

GRAYS HARBOR COUNTY RESOLUTION NO. 2019- 039

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
RESCINDING RESOLUTION NO. 00-21, ADOPTING A NEW EMPLOYMENT GUIDE, AND
APPROVING FUTURE AMENDMENTS TO THE GRAYS HARBOR COUNTY EMPLOYMENT GUIDE

WHEREAS, the Grays Harbor County Board of Commissioners ("Board") adopted Resolution No. 00-21 Establishing an Employment Guide for Grays Harbor County on February 28, 2000; and

WHEREAS, Grays Harbor County is committed to maintaining current policies and procedures as they pertain to Grays Harbor County employees; and

WHEREAS, since February 2000 there have been new and amended policies which have been included in the Employment Guide; and

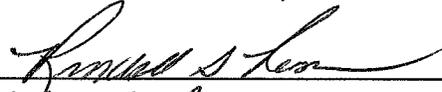
WHEREAS, it appears to be in the best interest of Grays Harbor County to approve the updated Grays Harbor County Employment Guide with appendices,

NOW THEREFORE be it resolved by the Grays Harbor County Board of Commissioners that Resolution No. 00-21 is hereby rescinded.

BE IT FURTHER RESOLVED that the attached Employment Guide and List of Appendices shall be adopted as the official Grays Harbor County employment policy; and that any subsequent employment-related polices adopted by Resolution of the Board of Commissioners shall be appended to and made a part of the official County Employment Guide without further action of the Board.

ADOPTED and **APPROVED** this 16 day of April, 2019.

**BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY, WASHINGTON**



Randy Ross, Chair

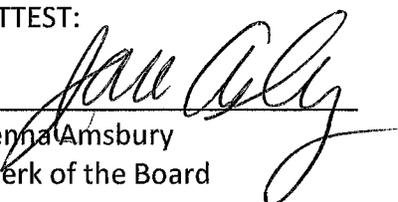


Wes Cormier, Commissioner



Vickie L. Raines, Commissioner

ATTEST:



Jenna Amsbury
Clerk of the Board

GRAYS HARBOR COUNTY EMPLOYMENT GUIDE



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**CHAPTER 1
PURPOSE & SCOPE**

1.1 PURPOSE

This manual is a general information guide to Grays Harbor County's (the County) current employment practices and procedures. This manual is not a contract of employment. These guidelines 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 County also reserves the right to deviate from these guidelines in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens. Individual departments may adopt additional guidelines as necessary, upon the approval of the Board of County Commissioners, provided it is not in conflict with existing policy or applicable bargaining agreement.

These personnel guidelines shall apply to all County employees. They shall not apply to independent contractors. This policy is subordinate to any provision of collective bargaining agreements, Civil Service rules, individual contract, or State or Federal statutes. In the event of conflict between the provision of this manual and state or federal statutes, collective bargaining agreements, Civil Service rules, individual contracts, the statute, agreement, contract, or rule shall prevail. Any agreement with any employee that is in conflict with this provision must be in writing. In all other cases, these guidelines shall govern.

It is the intent of the County that these guidelines will be distributed to each current employee. They will be given to each new employee during New Employee Orientation. Each employee will sign a dated form indicating that they have received a copy of these guidelines.

None of these provisions shall be deemed to create a vested contractual right in any employee or to limit the power of the County to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

1.2 CHANGES TO THE EMPLOYMENT GUIDE

The County reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the County deems necessary and appropriate, without advance notice. Upon revision of any of these guidelines, employees will be provided with a copy of the revision. Complete copies will be available from the Human Resources (HR) Department and placed on the Grays Harbor County website at www.co.grays-harbor.wa.us.

1.3 EMPLOYMENT CATEGORIES

- | | | |
|-----|------------------------|--|
| (a) | Elected Official: | A person duly elected to a specific office for a specific term, to carry out the statutory duties of that office as defined by Washington law. |
| (b) | Department Head: | An employee who has responsibility for directing one or more departments as appointed by the Board of County Commissioners (BOCC). |
| (c) | Union Exempt Employee: | A regular full-time, part-time, or temporary employee excluded from representation by applicable bargaining agreements. |

- (d) FLSA Exempt Employee: An employee exempt from the payment of overtime, as defined by Fair Labor Standards Act and applicable law.
- (e) Regular Full-Time Employee: As defined by applicable employee bargaining agreement contract, individual employment contract, agreement, or by applicable law.
- (f) Regular Part-Time Employee: As defined by applicable employee bargaining agreement contract, individual employment contract, agreement, or by applicable law.
- (g) Temporary Employees: As defined by applicable employee bargaining agreement contract, individual employment contract, and agreement or by applicable law.

**CHAPTER 2
GENERAL POLICIES & PRACTICES**

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The County is an equal employment opportunity employer. The County employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence, and in the case of Union members, seniority. This guideline shall be applied to any individual without regard to race, color, gender, religion, sexual orientation, gender identity or expression, age, marital status, national origin, pregnancy, disabled and veteran's status, Vietnam-Era veteran status, protected genetic information or the presence of any physical, sensory, or mental disability.

The County will not discriminate against applicants or employees with a sensory, physical or mental disability. The County will provide reasonable accommodation to a qualified person with a disability to perform essential functions of their job, unless doing so causes undue hardship for the County.

The County will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a substantial and unusual safety risk to fellow County employees or the public exists.

Appendix #1 Grays Harbor County's Equal Employment Opportunity Affirmative Action Policy

2.2 HARASSMENT

It is the policy of the County to provide a work environment for its employees that is free from illegal discrimination and harassment and the County will protect an employee's legal right to be free from such discrimination and harassment. Prompt disciplinary action will be taken against an employee who commits or participates in such harassment.

Any employee who believes he or she is being harassed or discriminated against should immediately notify their immediate non-involved supervisor or their Department Head. In the event that the harassment involves the Department Head, the employee should notify the County's Human Resource (HR) Manager and Equal Employment Opportunity Officer. The County will not retaliate against an employee who complains of harassment.

Appendix #2 Resolution 2010-30 Grays Harbor County Sexual and Other Unlawful Harassment Policy

2.3 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept in the employee's department and/or the Human Resources Department. Access is limited to the employee's immediate supervisor, the Department Head, HR Manager, the BOCC and a limited number of others who have a need to know the information. An employee's personnel file may contain but is not limited to the following: the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

Employee medical information shall be secured in a file separate from the personnel file. Access is limited to Department Heads or supervisors who need to know about restrictions on the work or duties of an employee and necessary accommodations; first aid and safety personnel; government officials investigating compliance with Family Medical Leave Act (FMLA), or American's with Disabilities Act (ADA); WA State Department of Labor and Industries Inspectors in compliance with OSHA/WISHA laws; and the employee. Medical files may contain but are not limited to: post-offer medical information; injury reports; health care provider certificates, doctor's notes on reports, fitness for duty results, worker's compensation medical information, drug and alcohol test results, requests for reasonable accommodations or FMLA time.

An employee has the right to review their files. If copies of contents of the file are needed for purposes other than County business, the employee must make a written request for copies, and shall be charged a fee per RCW 42.17.260 or department policy. An employee may place any pertinent information in their individual personnel file for purposes of explaining or refuting official records therein. Only employment related information will be in the employment or personnel files. An employee may inspect their employment or individual personnel file at any reasonable time.

Personnel files are kept confidential to the maximum extent permitted by law. Certain portions of the personnel records of the County are public documents and are subject to disclosure under state law.

When an employee promotes, transfers, or voluntarily demotes to a new job in a different office or department, the employee's personnel file shall be transferred with the employee. At the time that the employee accepts the position in another office or department, the Department Head of the department that the employee is leaving shall ensure that all final paperwork for the transfer is completed and the personnel file is complete.

