate the city's dedication to employee wellness and a commitment to maintaining a healthy workforce and morale.

In no event shall the total of all award/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.

APPENDIX F:

VEHICLE USAGE POLICY

APPENDIX F: VEHICLE USAGE POLICY

PURPOSE

The City recognizes that proper care and operation of vehicles driven on City business is essential to the safety and welfare of its employees, and to the safety of persons and property of the general public. This policy establishes City programs and practices that promote and support a safe working environment and the safety of the general public, and demonstrates compliance with state and federal motor vehicle operation standards.

1.0 VEHICLE USAGE POLICY

1.1 Policy: It is the policy of the City to provide vehicles for business use, to allow employees to drive on City business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

The term "vehicle" as used in these guidelines include, but is not limited to, cars, trucks, and vans.

1.2 Procedures and Expectations:

1. Employees may not operate any vehicle without prior approval of their supervisor. Before approving an employee to drive and periodically throughout each driver's employment, each supervisor shall verify that the driver has a valid driver's license .
2. Any employee approved to drive on City business, or as part of their regular City duties, shall inform his/her/their supervisor immediately of any changes that may affect either their legal or physical ability to drive, or their continued insurability. This includes, but is not limited to, the following:
 - a. the suspension or revocation of the employee's driver's license or commercial driver's license ("CDL");
 - b. imposition of an ignition interlock requirement;
 - c. arrest for suspected driving under the influence (DUI);
 - d. conviction of a misdemeanor, gross misdemeanor, or felony crime involving the employee's operation of a vehicle;
 - e. the determination of any civil infraction that may render the employee unable to drive;
 - f. use of a prescription or other over-the-counter medication known to affect a person's ability to operate a vehicle, and/or development of any physical or mental condition known to affect a person's ability to operate a vehicle; and
 - g. or any other limitation upon the employee's legal ability to operate a vehicle

Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication.

3. Employees in positions requiring regular driving for business as an essential job function must, as a condition of initial hiring and as a condition of continued employment, be able to meet driver approval standards set forth in Section 1 above. For job positions that require periodic rather than regular driving for City business, driver approval standards must be met prior to the employee's initial trip, and continuously thereafter as a condition of continued employment.
4. Employees who drive, in addition to meeting driver approval requirements in Section 1 above, exercise due diligence, drive safely, wear a seatbelt, and maintain the security of the vehicle and its contents at all times.
5. Non-employee, non-business passengers are prohibited from riding in City vehicles without prior approval. Non-employee, non-business passengers are prohibited from riding in the employee's personal vehicle, without prior approval, when the vehicle is being used for City business.
6. **When no City vehicles are available**, employees may use their own vehicles for business purposes with prior approval of a supervisor. Auto liability coverage follows the vehicle, therefore, the employee's personal auto insurance is primary, and City's liability coverage is excess. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for City business should obtain auto liability coverage for bodily injury and property damage and any other required coverage determined by the employee's personal auto insurance agent or broker.
7. Employees must report any accident, theft, or damage involving a City vehicle to their supervisor, Fleet Manager or the Personnel Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight (48) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
8. The City has a zero tolerance policy prohibiting employees from operating a City vehicle or any personal vehicle while on City business while using, consuming or under the influence of or after using alcohol, illegal drugs, prescription medications and over the counter medications that may affect their ability to drive.
9. Employees shall not smoke or allow others to smoke in any City vehicle.
10. Employees are personally responsible for all tickets, citations, or infractions issued for moving violations or parking violations while using a City vehicle or a personal vehicle for City business. Employees must advise their supervisor within three (3) business days of the issuance of any such tickets, citations, or infractions.
11. Employees shall obey all safety laws and regulations while operating a City vehicle or a personal vehicle on City business. This includes the proper use of seat belt, the prohibition on using cell phones without a proper hands free device, and all other applicable traffic laws.

2.0 VEHICLE DRIVER STANDARDS

2.1 Policy: It is the policy of the City of Snoqualmie to verify that all employees who operate any vehicle within the course and scope of employment meet all licensing, driving qualifications, fitness and training requirements. Employees holding jobs which require regular driving for business must, as a condition of employment, be able to meet the driver approval standards at all times. For other jobs, driving may be considered a non-essential function of the position.

2.2 Procedures and Expectations

1. Employees must receive prior written authorization from management before driving on City business. The City may obtain and evaluate a copy of an applicant's Abstract of Driving Record (ADR) as part of the application process for employees who drive on City business. The City may periodically obtain and evaluate ADRs to determine whether employees continue to meet driver standards. An employee's failure to meet driver standards may result in suspension of the employee's driving privileges and/or termination of the employee's employment. Depending on the nature, severity, and frequency of driving infractions and/or criminal violations, and an employee's participation in remedial training, an employee's supervisor may, at his/her/their discretion, reverse suspension of driving privileges with City Administrator or Mayor approval.
2. Drivers must maintain a valid Washington state Driver's License, including a Commercial Driver's License (CDL) when required of the position, and must carry the license with them when operating a City vehicle and when driving a personal vehicle on City business.
3. Drivers must immediately notify their supervisor of any suspension, revocation, or cancellation of their driver's license. For purposes of this section, "immediately" means on the same day the suspension, revocation, or cancellation is issued.
4. Drivers must immediately report any accident that occurs while operating a vehicle on behalf of the City.
5. Drivers must not text or e-mail when driving on City business. Drivers may only talk on the phone if using a Bluetooth or other hands-free connection.

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Driver Orientation & Training

1. All employees who have or obtain a commercial driver's license ("CDL") and/or operate a vehicle within the course and scope of employment must successfully complete a driver orientation within two (2) months of being placed in a driving position.
2. The driver orientation may be conducted by a supervisor or manager and must include the following elements:
 - ☐ Provide a copy of the Vehicle Usage Policy and the Drug & Alcohol Policies
 - ☐ Review expectations for driving while on City business
 - ☐ Explain process for reserving, fueling, and maintaining a vehicle
 - ☐ Indicate location and type of available vehicles for employee use
 - ☐ Provide training on operation of any non-standard vehicle features
 - ☐ Where job duties require it, provide training on how to hook up trailers, load/ unload vehicles, and properly secure a load
 - ☐ Review accident reporting and investigation procedures, including where to find city Accident Report Forms and Coverage Cards (in the glove box of most vehicles)
3. Following completion of the orientation, an employee driver must complete, sign, and obtain his/her supervisor's signature on the following acknowledgment:

I certify that _____ has received a driver orientation
(Employee Name)
and understands the policies and procedures listed above.

(Employee signature)

(Supervisor signature)

(Date)

(Date)

APPENDIX G:

DRUG & ALCOHOL POLICY

APPENDIX G: DRUG & ALCOHOL POLICY

The City of Snoqualmie is committed to protecting the health, safety and well-being of its employees and all individuals who come into contact with the City's employees and workplace. In addition, the City strives to create and maintain a productive and efficient work environment in which all employees have an opportunity to thrive and be successful.

Recognizing that drug and alcohol use and abuse can pose a serious threat to these goals, the City of Snoqualmie is committed to providing a drug and alcohol-free workplace for all of its employees. This policy is in accordance with Chapter 296-800 of the State Administrative Code (WAC) and with the federal Drug Free Workplace Act.

This policy applies to all employees of the City. Employees who are required to maintain a Commercial Driver's License (CDL) are also subject to the City's Drug and Alcohol Policy for DOT Employees ([Appendix H](#)).

Policy/Procedure

The City of Snoqualmie strictly prohibits the following in the workplace, on City property (including in City vehicles), or on City work time:

- the use, sale, distribution, manufacture or possession of alcohol or drugs (including marijuana, recreational or medicinal, and other drugs included in Schedule I or II of the federal Controlled Substances Act) or drug paraphernalia;
- the unauthorized use or distribution of prescription drugs;
- the use of any legally obtained drug (prescriptions or over-the-counter medications) when such use may adversely affect an employee's job performance, their safety or the safety of others, or any combination thereof;
- reporting to work or working while under the influence of alcohol or drugs (including marijuana, recreational or medicinal, and other drugs included in Schedule I or II of the federal Controlled Substances Act).

Prescription and Over-the-Counter Medication

The possession and use of medically prescribed or over-the-counter drugs during work hours is permissible, subject to certain conditions. The employee shall have no obligation to inform the City of such use unless, according to a warning notice or the input of a qualified medical professional or pharmacist, the drug may cause a possible impairment that could prevent the employee from performing his or her job safely or effectively. In such cases, the employee should notify his/her/their supervisor or Human Resources so that a determination can be made as to whether it is in the best interests of the City and the employee that the employee work, not work, or be reassigned during the period medication is used. Medical information will be handled in a confidential manner. Notwithstanding the above, the medical use of marijuana that causes drug or drug metabolites to be present in the body above minimum thresholds established by federal law constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical

practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the employee's ability to safely and effectively perform job duties.

On occasion, alcohol may be served at City-sponsored events or at off-site conferences or other events an employee may attend as part of his/her job. This policy does not prohibit an employee from consuming alcohol at such events, provided that employees conduct themselves responsibly. Employees may be subject to discipline or discharge for unacceptable behavior, including behavior attributed to alcohol consumption.

Workplace Drug-Related Convictions

The Drug Free Workplace Act of 1988 requires employees, as a condition of employment, to report any criminal convictions of drug-related activity in the workplace to the City no later than five (5) days following a conviction. Any such report should be directed to Human Resources. Employees convicted of workplace drug-related crimes may be subject to discipline, up to and including termination.

Drug and Alcohol Testing

The City of Snoqualmie asserts its right to test employees or applicants for alcohol and/or controlled substances to the extent allowed by law. This includes urine drug testing and evidential breath alcohol testing. Employee or applicant acceptance of testing, when required in accordance with this policy, is a mandatory condition of employment. Refusing to submit to such tests constitutes a violation of City policy and will result in termination of employment or, for an applicant, withdrawal of the job offer. The City of Snoqualmie reserves the right to test for drugs and/or alcohol as defined below:

Pre-employment – After receiving a conditional offer of employment, an applicant for a safety sensitive position (e.g., police, fire, and CDL holders) must submit to, and successfully pass, a drug test.