2.4 EMPLOYMENT REFERENCES

The County's policy for giving references to prospective employers for current or past County employees is to give out position(s) held, employment dates, salary history and job description(s) if requested. A County approved waiver form may be signed to be kept on file prior to an employee leaving to allow more information to be given.

Only the Department Head or HR Manager is authorized to provide employment references or verification of employment on current or former County employees unless this responsibility is delegated by the department head to another employee.

2.5 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The County will manage personal and protected health information in a manner that prevents unnecessary or inadvertent access to, use of, or disclosure of Protected Healthcare Information under HIPAA and adhere to the policy and procedures set forth in the County's HIPAA Policy. A copy of the County's HIPAA Policy is available to employees upon request.

CHAPTER 3 RECRUITING & HIRING

3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, gender, religion, sexual orientation, gender identity or expression, age, marital status, national origin, pregnancy, disabled and veteran's status, Vietnam-Era veteran status, protected genetic information or the presence of any physical, sensory, or mental disability.

When a position becomes vacant, and prior to any posting or advertisement of the vacancy, the Department Head shall review the position, its job description, and the need for such a position. The Department Head must complete and sign an Authorization to Hire form and submit this form to the HR Manager and Budget Director for their signature. The Authorization to Hire form will then be submitted to the BOCC for final approval. The BOCC must approve the position before it can be filled.

After approval, a vacant position covered under a collective bargaining unit agreement is first posted in-house to all members under the bargaining unit for five (5) working days. If the position is not filled from within or is not covered by a bargaining unit agreement, it is then advertised to the public. Vacant position postings will be published on the County's website and may be published in the County's legal newspaper and any other publication requested by the Department Head.

3.2 HIRING

Each applicant shall complete and sign a Grays Harbor County application form prior to being considered for any position. Resumes may supplement, but not replace the County's official application.

The County will also require a candidate to sign a Background Research Release Form which gives the County consent to perform a background investigation, contact past employers and/or government agencies and to cooperate with the investigation. Any applicant supplying false or misleading information may be disqualified from the hiring process, or terminated, if hired.

The County may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the County. The County may contract with a third party to prepare and/or administer examinations.

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State Driver's License with any necessary endorsements. Driving records of applicants will be checked. Applicants with poor driving records, as determined at the sole discretion of the County, may be disqualified for employment with the County.

After an offer of employment has been made and prior to commencement of employment, the County may require persons selected for employment to successfully pass a medical examination, at the County's expense, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or wellbeing of other employees or the public. The offer of employment may be conditioned on the results of the examination.

A candidate may be disqualified from consideration if:

- (a) found physically unable to perform the duties of the position with reasonable accommodation;
- (b) the candidate refuses to submit to a medical examination or complete medical history forms; if the exam reveals use of controlled substances, not prescribed by a licensed practicing physician.

Appendix #3 Resolution 2015-030 Establishing Policy and Procedures for County Hiring & Personnel Changes

3.3 NEW EMPLOYEE ORIENTATION

As soon as possible after hiring a new employee, the employee shall be scheduled for a New Employee Orientation with the Office of Risk Management. The New Employee Orientation covers an orientation to Grays Harbor County government and general employment and safety practices as well as policies and procedures of the County. The orientation shall cover items such as hours of work, probationary period, working conditions, employee benefits, departmental safety practices and other conditions of employment.

3.4 EMPLOYMENT OF RELATIVES (NEPOTISM)

- (a) Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another employee. However, no person shall be employed, promoted, or transferred to a permanent position in the County where they would be the immediate supervisor of or receive direct supervision from a:
 - (1) Spouse, domestic partner, or co-habitant;
 - (2) Child, including adopted, in-laws and step- or half-parent;
 - (3) Grandchild, including adopted, in-laws and step- or half-grandparent;
 - (4) Sibling, including in-laws and step- or half-; or
 - (5) Any other member of the employee's household whether or not related by blood or marriage.

Appendix #4 Resolution 2010-29 Anti-Nepotism Policy

3.5 PROMOTIONS & TRANSFERS

The County encourages current County employees to apply for vacant County positions for which they are qualified. Promotions and transfers are based on the Department Head's recommendation, work force requirements, performance evaluations, job descriptions, bargaining unit agreements, qualifications, experience, education, training, and related County requirements.

Regular Employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed any probationary period and possess the qualifications for the vacant position. The BOCC and Department Head may waive such requirements as in the best interests of the County.

Employees transferring from one payroll to another retain their accrued sick leave and vacation benefits.

All requests for promotions, reclassifications, job title changes for employees must be approved by the BOCC. A Request for New Salary/Title Change/Adjustment form must be completed by the Department Head and forwarded to the HR Manager and Budget Director for their signature and then submitted to the BOCC for final approval.

CHAPTER 4 HOURS AND ATTENDANCE

4.1 WORKING HOURS

Generally, the County's business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Working hours that fall outside of these hours must be approved by the Elected Official/Department Head, as specified in existing bargaining agreements, individual employment contract or agreement or as specified in employee job descriptions. For purposes of compliance with Fair Labor Standards Act (FLSA) the County's workweek is Monday through Sunday.

4.2 HOURS WORKED AND OVERTIME

All County positions are designated as either "exempt" or "non-exempt" according to the FLSA and applicable law, meaning that exempt employees are not paid overtime and non-exempt employees are paid overtime.

Hours worked and overtime are computed as specified in existing collective bargaining agreements, individual employment contract or agreement and according to state and federal law.

All overtime must be authorized in advance by the employee's supervisor or Department Head. Employees entitled to overtime pay may request compensatory time off instead of cash payment in compliance with the FLSA, applicable law, and employment agreements, which shall be granted in increments of 1.5 hours to each hour of overtime worked.

Employees should use compensatory time as specified in existing bargaining agreements. Employees shall request use of compensatory time, at such times as is reasonable in the sole discretion of the Department Head.

4.3 ATTENDANCE

Punctual and consistent attendance is a condition of employment. Maintaining accurate time records is essential in computing employee pay, ensuring compliance with laws and regulations, and providing accurate cost information for the County. Employees are responsible for completing their own time sheets if required. The department supervisor is responsible for ensuring that the payroll work sheets are maintained. Falsification of any claim for pay will be grounds for disciplinary action, including discharge. Falsification may also be a crime. Each Department Head is responsible for maintaining an accurate attendance record and/or time card for each employee.

Employees shall work a complete designated workday. Each employee shall be at their place of work and be prepared to work at the designated starting time and will work until the designated quitting time. Employees shall not be absent from work without making prior arrangements with their supervisor. Unless such prior arrangements have been made, any employee who cannot report to work at the designated time shall notify their supervisor prior to the start of the work day of the reason for and anticipated duration of the absence. Any unauthorized absence, including tardiness, will be considered an absence without pay and may be cause for disciplinary action. Departments will maintain records of employee attendance. If an employee's illness prevents them from notifying their supervisor prior to the beginning of their scheduled shift, the employee shall do so as soon thereafter as possible. An employee who has failed to report or call in to work may be subject to corrective action up to, and including, termination of employment. Employees who are absent from work for three (3) consecutive days without notice will be considered to have abandoned their position and will be terminated from employment.

4.4 BREAKS AND MEAL PERIODS; LACTATION BREAKS

The Supervisor shall arrange meal periods and breaks so that they do not interfere with County business or service to the public. In accordance with Washington State regulations, the employee's Department Head shall schedule meal periods. The scheduling of breaks and meal periods may vary depending on department and its needs. A full-time employee shall be entitled to a fifteen (15) minute break twice a day – generally once in the morning and one in the afternoon. Employees who work over 5 hours in a day shall be entitled to a 30-minute unpaid meal period.