Post-accident – An employee who is involved in an accident that causes significant property damage while driving a vehicle for City business, or who sustains or causes an injury that requires medical attention, will be required to submit to drug and alcohol testing, unless the circumstances surrounding the accident do not indicate a reasonable possibility that drug or alcohol use was a contributing factor.

Reasonable suspicion – Reasonable suspicion is based on specific personal observations by City supervisor, director, manager, or Human Resources representative, or by a qualified medical professional, regarding an employee's appearance, behavior, speech and breath odor. Reasonable suspicion may also be based upon credible statements by other individuals, or upon observation of an employee in possession of prohibited drugs or alcohol (e.g., an employee observed in possession of an open container of alcohol while at work). Such observations and evidence will be documented by the City on a Reasonable Suspicion Testing and Documentation Form.

Random – The City of Snoqualmie reserves the right to initiate random testing of safety-sensitive employees in accordance with state and federal law, or as stated in an applicable collective bargaining agreement.

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To ensure the accuracy and integrity of drug and alcohol tests, the City of Snoqualmie will follow these guidelines:

- For drug analysis, the City will use a laboratory that has been certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
- A strict chain of custody will be used to ensure specimen integrity; a split specimen will also be collected.
- The process will ensure privacy and confidentiality of all test results, to the extent reasonably possible.
- All positive drug test results will be confirmed by gas chromatography/mass spectrometry before they are reported to the City of Snoqualmie.
- All confirmed positive, invalid, substituted and adulterated results will receive medical review by a Medical Review Officer (MRO), who will give the employee an opportunity to provide possible medical explanations for the result.
- All negative test results will be reported to Human Resources.

In addition, when the City has a reasonable suspicion that an employee is violating any aspect of this policy, the employee may be asked by the City to submit immediately to a search or inspection at any time (including breaks and the lunch period) while on City premises or in City property. Unless otherwise prohibited by law, any refusal to consent to a search constitutes a violation of this policy and is grounds for disciplinary action, up to and including termination of employment.

PROCEDURES FOR ADMINISTERING TESTS

Drug and Alcohol Screens

1. Upon identifying an event that requires testing under this policy, Human Resources or the employee's supervisor will notify the employee of the reason for the test, and the specific tests to be performed.
2. The employee will report to a clinic or authorized collection site with the Custody and Control Form and photo identification within 60 minutes of notification. In the event of a post-accident or reasonable suspicion testing event, the employee will be transported to the collection site by a City of Snoqualmie supervisor or Human Resources representative.
3. Samples will be collected by personnel who have met DOT collector training requirements as specified by U.S. Department of Transportation (DOT) Regulations 49 CFR Part 40. Collectors will follow standard DOT collection procedures and use a non-DOT chain of custody form. A split sample collection is required.
4. Shy bladder collections – In the event that an employee is unable to provide an adequate specimen on the first attempt, he or she will be given 40 ounces of water over a 3-hour period. The employee may attempt to provide a sample at any time within the 3-hour period. The employee must remain

at the collection site until the collection is completed. If the employee is not able to provide an adequate specimen within 3 hours, the City will be notified immediately, and they will then notify the Medical Review Officer (MRO) for an evaluation. In this instance, the employee shall have the option to undergo a medical evaluation for “shy bladder” at their expense. If no medical explanation is found for their inability to produce urine, or if the employee leaves the testing site, it shall constitute a refusal to test and be considered a failed test.

5. Suspected substitution or adulteration collections – If the employee provides a sample and the collection temperature does not register on the collection cup, or the collector suspects that the specimen has been adulterated (for example, it has a blue color or chemical odor that is not consistent with urine, such as bleach or perfume), that collection will be completed, and a second sample will be collected under same-gender direct observation. Both samples will be submitted to the lab for analysis, and both results will require MRO review. If an employee refuses to provide a second sample under observation, the event will be deemed as a refusal to test.
6. The sample will be shipped via courier to a SAMHSA-certified lab.
7. Each sample will undergo a screening test and, if it demonstrates a positive response for any drug, it also will be subject to a confirmation test by gas chromatography/mass spectrometry (GC/MS).
8. All negative results will be reported by an authorized SAMHSA-certified lab directly to the City of Snoqualmie. All results reported from the laboratory as positive, invalid, substituted or adulterated results will be reported to the MRO for review. The MRO will contact the employee by telephone to give that individual an opportunity to provide a valid medical explanation for the positive result.
9. If the MRO accepts and employee’s explanation and/or documentation as a valid, medically acceptable explanation, the result may be deemed “negative” and reported to Human Resources as such. All results for which the MRO determines that there is no valid, acceptable medical explanation will be deemed a “confirmed positive” and reported to Human Resources as a failed test. The MRO may require a re-collection under direct observation in the event of some invalid results.

Breath Alcohol

1. All alcohol tests will be conducted using an evidential breath testing device operated by a trained Breath Alcohol Technician who has met qualification and proficiency requirements.
2. The Breath Alcohol Technicians will use a non-DOT Alcohol Testing Form to record the test. The employer copy of the Alcohol Testing Form will be sent to the City of Snoqualmie Human Resources.
3. A breath alcohol result of ≤ 0.019 grams of alcohol/210 L of breath will be considered negative, and no further testing will be required for that incident.
4. A breath alcohol result of ≥ 0.020 grams of alcohol/210 L of breath will require a second, confirmatory test conducted no sooner than 15 minutes after the initial test. If the confirmation

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test result is ≥ 0.020 grams of alcohol/210 L of breath, the result will be considered positive and will be reported immediately to Human Resources.

5. If the result is positive, the employee will not be allowed to return to work, and arrangements must be made to provide transportation to the employee's home.

Confidentiality

All information received by the employer through the program is confidential. Access to this information is limited to those who have a legitimate need to know.

Consequences

An employee's refusal to do any of the following when required is considered non-compliance and may result in disciplinary action, up to and including termination of employment:

1. Take a drug or alcohol test.
2. Appear for testing and cooperate with testing instructions.
3. Accept the EAP recommendations when required to use the EAP because of a positive drug test or due to violating a City rule pertaining to drugs or alcohol.
4. Comply with the conditions of the Last Chance Agreement.

First verified positive test: An employee may be terminated solely for a first-time confirmed positive drug or breath alcohol test. However, if not terminated, the employee will be given an opportunity for job retention through a Last Chance Agreement. This policy does not prohibit an employee from being terminated for reasons other than a confirmed positive test result. The availability of a Last Chance Agreement in a given situation, as well as the specific terms of that agreement, shall be subject to the City's discretion and approval.

Second verified positive test: If an employee has a confirmed positive drug screen or positive breath alcohol test for a second time, the employee will be terminated immediately.

IMPLEMENTATION DETAILS

1. **Supervisor training.** The City of Snoqualmie will require a supervisor training program to help supervisors recognize an employee with possible alcohol and/or drug problems. This program will train supervisors how to recognize specific performance or behavior criteria related to substance abuse and how to refer employees for assistance.
2. **Employee education.** The City of Snoqualmie will provide alcohol and drug awareness information for all employees. This will include the City of Snoqualmie policy on alcohol and drug abuse; the dangers of alcohol and drug abuse; and treatment and counseling services available through the Employee Assistance Program.
3. **Employee Assistance Program.** The City of Snoqualmie recognizes that alcohol and drug addiction can be successfully treated and is willing to help employees who suffer from these problems while holding

them responsible for their own recovery. The City of Snoqualmie maintains an Employee Assistance Program (EAP). Employees may also have access to professional services through the City's health insurance plans medical program to aid them with any alcohol or drug problems. Employees who need help with drug and/or alcohol misuse or abuse are encouraged to use these resources.

Employees are strongly encouraged to seek help to address their drug or alcohol problems before such issues affect their performance or result in a positive drug or alcohol test. Seeking assistance after an employee has tested positive or demonstrated performance issues will not allow the employee to avoid the disciplinary consequences of his/her behavior. For employees seeking assistance for alcohol and/or drug problems, the EAP will be administered as follows:

- Employees seeking help on their own, or who are referred to the EAP by their supervisor, will be provided assistance on a confidential basis without jeopardizing their employment status.
- Employees who are offered a Last Chance Agreement in lieu of termination for a violation of this policy may be required to use the EAP and/or successfully complete a treatment program as a condition of continued employment. In such case, the employee may be required to authorize the EAP or treatment provider to disclose to the City information regarding compliance with the treatment program. A Last Chance Agreement may also include requirements for follow-up drug and alcohol testing for a period of two (2) years as a condition of continued employment.

APPENDIX H:

SNOQUALMIE DRUG & ALCOHOL POLICY FOR USE WITH FMCSA / DOT REGULATED EMPLOYEES

APPENDIX H: SNOQUALMIE DRUG & ALCOHOL POLICY FOR USE WITH FMCSA / DOT REGULATED EMPLOYEES

Federal regulations require that employers conduct alcohol and controlled substances testing of drivers who operate commercial motor vehicles, including but not limited to: Employer drivers, contract drivers, mechanics, and supervisors with a commercial driver's license who fill in. For the purpose of this policy, employee will be referred to as "driver" and employer will be referred to as "Employer." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted. Of course, all the details of every possible situation cannot be anticipated, so the Employer reserves the right to determine the appropriate application of this policy and general employment policies to any particular case.

Employees covered by this policy have been provided a copy of the FMCSA/DOT policy and by signature verify that they have read and understand the policy. Drivers should note that in addition to the required DOT regulations, they are also subject to the Employer's drug and alcohol policy and all other policies and procedures as applied to all employees. Throughout this policy, any provisions that are based on Employer's sole authority (vs. mandated by federal regulations) will be underlined.

The Employer expects all drivers to work drug- and alcohol-free at all times. If you have any questions about this policy, contact Human Resources.

The following conditions and activities are expressly prohibited:

The manufacture, or sale, or use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on Employer premises or property, or during work time, or while representing the Employer in any work-related fashion.

Reporting for work having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

ALCOHOL AND DRUG PROBLEMS

In some cases alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the driver's responsibility to seek help when needed, and to do so before substance abuse causes problems on the job, results in a positive drug or alcohol test, or results in disciplinary action.