Lactating employees will be provided with a reasonable break time to express breast milk for her nursing child for one (1) year after the child's birth each time such employee has need to express the milk, in a pre-designated location or another appropriate private location arranged between the employee and her supervisor. Such breaks should generally not exceed two (2) per day and not last longer than thirty (30) minutes each, absent special circumstances.

When possible, lactating employees should use their meal and rest breaks to express milk. If the amount of time needed for such breaks in a day exceeds the employee's available meal and rest break time, available paid leave may be used if approved by the Department Head. If the employee does not have any available approved paid leave to be used to cover these breaks, any additional time used will be unpaid.

4.5 EMERGENCY CLOSURES

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

If County offices are closed or an employee unable to report to work, the employee will be given the option of having pay deducted for the time lost or for applying vacation or compensatory time, if such has been accrued, to offset any loss of pay, subject to the approval of the employee's Department Head.

KBKW 1450 and KXRO 1320 AM are designated as the County's radio station to listen for any County office closures. The Grays Harbor County Notification System can also automatically call or email people who have registered with the Division of Emergency Management for notifications of office closures. Registration is necessary to make sure you are included in these notifications. Registration can be done on the Grays Harbor County website or by contacting the Department of Emergency Management.

Appendix #5 Resolution 96-81 Inclement Weather Operations Policy & Procedure

CHAPTER 5 COMPENSATION

5.1 SALARY CLASSIFICATION AND GRADES

Each job title within the County may be classified into one of the County's job classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job. Each classification is designated a particular salary or salary range shown on the County's salary and wage schedule, which is approved annually by the BOCC. Salary classifications are separate and distinct from job classifications.

5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range, as defined in the step plan adopted annually by the BOCC, to which their positions are assigned. If an employee's performance is unsatisfactory, the Department Head may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

The BOCC may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

Non-union employees shall receive wage increases or cost of living adjustments in the same manner as union employees in the department or division in which the employee is employed unless the employee's salary is based on an elected official's salary. Commissioners may make wage adjustments for non-union employees at any time based on performance or duties and responsibilities.

Appendix #6 Resolution 2014-025 Establishing Consistent Policies for Wages & Benefits of Non-Union Employees

All requests for salary adjustments for employees must be approved by the BOCC. A Request for New Salary/Title Change/Adjustment Form must be completed by the Department Head and forwarded to the HR Manager and Budget Director for their signature and then submitted to the BOCC for final approval.

See Appendix #3 Resolution 2015-030 Establishing Policy and Procedures for County Hiring & Personnel Changes

5.3 PAYDAYS

County employees are paid monthly on the last working day of each month. If a regular scheduled payday falls on Saturday, Sunday or a holiday, paychecks will be distributed on the last working day.

A draw is available on the 15th of each month if requested at least 3 working days prior to that date. The amount of the draw cannot exceed 1/3 of monthly gross pay or 1/3 of the gross amount earned whichever is less. Subsequent changes must be made at least 3 working days prior to draw day.

The Sheriff's Department will be issued a supplemental check by the fifth of each month following the regular payday. This check will include all additional monies earned after the preceding monthly payroll cutoff date, for example, overtime, court time, shift differential, etc.

When an employee's employment with the County is ended, the employee will receive the following compensation on the next regularly scheduled payday: regular wages for all hours worked up to the time of termination which have not already been paid; any overtime or holiday pay due; leave and compensatory time to which the employee is entitled; and any other compensation due. Collective bargaining unit agreements may apply.

5.4 DEDUCTIONS

Federal and State law may require some regular deductions from the employee's earnings; the employee specifically authorizes other deductions. The County will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee or applicable employment agreement.

5.5 TRAVEL

It is the policy of Grays Harbor County to reimburse allowable travel expenses when reasonable, necessary and directly related to conducting business for the County. This includes conferences, training, etc. for all employees and elected officials. All expenditures must comply with the Travel & Reimbursement Policy.

Authorization to travel and for reimbursement of travel expenses under \$1,000 shall be approved by the Department Head/Elected Official. If the total cost including meals, lodging, mileage, registration and incidental expenses exceed \$1,000, prior approval by the Board of County Commissioners is required in order to be reimbursed for travel costs except when the travel is completely grant funded. For travel expenses in excess of \$1,000, Department Heads will provide the Board of County Commissioner's with a Travel Expense Form for approval.

Per IRS regulations, if traveling on County business during a single day, meal reimbursements must be reimbursed through the department's payroll system. To get paid for "same-day" travel meals, employees are required to complete a reimbursement claim form and submit to the department's payroll preparer. If private automobiles are used for County business, employees will be reimbursed at the applicable IRS rate for mileage. Use of County vehicles for County business is encouraged. Tips not to exceed 15%, for meals, taxis, or baggage handling are reimbursable. The Department Head may set limits on expenses within the parameter of the County policy.

Requests for reimbursement shall be submitted on an Expense Report Form signed by the employee.

Non reimbursable expenses include but are not limited to:

- Alcoholic beverages
- Theft, loss or damage to personal property
- Expenses of family or other persons not authorized to receive reimbursement under this policy
- Airline or other trip insurance

- Medical or hospital expenses
- Fines for parking or other traffic violations
- Personal phone calls
- Personal entertainment and transportation costs to places of entertainment and other similar facilities
- Personal care services
- Any personal travel that may be associated with County related business

Appendix #7 Resolution Authorizing a Policy for Travel and Reimbursement

CHAPTER 6
PERFORMANCE EVALUATIONS/TRAINING & EDUCATION

6.1 PERFORMANCE EVALUATIONS

To achieve the County's goal to train, promote and retain the best-qualified employee for every job, the County may conduct periodic performance evaluations for all positions.

Any evaluation is part of an employee's personnel record and may be considered in any employment related decision.

6.2 AFTER-HOURS TRAINING & REIMBURSEMENT

The County encourages training and education of County employees to improve job efficiency, knowledge, performance, skills and qualifications. The following criteria and guidelines must be met for reimbursement of after-hours training and educational courses for County employees.

- (a) Training subject must be directly related to the duties assigned the employee as determined by the Department Head.
- (b) No overtime or comp time shall be authorized.
- (c) Reimbursement shall be allowed for 100% of tuition and books if the employee is required to take the course by the Department Head.
- (d) Payment shall not be made until evidence of satisfactory completion of the course and cost receipts are delivered to the Department Head.
- (e) All books and reference materials will become property of the County.

Appendix #8 Resolution 2018-091 Policy for Reimbursement to Employees for After-Hours Training Costs

CHAPTER 7 EMPLOYEE BENEFITS

7.1 RETIREMENT BENEFITS

The County makes contributions on behalf of all eligible employees to the Social Security System and Medicare, in addition to those contributions made by the employee through Federal Insurance Contribution Act (FICA) payroll deductions.

The Law Enforcement Officers and Fire Fighters Retirement System (LEOFF) or Public Employees Retirement System (PERS) covers all regular uniformed employees in the Sheriff's Department. Benefit levels and contribution rates are set and administered by the State of Washington.

All regular full-time and eligible part-time non-uniformed employees are covered under PERS. Benefit levels and contribution rates are set and administered by the State of Washington.

Employees intending to retire should notify their Department Head of their intent to retire at least three months prior to the date of retirement.

7.2 DISABILITY BENEFITS

All employees, except those covered by LEOFF I, are covered by the State of Washington Department of Labor & Industries Division of Industrial Insurance (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, the State of Washington Department of Labor & Industries Division of Industrial Insurance will pay a portion of the employee's wages for workdays lost for any disability resulting from job-related injuries or illnesses. All job-related accidents shall be reported immediately to the involved employee's supervisor and the Office of Risk Management. Collective bargaining agreements may apply.

Employees returning from a leave due to medical disability, or having been on leave that qualifies for worker's compensation benefits must have their doctor's release to return to work. A copy must be given to the Department Head and/or Risk Management.