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Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

1. The admission is in accordance with the Employer's written established voluntary self-identification policy;
2. The driver does not self-identify in order to avoid testing;
3. The driver makes the admission of alcohol misuse or controlled substances use before performing a safety-sensitive function;
4. The driver does not perform a safety-sensitive function until the Employer is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the Employer will:

1. Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
2. Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;
3. Permit the employee to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a substance abuse professional, and may require the employee to sign a Last Chance Agreement as a condition of employment.

The employee must pay the cost of the pre-treatment evaluation and any treatment. The Employer's medical plan, when available to the employee, may cover a portion of the evaluation and treatment costs; however, uncovered costs remain the employee's responsibility to pay. The Employer will pay the cost of any follow-up controlled substances or alcohol testing required by the substance abuse professional.

The Employee Assistance Program (EAP) can provide help and referrals.

DEFINITIONS

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"Alcohol concentration (or content), BAC" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"Commercial motor-vehicle" (or "CMV") means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

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- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

"Controlled substances" mean those substances identified in 49 CFR Part 40.85: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

"DOT Agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, and 655), in accordance with 49 CFR Part 40.

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

"Licensed medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

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"Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Refuse to submit (to an alcohol or controlled substances test)" means that a covered employee:

- Fails to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the Employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a Consortium/Third Party Administrator);
- Fails to remain at the testing site until the testing process is complete; provided, that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test. The testing process commences once the applicant has been provided the specimen collection cup;
- Fails to provide a urine specimen for any drug test or breath or saliva sample for an alcohol test required by 49 CFR Part 382, if the employee leaves after the testing process has commenced;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or saliva when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide;
- Fails or declines to take a second test the employer or collector has directed following a negative dilute result as required by 40.197(b);
- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I; or fails to undergo a medical examination or evaluation as directed by the employer as part of the insufficient breath procedures outlined in 40.265(c);
- Fails to cooperate (e.g. refuses to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process;
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF);
- Is reported by the MRO as having a verified adulterated or substituted test result;
- For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process;

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- Possesses or wear a prosthetic or other device that could be used to interfere with the collection process;
- Admits to the collector or MRO to having adulterated or substituted the specimen.

"Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by FMCSA regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

PROHIBITED CONDUCT

The following is considered prohibited conduct under this policy:

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. No driver shall use alcohol while performing safety-sensitive functions.
3. No driver shall perform safety-sensitive functions within four hours after using alcohol.
4. No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
5. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
6. No driver shall report for duty, remain on duty or perform a safety-sensitive function when there is a quantifiable level of a controlled substance in the driver's body above the minimum thresholds established in 49 CFR Part 40. Although the personal use of marijuana is permitted under Washington law, federal law still prohibits the use and possession of marijuana. Employees must be aware that

having a detectable level of marijuana in their body, regardless of whether their use was for recreational or medical purposes, constitutes prohibited conduct.

7. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. Notwithstanding the above, the medical use of marijuana that causes drug or drug metabolites to be present in the body above minimum thresholds established in 49 CFR Part 40 constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. The Employer shall not permit a driver to continue to perform safety sensitive functions if the Employer has actual knowledge of a driver violating any of the aforementioned prohibitions. Actual knowledge may be based on the Employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the Employer's voluntary self-identification program.

PRESCRIPTION AND OTHER MEDICATIONS

No driver may possess any prescription medication or report to work while using any prescription medication, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to operate a commercial motor vehicle. The use of any medication, whether prescription or over-the-counter, that could affect a driver's safe job performance is prohibited while working. The driver shall report to supervisor or Human Resources the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair his/her ability to safely perform his/her duties. If, as a result of testing under this policy, the driver is found to have the presence of controlled substances in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair the his/her ability to safely perform assigned duties. Notwithstanding the above, a driver may not possess or report to work while using marijuana under any circumstances, even if the marijuana was prescribed by a doctor.

OTHER RELATED ALCOHOL CONDUCT

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

Depending on the circumstances, an employee who is removed from service due to an alcohol concentration of 0.02 or greater but less than 0.04 may be subject to discipline.

CONTROLLED SUBSTANCES AND ALCOHOL TESTING

Submission to the controlled substance and alcohol testing described in this policy is a condition of employment with the Employer for those drivers covered by DOT and FMCSA regulations. A refusal to submit (as described above) will constitute a violation of this policy and grounds for termination of employment. The driver may be tested for controlled substances at any time during his/her workday, except pre-employment, and alcohol testing will be conducted just before, during or after performing safety sensitive functions.

Drivers will be subject to testing as follows:

Pre-employment: Drivers will be tested for controlled substances unless:

1. The driver participated in a DOT testing program within the past 30 days and:
2. While participating in that program, either:
 - a. Was tested for controlled substances within the past 6 months (from the date of application with the Employer), or
 - b. Participated in the random controlled substances testing program for the previous 12 months (from the date of application with the Employer); and
3. No prior employer of the driver of whom the employer has knowledge has records of a violation of DOT controlled substances regulations within the previous 6 months.

A driver/applicant who tests positive on a pre-employment test will not be hired but may be eligible to reapply for employment with the Employer after six (6) months from the date of the positive test. In addition, an applicant who tested positive on any DOT mandated pre-employment drug test after August 1, 2001, must provide documentation of his/her successful completion of DOT return-to-duty requirements (i.e. an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test all of which meet the requirements of 49 CFR Part 40).