The County may require a medical examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and if they will be capable of performing the duties and responsibilities of the position.

7.3 INSURANCE BENEFITS

Employees are eligible to participate in the County's insurance programs. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The County reserves the right to make changes in the carriers and provisions of these programs when it, in its sole discretion, deems necessary or advisable.

Upon mutual agreement between the employee and the County, and in accordance with the terms and conditions of the insurance policy, the County will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the County. Collective bargaining agreements may apply.

The County may continue to pay the employee's health insurance premiums while an employee is receiving Worker's Compensation benefits. Collective bargaining agreements may apply.

Upon an employee's termination from County employment, at the employee's option and expense, and under certain circumstances, the employee may elect to continue County health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."

A Grays Harbor County employee may voluntarily elect to waive medical care insurance coverage through the County upon proof of comparable coverage elsewhere. Such waiver, if elected by the employee, shall also result in termination of all dependent(s) medical care insurance benefit coverage for the employee. Each employee voluntarily electing to terminate and waive his/her medical care insurance coverage shall receive an incentive payment established by the BOCC. This opt-out only applies to medical coverage and does not include dental or eye care coverage. It is at the BOCC's sole discretion to provide the opt-out program and will be approved annually by resolution. Medical Insurance "Opt-Out" Program Election Forms are available from the payroll department.

7.4 UNEMPLOYMENT COMPENSATION

County employees may qualify for Washington State Unemployment Insurance Benefits after termination from County employment, depending on the reason for termination and if certain eligibility requirements are met.

7.5 EMPLOYEE ASSISTANCE PROGRAM

County employees (excluding Teamsters Division) have an Employee Assistance Program (EAP) offered by the County at no cost to the employee. Trained professionals are available day or night to provide information on several health and wellness topics including stress, family or parenting issues, alcohol or drug dependencies, marital or relationship issues, self-improvement, grief, work/life balance and pre- and postnatal concerns. Brochures on the current EAP are on the website or from the HR Department.

7.6 DEFERRED COMPENSATION

County employees can choose to enroll in a Deferred Compensation 457(b) plan administered by Nationwide Retirement Solutions that provides optional retirement savings. Traditional (pre-tax) and Designated Roth (after-tax) options are also available. The County will match the amount applicable as negotiated by differing union agreements and withhold from the employee's paycheck those deductions authorized by the employee.

7.7 FLEXIBLE SPENDING ACCOUNTS (FSA)

County employees can choose to enroll in a Health Care FSA or a Day Care FSA administered by Benefit Solutions that which enables the employee to set aside money on a tax free basis to pay for out-of-pocket health care expenses and/or day care and dependent care expenses. Amounts are determined by the employee and employees are required to re-enroll each year during the annual "Open Enrollment" period.

7.8 SUPPLEMENTAL INSURANCES

County employees can choose to enroll in supplemental insurances through Colonial and The Standard. Some insurances include:

- Supplemental Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Disability Insurance
- Cancer Insurance
- Accident Insurance
- Hospital Confinement
- Critical Illness

The County will withhold from the employee's paycheck those deductions authorized by the employee.

**CHAPTER 8
LEAVES OF ABSENCE AND TIME OFF**

8.1 VACATION

Employees are entitled to vacation leave as specified in their bargaining agreement, individual employment contract or agreement, or in County resolutions.

Regular part-time employees will receive vacation on a pro-rata basis based on the number of hours worked.

Each department is responsible for scheduling employees' vacations without causing undue disruption of department operations. Leave requests should be submitted at least two weeks prior to taking vacation leave or as specified in applicable bargaining agreement or by department policy.

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 240 hours or as specified in applicable bargaining agreements, individual employment contract, or agreement. Unless specifically authorized, hours in excess of 240 shall be forfeited. In cases where County operations have made it impractical for an employee to use vacation time, the Department Head, with the approval of the BOCC, may authorize additional accruals. Employees will be paid for unused vacation time upon termination of employment up to the limits identified in individual employment agreements.

Employees do not accrue vacation benefits during a leave without pay. Collective bargaining agreements may apply. Temporary employees do not earn vacation leave benefits.

The policy pertaining to accrual, use and compensation of vacation leave for non-union employees shall be consistent with union employee benefits as set forth in the collective bargaining union governing that department or division in which the employee is employed.

See Appendix #6 Resolution 2014-025 Establishing Consistent Policies for Wages & Benefits of Non-Union Employees

8.2 SICK LEAVE

All non-exempt and most exempt employees accrue sick leave benefits.

Accrual, use and compensation of sick leave for non-union, part-time, temporary, extra help and seasonal County employees covered by the Washington State Minimum Wage Act and not covered by a collective bargaining agreement shall be consistent with the Policy for Paid Sick Leave.

Appendix # 9 Resolution 2018-017 Establishing a Policy for Paid Sick Leave

Employees accrue and may use sick leave during any probationary period. Employees do not accrue sick leave benefits during a leave without pay.

Sick leave covers those situations in which an employee is absent from work due to:

- (a) Physical injury or illness to the employee;
- (b) The need to care for the employee's dependent family member who is ill.
- (c) Medical or dental appointments for the employee or dependent provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- (d) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- (e) Use of a prescription drug that impairs job performance or safety;
- (f) Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.

The County may also request the opinion of its doctor at the County's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs their ability to perform the job. Employees who are habitually absent due to illness or disability may be subject to disciplinary action if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the County. Misuse of sick leave may result in discipline.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their Department Head's prior approval, take leave without pay.

If sick leave is used when an individual is on Worker's Compensation leave of absence, buy-back of this time is allowed (up to three (3) days) with the approval of the Department Head and/or BOCC. Any buy-back of sick leave shall take place at the conclusion of the Worker's Compensation leave of absence.

The buy-back is calculated using the average hourly salary divided by the dollar amount of the check issued to the employee by the WA State Department of Labor & Industries signed over to Grays Harbor County, or a certified check from the employee issued to Grays Harbor County. The days being bought back shall not exceed the number of days used by the employee during an approved Worker's Compensation leave of absence.

8.3 LEAVE WITHOUT PAY

The Department Head in their sole discretion may grant a leave of absence without pay for absences 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, parenting, caring for a relative, pursuing an education, or fulfilling a military obligation in excess of twenty-one (21) days per calendar year.

Only regular full-time and regular part-time employees who have satisfactorily completed a probationary period are eligible for leave without pay. The following requirements apply to leave without pay:

- (a) Leave may be granted to an employee for a period of up to ninety (90) consecutive days upon the approval of the Department Head. Further extensions are at the discretion of the BOCC.
- (b) All accrued leave time must be exhausted prior to taking leave without pay.
- (c) An employee's benefits and seniority are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
- (d) In certain circumstances, self-payment of benefits may apply. The County does not pay insurance benefits while the employee is on leave without pay.
- (e) An employee who fails to report promptly at the end of the authorized unpaid leave is presumed to have resigned.
- (f) If the leave without pay is due to an illness, the County shall require a doctor's certificate stating that the employee is capable of returning to work and performing the duties and responsibilities of the employee's position.

8.4 JURY AND WITNESS LEAVE

Employees shall be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the County may ask the employee to request a waiver from duty.

An employee granted such leave shall reimburse the County for any per-diem received while serving as a juror or witness.

8.5 ADMINISTRATIVE LEAVE

The County may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave is determined at the sole discretion of the BOCC, Elected Official or the Department Head to be in the best interests of the County pending an investigation or other administrative proceeding or circumstance.

8.6 HOLIDAYS

Holidays recognized by the County are defined in the applicable collective bargaining agreements. Holidays for non-union employees shall be consistent with union employee holidays.

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. Time worked on a holiday must be pre-authorized by the employee's supervisor.