In the event a driver does reapply following a positive test, the driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test.

Post-accident: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if:

1. The driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
2. The driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
3. The driver received a citation for a moving violation and the accident involved one or more motor vehicles incurring 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.

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A driver may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident; if not, the supervisor must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will be ceased, and the supervisor must again provide the reasons for the test not being administered.

A controlled substances test shall be administered as soon as practicable up to 32 hours following the accident. After 32 hours the attempt to test will be ceased, and the supervisor must provide the reasons for the test not being administered promptly. A driver must remain readily available for testing or may be deemed by the Employer to have refused to submit to testing.

Nothing in this policy should be construed to require the delay of necessary medical attention for the injured.

In addition, any driver involved in any commercial motor vehicle accident involving an injury requiring immediate medical attention or any vehicle towed away because of disabling damage, will be required to submit to testing, even if the driver is not issued a citation. Testing will be to determine the presence, use, or any involvement with alcohol or drugs unless the Employer determines, in its discretion, that the accident could not have been caused by alcohol or drug use.

The driver will submit to an alcohol test within eight (8) hours and a controlled substances test within 32 hours of the accident. The driver must advise the collection site and alcohol testing personnel that the test being required is an Employer-required test, and not a mandated DOT test.

Random: The Employer is using a consortium/third party administrator to facilitate the random selection of drivers and notification to the employer of the driver(s) selected for testing. The consortium/third party administrator is:

PROCOM
1805 Fortino Blvd.
Pueblo, CO 81008
(719) 295-1911

Drivers will be subject to random alcohol and controlled substance testing under the following program:

1. Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' social security numbers.
2. Each driver shall have an equal chance of being drawn each time selections are made.
3. Selections for testing are unannounced and reasonably spread throughout the calendar year.
4. Random selections are made to ensure testing for controlled substances is conducted at not less than the minimum annual 25% rate and alcohol is conducted at not less than the minimum annual 10% rate, or the rates as established by the FMCSA.
5. A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions; however, he/she may be tested for controlled substances any time while performing work for the Employer.

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6. Once a driver is notified of selection for random alcohol and/or controlled substances testing, he/she shall proceed to the test site immediately.

Reasonable suspicion: Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the individual is under the influence of alcohol or a controlled substance.

Reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the behavior, speech, appearance or body odors of the driver, including any indicators of the chronic and withdrawal effects of controlled substances. Drivers required to be tested under reasonable suspicion testing will be removed from performing safety-sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the Employer.

Reasonable suspicion drug testing is authorized when the supervisor's observation of the driver's behavior occurs anytime during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation of the driver's behavior has been made during, just preceding, or just after performing any safety-sensitive function.

The alcohol test must be completed within two (2) hours of the observation; if not, the Employer must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the observation. After eight (8) hours, the attempt to test will cease. If an alcohol test is not completed within the two (2) or eight (8) hour time periods described above, the Employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

The Employer shall not permit a driver to report for duty, remain on duty, perform, or continue to perform any safety-sensitive functions while the driver is impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, until:

1. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02 percent; or
2. The start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following the supervisor's determination that reasonable suspicion exists.

Supervisors and any Employer representative that may be expected to serve in a supervisory capacity, and who may be required to make a reasonable suspicion determination, must have received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this training are qualified to make these decisions.

Return-to-duty and follow-up: Drivers who admit to misuse of alcohol or controlled substance use and enter into a voluntary self-identification program are not permitted to return-to-duty involving safety-sensitive functions until the driver has a verified negative controlled substances test and/or an alcohol test with a result less than 0.02 alcohol concentration. The voluntary self-identification program must meet the criteria described earlier in this policy.

A driver in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances use as identified through the evaluation by a Substance Abuse Professional may, depending on the

circumstances, be required to enter into a Last Chance Agreement and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional. When this occurs, the employer must pay the cost of the pre-treatment evaluation and any treatment. The employer will pay the cost of any follow-up controlled substances or alcohol testing. This testing will be conducted as non-DOT testing. The Employer may perform follow-up testing for five years as directed by the Substance Abuse Professional.

FAILURE TO COOPERATE

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make themselves available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failing to empty pockets or wash hands as requested by collection site personnel, refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process) will cause the driver to be immediately relieved from performing safety-sensitive functions, and will also be considered a violation of Employer policy that will subject the employee to discipline, up to and including termination of employment. The Employer also reserves the right to involve law enforcement officials for any conduct that the Employer believes might be in violation of state or federal law.

TESTING PROCEDURES

Urine specimen collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each covered employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Covered employees will be required to empty their pockets before providing the drug test specimen.

Under normal circumstances, the applicant or covered employee will be afforded complete privacy in the restroom for providing the urine sample. Certain situations do require the urine sample be provided under same-gender direct observation. Those situations include:

- The temperature on the original specimen was out of range; or
- The original specimen appeared to have been tampered with (i.e. unusual color, odor, foam, etc); or
- The collector observes materials brought to the collection site or the individual's conduct clearly indicates and attempt to tamper with a specimen;
- The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to the Employer there was not an adequate medical explanation for the result; or
- The MRO reported to the Employer that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or

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- The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen to the Employer as negative-dilute and a second collection must take place under direct observation; or
- All return-to-duty or follow-up drug tests.