New employees, hired prior to July 1, may be entitled to floating holiday(s) for that calendar year. New employees hired after July 1 do not receive floating holiday(s) in the calendar year hired. Floating holidays may not be carried over to the following year.

8.7 RELIGIOUS HOLIDAYS

Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization unless the absence would disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. Approval of the unpaid holiday must be requested in writing and approved by the supervisor.

Appendix #10 Resolution 2014-71 Establishing Policy Entitling County Employees to Unpaid Holidays for Reasons of Faith or Conscience

8.8 FAMILY AND MEDICAL LEAVE (FMLA) AND FAMILY CARE ACT (FCA) LEAVE

Leave for family and medical purposes shall be granted for up to twelve (12) weeks of unpaid FMLA leave per year, provided however; certain leave associated with military service may extend up to 26 weeks. To be eligible the employee must have worked for the County for at least one year and for 1,250 hours over the previous 12 months unless the FMLA requested is related to pregnancy. Conditions specified in the Grays Harbor County FMLA Policy must also be met. Reasons for granting FMLA leave must follow the following circumstances:

- (a) For incapacity due to pregnancy, prenatal medical care or child birth;
- (b) To care for the employee's child after birth, or placement for adoption or foster care;
- (c) To care for the employee's spouse, registered domestic partner, son or daughter, or parent who has a serious medical condition; or
- (d) For a serious health condition that makes the employee unable to perform the employee's job.
- (e) If the employee's spouse, child or parent is a member of one of the U.S. Armed Forces (including Reserves and National Guard) on active duty or is a reservist or member of the National Guard who faces recall to active duty if a "qualifying exigency" exists.

Leave to care for a child after birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement. FMLA leave may be taken intermittently if medically necessary due to a serious health condition of the employee or employee's spouse, registered domestic partner, child, parent, parent-in-law, or grandparent. Leave will be used concurrently and not consecutively with other time where allowed by state and federal law.

Appendix #11 Resolution 2010-28 Establishing Policy for Employees' Family and Medical Leave and Family Care Act Leave

8.9 MILITARY LEAVE

Employees who are members of the National Guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to a military leave of absence from their employment for a period not exceeding twenty-one

(21) days during each year beginning October 1st and ending the following September 30th in order that the employee may report for military duty, training, or drills. Other time off for military personnel, whether paid or unpaid, may be available and you are encouraged to consult with the Human Resources Manager for more information.

8.10 DOMESTIC VIOLENCE LEAVE

Victims or family members of a victim of domestic violence, sexual assault, or stalking will be allowed to take reasonable leave from work to take care of legal or law enforcement needs and obtain health care.

Appendix #12 Resolution 2009-54 Resolution Establishing Policy for Domestic Violence Leave

8.11 VOLUNTARY DONATED LEAVE

Regular County employees may donate their accrued vacation leave to another County employee with a serious illness or a member of his/her immediate family member as long as the donor's annual leave balance does not drop below 80 hours. Leave donations will be a minimum of one hour blocks.

A total of 480 hours within a 48-month period is available to a receiving employee. Leave may be transferred between employees within a department or between employees in different county departments with prior approval of both department heads.

An employee is eligible to request participation in the donated leave program when the employee is eligible. Eligibility requirements are as follows:

- (a) Employees must have completed their probationary period.
- (b) The employee requesting leave must furnish the Department Head with a medical certificate from their health care provider verifying the illness, the beginning date and expected duration of condition.
- (c) The employee must not be eligible for time loss compensation under RCW 51.32. – Compensation – Right to and Amount.
- (d) The receiving employee has to have exhausted, or will exhaust, all but a total of sixteen (16) hours of any and all accrued sick, vacation and compensatory leave available to them.

Employees need to submit a Grays Harbor County Request for Donated Leave Form and health care provider documentation to their immediate supervisor or department head for approval and circulation to employees.

Appendix #13 Resolution 2017-030 Grays Harbor County Voluntary Donated Leave Policy

**CHAPTER 9
EMPLOYEE RESPONSIBILITIES & CONDUCT**

9.1 GENERAL POLICY

All County employees are expected to represent the County to the public in a professional manner that is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and Elected Official or Department Head.

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

Workspace areas that are common with public service areas are expected to maintain a professional appearance. The Department Head or Elected Official must approve use of personal appliances, equipment, decorations, etc.

9.2 OUTSIDE EMPLOYMENT AND CONFLICT OF INTEREST

Employees are required to get prior written approval from the Department Head in advance of contracting for or engaging in outside employment. Employees shall not, directly or indirectly, engage in any outside employment or financial interest that may conflict, in the County's opinion, with the best interests of the County or interfere with the employee's ability to perform their assigned County job. Examples include, but are not limited to, outside employment which:

- (b) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (c) is conducted during the employee's work hours;
- (d) utilizes County telephones, computers, supplies, or any other resources, facilities or equipment;
- (e) is employment with an entity or firm which has contracts with or does business with the County;
or
- (f) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

9.3 ETHICS

Grays Harbor County is committed to high standards of conduct by and among employees in the performance of their duties. County employees will perform their public responsibilities in accordance with the highest ethical standards and conduct business only in a manner that strengthens the public's confidence in the integrity of Grays Harbor County government. To earn and maintain the public's full trust and confidence, individuals subject to this policy must not:

- (a) Use their authority as county employees for private or personal gain or benefit.
- (b) Engage in any action or conduct that conflicts or appears to conflict with the performance of their duties.
- (c) Give improper advantage or treatment to any person or entity.
- (d) Fail to properly carry out their duties.
- (e) Solicit or accept gratuities, favors, or anything of monetary value from any source.

Appendix #14 Resolution No. 2018-094 Ethics and Conflict of Interest Policy

9.4 POLITICAL ACTIVITIES

County employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign during their work hours, while in a County uniform or while representing the County in any way. Employees may not allow others to use County facilities, equipment, resources, or funds for political activities.

Any County employee who meets with or may be observed by the public or otherwise represents the County to the public may not wear or display any button, badge or sticker relevant to any candidate or ballot issue while performing their duties. Employees shall not solicit, on County property or during work hours, for a contribution or support for a partisan political cause.

Except as noted in this guideline, County employees are otherwise free to fully exercise their constitutional First Amendments Rights.

9.5 SMOKE-FREE WORKPLACE

In compliance with RCW 70.160 and for health and safety considerations, the County prohibits smoking by employees and the general public in all designated County facilities, including buildings, shared fleet vehicles, and offices or other facilities rented or leased by the County, including individual employee offices.

Any employee who violates state law with regard to smoking in public buildings may be subject to discipline, up to and including termination. This includes cigarettes, cigar, pipe, bidi, clove cigarettes, electronic cigarettes and water pipes (hookah). Smoking is only permitted at a distance of twenty-five (25) feet from building entrances, exits, windows that open, and ventilation intakes that serve an enclosed area.

Appendix #15 Resolution 2013-122 Readopting Regulations Prohibiting Smoking on Designated Grays Harbor County property

9.6 USE OF COUNTY EQUIPMENT

Use of County phones for local personal calls should be kept to a minimum and may not interfere with an employee's duties. Charging long distance calls made for personal reasons to the County is prohibited. Other County equipment and services shall be used by County employees for

County business only. An employee's misuse of County services, telephones, vehicles, equipment or supplies can result in disciplinary action, including termination.

Only County employees and those on County business may use or be transported by County vehicles or equipment. Unauthorized individuals such as family, friends, etc. may not be transported in County vehicles unless exempted by the Board of County Commissioners.

The County retains the right of ownership and access to equipment (i.e. desks and lockers) at all times. Employees may use desks, lockers and other designated spaces to store limited personal items needed while at work. Employees shall have no expectation of privacy in such storage places, as they are County property.