When that occurs, the individual subject to testing will be required to follow the observer's instructions to raise their clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.

Refusing to permit an observed collection, or possessing or wearing a prosthetic or other device that could be used to interfere with the collection process, are considered a refusal to test and will constitute a verified positive drug test result.

Laboratory analysis: As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the Employer to perform the analysis of the urine specimen for controlled substances. The initial screening test will be performed by immunoassay and will test for substances and at cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

Negative Dilute Specimens: All negative dilute specimen test results will require the driver to submit to an immediate retest with minimum advance notice. The retest results shall become the test result of record. If the retest results are also negative and dilute, the test will be deemed a negative result, unless the MRO has directed a recollection under direct observation.

Breath alcohol: Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures using a DOT-approved device. If an initial test indicates an alcohol concentration of less than 0.02, no further testing will be conducted. If the initial test result is 0.02 or greater, a confirmation test will be conducted by a Breath Alcohol Technician using an Evidential Breath Testing (EBT) device. Testing will be conducted in a manner that protects the confidentiality of the employee's testing information as well as the integrity of the testing process.

MEDICAL REVIEW

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the Employer. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the Employer.

The Employer Medical Review Officer is:

Phillip Lopez, M.D.
1805 Fortino Blvd.
Pueblo, CO 81008
(719) 295-1911

NOTIFICATION OF RESULTS

The Employer will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The Employer will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after the Employer notifies the applicant that he/she has or has not been hired.

ANALYSIS OF SPLIT SAMPLE SPECIMEN

A urine sample will be split at the time of collection. Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, or an adulterated or substituted specimen, the driver may request the split sample to be tested. Only the MRO may authorize such testing, which may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the split sample test fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test or take such steps as are directed by DOT regulations.

All applicants/drivers have a right to request testing of the split sample. The applicant/driver will be responsible for the cost of testing the split sample.

CONFIDENTIALITY

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver, upon written request, shall be entitled to receive copies of his/her own records, and to have copies of his/her records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or on behalf of the driver, or where otherwise required by law.

EVALUATION AND REFERRAL

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return to safety-sensitive duty.

Before returning to performing safety-sensitive functions for any DOT employer, a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The driver will be subject to follow-up testing of at least six tests in the first 12 months of returning to duty, and follow-up testing may continue for five years. All return-to-duty and follow-up drug tests will be required to be collected as same gender direct observation collections.

INFORMATION ON EFFECTS AND SIGNS OF ALCOHOL AND CONTROLLED SUBSTANCE USE

DOT regulations require employers to furnish information regarding the effects of alcohol and controlled substance use, as well as the signs and symptoms of such use. Included in an appendix to this policy are fact sheets regarding alcohol and various controlled substances. Any employee who suspects a co-worker has an

alcohol or drug problem may refer the co-worker to contact information for the Substance Abuse Professional identified in this policy, [ComPsych], or to management.

Personnel responsible for supervising and managing employees subject to testing under this policy must attend at least two hours of training on alcohol and drug misuse symptoms and indicator used in making determinations for reasonable suspicion testing.

CONSEQUENCES

Drivers violating this policy or federal regulations will be suspended from performing any safety-sensitive functions with a commercial motor vehicle as defined by this policy, and their employment will be terminated. The Employer also reserves the right to involve law enforcement officials for any conduct the Employer believes might be in violation of state or federal law.

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below I received and read a copy of the City of Snoqualmie's Drug and Alcohol Policy for Use With FMCSA/DOT-Regulated Employees, consisting of thirteen (13) pages including these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

Employee – Print name

Employee – Signature

Dated: _____

(Original to be kept in employee personnel file.)

CERTIFICATE OF RECEIPT

I hereby certify that on the date shown below I received and read a copy of the City of Snoqualmie's Drug and Alcohol Policy for Use With FMCSA/DOT-Regulated Employees, consisting of thirteen (13)) pages including these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

Employee – Print Name

Employee – Signature

Dated: _____

(Employee to Receive duplicate copy)

APPENDIX I:

ACCIDENT PREVENTION PROGRAM

APPENDIX I: ACCIDENT PREVENTION PROGRAM

Accident Prevention Program: The City has adopted a formal written accident prevention program (the “safety program”), as described in WISHA regulations (WAC 296-800-140). The safety program consists of a safety orientation (Part 1) and a safety committee (Part 2), described below.

1) New Employee Safety Orientation

- ❖ Each new employee will receive a copy of the City’s Accident Prevention Program during orientation by Human Resources. Each employee will receive a safety orientation by their Department Head and/or their immediate supervisor when first hired. The safety orientation will cover the following items:

Incident/Accident Reporting Policy: It is the policy of the city that if you are injured or become ill on the job, no matter how minor it may be, this must be reported to your supervisor with the Employee Injury form completed within 24 hours. Documenting such incidents allows for the City to train personnel to minimize or prevent any future instances. These reports also assist you, the employee, and the City in submitting necessary Workers’ Compensation L&I claims and/or claims to insurance agencies.

First Aid and First Aid Stations: All employees are encouraged to have approved First Aid/CPR (cardiopulmonary resuscitation) training. Employees need to be aware where all First Aid Stations are located; this includes locations of First Aid Kits. There is a First Aid Kit or supplies at _____ in your department.

Reporting Unsafe Conditions and Practices: If you see something that is unsafe or you see someone working unsafely, please immediately report it to any supervisor, a Department Head, or Human Resources. The City has a Safety Concern Reporting form for this purpose.

Emergency Evacuation Procedure Plan: An emergency evacuation procedure or plan should be posted within the facility you work in. Please review it and identify the exit paths that you can use in an emergency. Also shown on this plan is the location of first aid kits, fire extinguishers and safe dispersal areas for assembling of employees outside the building. The Police and/or Fire Department should also be contacted for any emergencies or alarms.

Identification of hazardous chemicals and exposure procedures: Employees required to use such chemicals will receive a separate orientation for proper use, disposal, and handling of all chemicals applicable to their position, including what steps to take during accidental exposure, and identification of eyewash stations.

Personal Protective Equipment (PPE): All employees are required to use the appropriate PPE associated with their duties. In addition, employees will be required to properly maintain/service PPE items and notify their supervisor to replace defective equipment.

On-the-job training about what you need to know to perform the job safely: Before employees attempt a new task that may pose a hazardous risk, they must first be instructed by their supervisor on the correct

methods of performing such tasks. This includes any safety instructions and PPE to be used. Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

2) Safety Committee

- ❖ Safety Committee is comprised of representatives from each department. New employees shall be informed as to whom their Safety Committee representative is.
- ❖ Safety Committee is primarily responsible for reviewing accidents/injuries, evaluating accident investigations, and making safety improvement recommendations to Management.
- ❖ The safety committee members will elect a chairperson and a secretary. Meeting minutes will be saved and made available to any employee.
- ❖ The regular scheduled meeting is the last Thursday of each month from 10-11am at City Hall. This may be changed by vote of the committee.

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EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the City of Snoqualmie's Accident Prevention Program.

Print Name

Date

Signature

APPENDIX J:

BACKGROUND

CHECK POLICY

APPENDIX J: BACKGROUND CHECK POLICY

The City performs pre-employment background checks when hiring for all positions within the City. The purpose of performing these checks is to evaluate the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered. Conducting background checks will help ensure the safety of the public as well as a safe working environment.

The City is committed to ensuring that its background checking procedures comply with all applicable laws. The City complies with the federal Fair Credit Reporting Act (FCRA), where applicable, and all federal and state laws regulating pre-employment background checks. Effective January 1, 2026, the City complies with amendments to Washington's Fair Chance Act, RCW 49.94.

In furtherance of these considerations, the following procedures will be followed:

1. The City will perform pre-employment background checks on all candidates for employment prior to hire, provided that the scope of the background check may be tailored to the position sought. In addition, if an employee changes positions within the City, any additional required background checks for that position which have not previously been performed will be performed. The City retains the discretion to waive this requirement for employees re-hired following a brief layoff, resignation, or other separation.
2. All candidates will be advised that a background check will be required, and candidates will be required to sign appropriate authorizations prior to the performing of any pre-employment background checks.
3. Candidates who provide false or misleading information in their application and/or authorization may be eliminated from any further consideration or may be terminated at any time if the misrepresentation is discovered after employment commences. Candidates are expected to provide accurate and complete information and not to omit material information needed to make a decision.
4. A background check will not encompass consideration of a candidate's credit history unless required by law, or unless such information is substantially job related and the City's reasons for consideration of credit information are disclosed to the candidate.
5. Pre-employment background checks should be completed before a candidate is offered a position, when reasonably possible. All job offers should be conditioned upon satisfactory completion of the pre-employment background checks.
6. All candidates shall be individually reviewed and decisions made with respect to employment based upon the totality of the candidate's qualifications and the results of the pre-employment background checks.
7. A candidate will not be rejected based on a criminal record unless exclusion is job-related and consistent with business necessity. This determination will be based on the following factors:

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- a. the nature and gravity of the offense(s) committed;
 - b. the amount of time that has passed since the offense was committed; and
 - c. the nature of the job for which the candidate is being considered;
8. Where appropriate, if the City determines that a candidate's criminal record should preclude employment in the position sought, the candidate will be notified and afforded an opportunity to demonstrate why the criminal record should not preclude employment. Effective January 1, 2026, criminal background checks conducted by the City will be reserved until after the City has extended a conditional job offer to an applicant. Should the criminal background check lead to disqualifying information and potential withdrawal of the job offer, the City will provide pre-adverse and adverse notification to the applicant, as required by Washington law. Exceptions exist for law enforcement employees and those with unsupervised access to children and other vulnerable adults.
9. Prior to taking any adverse action, appropriate notices will be sent to the candidate pursuant to federal and any state FCRA laws, along with the pre-adverse and adverse action notices required by Washington's Fair Chance Act.
10. The results of a pre-employment background check will be kept confidential, and information will be shared only with City personnel who have a legitimate need to know.