Appendix #16 Resolution Adopting Policies and Procedures for Use of County Motor Vehicles

Appendix #17 Resolution 97-22 Policy Relating to Use of County Assets and Property

Appendix #18 Resolution 2011-106 Revising and Establishing Electronic Mail & Internet Use Policy

9.7 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the County bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the BOCC or the Department Head for the department where the board is located.

9.8 CONTACT WITH NEWS MEDIA

The BOCC and/or Department Heads and Elected Officials shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The BOCC may designate specific employees to give out procedural, factual or historical information on particular subjects.

Upon the BOCC declaring an emergency, the Director of Emergency Management or their designee shall be the Public Information Officer responsible for the media news releases.

9.9 SEAT BELT POLICY

As required by Washington State law, anyone operating or riding in County vehicles or private vehicles while on County business must wear a seat belt at all times.

9.10 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific County positions, an employee may be required to hold a valid Washington State Driver's License with applicable endorsements.

Each employee operating County vehicles or equipment or private vehicles on County business is required to furnish the County with a copy of the employee's current and valid driver's license.

The employee shall furnish the copy to the department in which they work. The department shall furnish a copy to the Insurance & Risk Management Department. Such obligation is ongoing and a copy may be requested at any time during employment.

If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify their Department Head and will be immediately suspended from driving duties. The Department Head will notify the Insurance & Risk Management Department. The employee may not resume driving until proof of a valid license is provided to their Department Head and Insurance & Risk Management.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

9.11 SAFETY

Every employee is responsible for maintaining a safe work environment and following the County's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to their Department Head. The County will make every effort to remedy problems as quickly as possible.

In case of an accident involving any injury whether to person or property, regardless of how serious, employees shall immediately notify their supervisor and the Office of Insurance and Risk Management.

Any employee who witnesses the possession or use of illegal drugs while on duty shall notify their Department Head or Supervisor immediately. The Department Head or Supervisor will promptly notify the appropriate law enforcement.

Small appliances used within County buildings must be approved for use by the Maintenance Department. Individual heaters must have a tip-over safety cut-off switch. Coffee pots and water heaters must have an over-heat cut-off switch. The Department Head in conjunction with the Safety Officer must approve all appliances in writing.

All employees will be issued a copy of the County's Safety and Loss Control Policy.

9.12 DRUG-FREE WORKPLACE

Grays Harbor County supports the requirement of the State of Washington and the United States Drug Free Workplace Act of 1988, recognizing that the maintenance of an alcohol and drug free workplace is essential to the safety and welfare of employees.

The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on County premises or during work hours by County employees are strictly prohibited.

Employees may not report to work under the influence or with detectable levels of any controlled substance unless such substances are prescribed by a health care provider or purchased over the counter and used in accordance with directions for use or as prescribed; provided however, detectable levels of marijuana are prohibited in all cases regardless of legal use. If an employee believes that a prescribed or over the counter medication may affect work performance, the employee must report this information to his or her supervisor.

Each employee has the responsibility to report to their immediate supervisor and Department Head the facts and circumstances leading up to a conviction for violating any criminal drug statute. Reporting must take place within five (5) days from the date of conviction.

Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

Appendix #19 Resolution No. 1990-83 Drug Free Workplace Program

9.13 CONFLICT RESOLUTION

The County recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with County rules and procedures. For this reason, the County offers this procedure to resolve conflicts: (1) as an alternate to the grievance procedures outlined in the applicable bargaining agreements and; (2) as a process available for employees to resolve conflicts.

- (a) Step 1: An employee should make every effort where possible to resolve the problem or complaint with the other party.
- (b) Step 2: When normal communication between the parties is not successful, the employee's supervisor or Department Head should be advised. The supervisor or Department Head may suggest the use of a neutral third party to act as a facilitator to assist in the conflict resolution within a timely manner. If the dispute is with the Department Head, the employee may go directly to the HR Manager.
- (c) Step 3: If the employee is not satisfied with the results of Step #2, he or she may submit a written complaint to the Department Head and/or BOCC. The County encourages prompt resolution of conflicts. The written complaint should be filed within ten (10) working days of the completion of Step 2.

The written complaint must contain:

- (1) A description of the problem;
- (2) A specific policy or procedure which the employee believes has been violated or misapplied;

- (3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- (4) The remedy sought by the employee to resolve the complaint.

The Department Head or BOCC may meet with the parties and will respond in writing to the employee submitting the complaint within ten (10) days of the meeting. The Department Head or BOCC may attempt to resolve the conflict through a third party, educational offering or other methodology to resolve the dispute.

Certain employees may have more than one avenue of dispute resolution rights. These employees do not have the right to use this process concurrently with another. This procedure will be used by employees not covered by bargaining agreements and is alternate to the process outlined in the applicable bargaining agreements for covered employees.

9.14 WHISTLE BLOWER'S POLICY

It is the policy of the County to encourage reporting by its employees of improper governmental action taken by the County officials or employees; and to ensure its employees who have reported improper governmental actions will not be retaliated or discriminated against in accordance with the County's policies and procedures.

Appendix #20 Resolution 2018-092 Policy for Reporting Improper Governmental Action & Protecting Employees from Retaliation

9.15 NON-DISCRIMINATION IN COUNTY ACTIVITIES, SERVICES & EMPLOYMENT

It is the policy of the County to provide equal opportunity in all aspects of its services, activities, and employment free from discrimination and harassment. The County prohibits discrimination and harassment based upon any individual's age, race, color, religion, gender, sexual orientation, gender identity or expression, pregnancy, national origin, marital status, veteran status, the presence of any sensory, mental, or physical disability, protected genetic information, any physical, sensory, or mental disability or any other status or characteristic protected by federal, state, or local law.

Conduct by employees that the County determines violates the policy will result in strict disciplinary action, up to and including immediate termination, even if the conduct is not severe enough to violate the law. Discrimination and harassment not only violates the County's policy, but may violate federal, state and local law.

The County will also not retaliate against a Complainant who makes a good faith report of discrimination or harassment and will prohibit supervisors and employees from doing so.

Appendix #21 Resolution 2001-06 Establishing Non-Discrimination Policy in County Activities, Services and Employment

9.16 WORK-PLACE BULLYING POLICY

It is the policy of the County to provide equal opportunity in all aspects of its services, activities, and employment free from discrimination and harassment.

The County is committed to providing all employees with a workplace free of threats, intimidation, violence and bullying. Bullying is any repeated, unwelcome or inappropriate behavior directed toward an employee, customer, or vendor that is intended to intimidate or results in threatened or actual harm. The

County expects all employees to behave in a professional manner and to treat co-workers, customers and vendors with dignity and respect.

Conduct by employees that the County determines violates this policy will result in strict disciplinary action, up to and including termination.

Appendix #22 Resolution No. 2014-28 Workplace Bullying Policy

CHAPTER 10
DISCIPLINE AND TERMINATION

10.1 DISCIPLINE

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

Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the County may result in discipline, including termination.

The BOCC, Department Head, or supervisor, as appropriate, has full discretion and authority to impose disciplinary action in accordance with County policy and the circumstances of the particular case.

If the employee is covered by a bargaining agreement with the County, that agreement will take precedence.

The following are examples of the types of behavior that may result in discipline:

- (a) Drinking alcohol or the use or abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, illegal drugs, or other controlled substances.
- (b) Violation of a lawful duty.
- (c) Insubordination.
- (d) Absence from work without first notifying and securing permission from the supervisor.
- (e) Habitual absence or tardiness for any reason.
- (f) Falsifying records.
- (g) Unsatisfactory job performance, as determined by the County.
- (h) Conviction of a felony or a misdemeanor crime.
- (i) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the County.
- (j) Inability, refusal or failure to perform the duties of the assigned job.
- (k) Violation of duties or rules imposed by this manual, or by any other County rule, regulation or administrative order.
- (l) The possession and/or use of firearms during working hours, law enforcement officers are exempted.
- (m) Lying, theft, and dishonest behavior.

The above list is not all-inclusive and is not exhaustive, but provides examples of behavior that may lead to discipline. The County may discipline or terminate employees for other reasons not stated above.

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

All discipline other than termination is intended to increase an employee's efficiency and productivity by providing feedback about the employee's conduct, attitude, habits, or work methods.

Oral Warning: An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. Following the counseling session, the supervisor shall document the oral warning. Documentation of oral warnings shall not be placed in the personnel file of an employee who is covered by a collective bargaining agreement.

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

Suspension: A suspension is a temporary, unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee's permanent record.

Suspensions with pay, where the employee is placed on administrative leave, may be utilized by a Department Head pending the results of an investigation or disciplinary action where the Department Head determines those factors such as public confidence, the safety of the employee or the efficient functioning of the County call for such a suspension.

10.2 TERMINATION

A **voluntary resignation** may be given verbally or in writing. Employees who voluntarily leave County employment should provide a letter of resignation as far in advance of departure as possible, but at least ten (10) working days before the effective date of resignation. The Department Head or the BOCC may waive this time period.

An employee giving a **voluntary resignation** may not withdraw a resignation, whether verbal or written, without the Department Head's approval. The original resignation letter shall be put in the employee's personnel file.

The Department Head shall give written notice to any regular employee **involuntarily terminated**. A regular employee whose involuntary termination is due to a layoff shall be advised of their rights.

Any terminating employee shall turn their County identification card and any keys or equipment issued to them to the Department Head prior to leaving employment.

An employee may be terminated from County employment for any of the reasons listed below.

- (a) During or at the end of the any probationary period.
- (b) As a result of disciplinary action.
- (c) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.
- (d) When the BOCC has made a determination that a lack of work or funding exists with respect to the employee's position. The County has sole discretion to make determinations of lack of work or lack of funding.
- (e) Failure to adequately perform the duties of the position or comply with County policy.

This list is not all-inclusive, but only to serve as a general guide. The County may discipline or terminate employees for other reasons than listed above.

No employee will be disciplined or terminated for a discriminatory or otherwise illegal reason.

10.3 PRE-TERMINATION HEARING

Where termination of an employee is being considered as disciplinary action, the County will conduct a pre-termination hearing. The pre-termination hearing provides the employee with an opportunity to be heard regarding possible termination, serves as a check against mistaken decisions, and assists in determining whether there is a reasonable belief that basis for termination of the employee are valid and support termination.

In the event termination of an employee is contemplated, the employee (other than employees on any probationary period) shall be provided with a reasonable notice of the possibility for termination. The notice shall include an explanation of the charges on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.

Pre-termination hearings will be presided over by the Department Head or a designated representative.

At the hearing, the employee may show cause why they should not be terminated and present their response to the grounds for possible discipline, including termination. Pre-termination hearings are informal proceedings where no formal rules of evidence govern; however, all information presented should be relevant and credible.

Within a reasonable period after the pre-termination hearing, the Department Head will issue a decision on whether there are reasonable grounds to believe the charges against the employee are true and support termination. If the decision finds the basis for termination credible, the termination may proceed. If the decision finds the charges questionable or insufficient for termination, other disciplinary action short of termination may take place.

10.4 LAYOFF

The BOCC may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

10.5 DEATH

Upon the death of an employee, all compensation due shall be paid to the estate of the employee.

APPENDIXES

1. Policy on Equal Employment Opportunity/Affirmative Action
2. Policy on Sexual and Other Unlawful Harassment Policy
3. Policy & Procedures for County Hiring & Personnel Changes
4. Policy on Anti-Nepotism
5. Policy & Procedures on Inclement Weather Operations
6. Policy for Wages & Benefits of Non-Union Employees
7. Policy for Travel & Reimbursement
8. Policy for Reimbursement to Employees for After-Hours Training Costs
9. Policy on Paid Sick Leave
10. Policy Entitling County Employees to Unpaid Holidays for Reasons of Faith or Conscience
11. Policy for Employees' Family & Medical Leave and Family Care Act
12. Policy for Domestic Violence Leave
13. Policy for Voluntary Donated Leave
14. Policy on Ethics and Conflict of Interest
15. Policy on Prohibiting Smoking on Designated Grays Harbor County Property
16. Policy on Use of County Motor Vehicles
17. Policy on Use of County Assets & Property
18. Policy on Electronic Mail and Internet Usage
19. Policy on Drug-Free Workplace
20. Policy for Reporting Improper Governmental Action & Protecting Employees from Retaliation
21. Policy Establishing Non-Discrimination Policy on County Activities, Services and Employment
22. Policy on Workplace Bullying

**GRAYS HARBOR COUNTY
EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION POLICY**

PURPOSE:

Grays Harbor County is an equal opportunity employer. In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate the following principles and mandates. Grays Harbor County prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity and expression, citizenship status, pregnancy, pregnancy related conditions, veteran or military status, marital status, genetic information, physical or mental disability, or any other classification protected by law. Grays Harbor County conforms to the spirit as well as the letter of all applicable laws and regulations. In addition, Grays Harbor County will take action to employ, advance in employment, and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

SCOPE:

Our policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Grays Harbor County and its employees, including:

- Recruitment
- Hiring/Employment
- Promotion
- Transfer
- Training
- Retention
- Reclassification
- Career development
- Non-permanent appointments
- Corrective/disciplinary actions
- Termination
- Working conditions
- Wages and salary administration
- Employee benefits
- Application of Grays Harbor County policies

To the extent required by law, these equal employment opportunity policies and principles also apply to the selection and treatment of independent contractors, temporary workers, and any other people or entities doing business for or with Grays Harbor County.

PROCEDURES

Grays Harbor County administers this equal employment opportunity policy by:

- Posting all required notices regarding employee rights under EEO laws in areas visible to employees
- Advertising for job openings with the statement "An Equal Opportunity Employer"

- Posting all required job openings with the appropriate state agencies
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO-related proceeding
- Requiring employees to report to management or Human Resources any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

DISCRIMINATION AND HARASSMENT

Unlawful harassment and discrimination violates Grays Harbor County policies. Grays Harbor County maintains and enforces a separate anti-discrimination and anti-harassment policy that details harassment prevention, complaint procedures, and penalties for violations. We promptly and fairly investigate all complaints of discrimination and harassment and, when appropriate, take immediate corrective action to stop the offending conduct and to prevent it from recurring.

AFFIRMATIVE ACTION

In effectuating our equal employment opportunity policy and goals, Grays Harbor County will create and update when necessary an Affirmative Action Plan with hiring goals, workforce analysis, and time frames which the County is pledged to meet, and the methodology by which the County will fulfill its goals.

Grays Harbor County, through adoption of the Affirmative Action Plan, commits the County and all its operating departments to a results-oriented plan aimed at achieving equal employment opportunity in all occupational levels of County services for racial ethnic groups, women, disabled individuals and disabled Veterans.

DISSEMINATION AND IMPLEMENTATION OF THE EEO AND AFFIRMATIVE ACTION POLICY

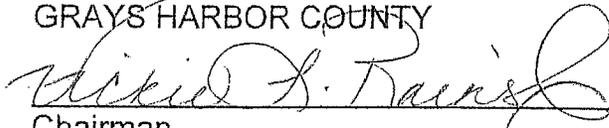
The Human Resource Manager is the designated Grays Harbor County Equal Employment Opportunity Officer (EEO Officer) and Affirmative Action Officer (AAO). However, it is the responsibility of all Grays Harbor County employees to ensure the ultimate success of this policy. The EEO Officer is responsible for the management of the Affirmative Action Plan, including the design, implementation, and monitoring of the internal reporting system; keeping up-to-date on developments in Affirmative Action and Equal Employment Opportunity law; and investigating and resolving complaints alleging discrimination and/or harassment.

The EEO Officer will ensure that this policy is available to all employees and to the general public upon request. Employees will be informed during new employee orientation, training, and agency meetings regarding the value of the Affirmative Action Plan.

We, the undersigned, are committed to affirmative action and support equal employment opportunity within Grays Harbor County government.

Dated this 12 day of September, 2016.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY



Chairman

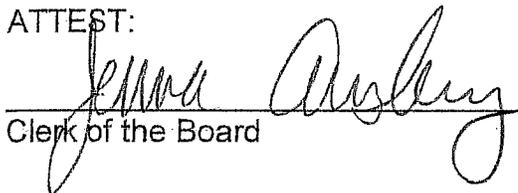


Commissioner



Commissioner

ATTEST:



Clerk of the Board

RESOLUTION NO. 2010-30

AMENDING RESOLUTION NO. 97-108

GRAYS HARBOR COUNTY
SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICYPURPOSE:

Grays Harbor County is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Grays Harbor County will not tolerate any actions, words, jokes, or comments based on a person's gender, race, creed, color, national origin, age, sexual orientation, marital status, religion, disability, protected genetic information or any other legally protected characteristic. Grays Harbor County periodically provides sexual harassment training to new employees to ensure the opportunity to work in an environment free of sexual and other unlawful harassment. New employees are also given sexual harassment training in the New Employee Orientation.

DEFINITION:

1. In general, harassment means unwelcome conduct or actions. Harassment on the basis of a protected status (race, gender, age, creed, color, national origin, sexual orientation, marital status, religion, disability, protected genetic information or other status recognized as protected by state or federal law) may exist when:
 - Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
 - Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
 - The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

2. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:
 - ✓ Unwanted sexual advances.
 - ✓ Offering employment benefits in exchange for sexual favors.
 - ✓ Making or threatening reprisals after a negative response to sexual advances.
 - ✓ Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
 - ✓ Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
 - ✓ Verbal sexual advances or propositions.
 - ✓ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
 - ✓ Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets.
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group.
- Comments about an individual's skin color or other racial/ethnic characteristics.
- Making disparaging remarks about an individual's gender that are not sexual in nature.
- Negative comments about an employee's religious beliefs (or lack of religious beliefs).
- Expressing negative stereotypes regarding an employee's birthplace or ancestry.
- Negative comments regarding an employee's age when referring to employees 40 and over.
- Derogatory or intimidating references to an employee's mental or physical impairment.

COMPLAINT PROCEDURE:

If employees believe that they are victims of harassment, the following complaints/investigation procedure should be observed:

1. Individuals who experience harassment have the right to make it clear to the offending person(s) that such behavior is offensive to them and indicate to the offender to stop.
2. Upon the occurrence of an act of harassment, or upon repetition of such acts, the individual should immediately report the incident to either their immediate non-involved supervisor, or to the County Equal Employment Opportunity officer. All those who report an incident are assured that they can make such reports without fear of retaliation or reprisal by the County, management, or their supervisors. The complainant should report all information pertinent to the incident, including date incident occurred, individuals involved and any witnesses. The employee has the right to speak in private with the person to whom the harassment complaint is made, or to have a witness to the harassment present. The complaint should be written and signed by the complainant but verbal complaints are also accepted. NOTE: A non-involved supervisor is defined as the first person in an employee's chain of supervision who is not involved in the complaint of harassment.
3. Employees who file complaints, or are the subject of a complaint and are members of a bargaining unit have the right to notify their bargaining representative that the employee is involved in such a matter.
4. Each complaint of harassment will be fully and completely investigated by the County. All investigations will be handled with discretion, sensitivity and due concern for the dignity of those involved, and will be as thorough as necessary. Anyone who is alleged to have committed acts of harassment will be contacted during the investigation and permitted to respond to the specific allegations. Any persons named as potential witnesses by the complainant may be contacted as required during the course of the investigation. Any employee who has observed the incident(s) of harassment should cooperate with the investigation.
5. A claim of harassment will be processed within 30 days of filing, subject to extension as required by the County.

RESPONSE:

At the conclusion of the investigation, the County shall render a decision on whether or not violation of the policy has occurred. The County shall notify the complainant and the alleged harasser of the findings. If the complaint is founded, the County shall:

- A. Take immediate steps, if necessary, to ensure that the person accused of committing the harassment does not continue to do so. Keep in mind that both parties involved have rights and both must be protected.
- B. Notify the complainant that appropriate corrective action has been taken to remedy the situation.

If the complaint is determined to be unfounded, the parties shall be so notified.

RESPONSIBILITIES:

All employees are responsible for refraining from violation of this policy. All employees shall maintain a working environment that is free and secure from harassment. Supervisors or acting supervisors are required to address any violation of this policy of which they become aware as prescribed herein and shall immediately notify the Equal Employment Opportunity Officer.

CONFIDENTIALITY:

All employees shall cooperate in reporting incidents and investigating complaints of violations of this policy.

DISCIPLINARY ACTION:

If the investigation shows that the accused employee violated this policy, the County reserves the right to take any and all disciplinary action against an employee who violates this policy, including without limitation, termination.

This policy will be placed in the Employment Guide and posted on the Grays Harbor County website's Employee Resource Center. Any questions regarding this policy may be addressed to the County's EEO/AAO Officer.

APPROVED AND ADOPTED this 26th day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY

Albert A. Cook
Chairman

Michael [Signature]
Commissioner

[Signature]
Commissioner

ATTEST:

(Donna) Caton
Clerk of the Board

RESOLUTION NO. 2019- 091

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
RESCINDING RESOLUTION NO. 2015-030, AND ESTABLISHING POLICY AND
PROCEDURES FOR COUNTY HIRING AND PERSONNEL CHANGES

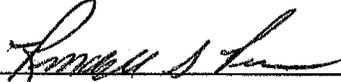
WHEREAS, the Grays Harbor County Board of Commissioners ("Board") previously authorized Resolution 2015-030, establishing policy and procedures for County hiring and personnel changes; and

WHEREAS, the Board of County Commissioners finds that it is necessary and appropriate to revise the Policy and Procedures for County Hiring and Personnel Changes,

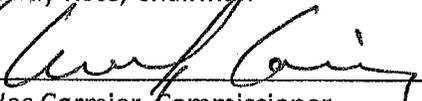
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS for Grays Harbor County that Resolution No. 2015-030 is hereby rescinded. Be it further resolved that the Policy and Procedures for Hiring and Personnel Changes shall be authorized as attached.

ADOPTED this 17 day of September, 2019

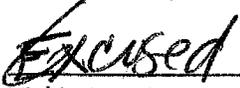
BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY



Randy Ross, Chairman

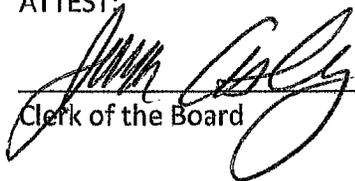


Wes Cormier, Commissioner



Vickie L. Raines, Commissioner

ATTEST:



Clerk of the Board

"Attachment A"

GRAYS HARBOR COUNTY POLICY & PROCEDURES HIRING and PERSONNEL CHANGES

PURPOSE:

The purpose of these policies and procedures is to implement a system of uniform personnel administration for Grays Harbor County employees, elected officials and department heads in the areas of employee recruitment, selection, hiring, retention and other employment status changes. These policies and procedures have been established as a means to provide procedural consistencies throughout all branches and departments and to ensure that all requirements of state and federal law, County policy and any bargaining unit agreements are properly followed. The provisions of this policy shall apply in all instances, except where other procedures are specifically established for employees covered by Civil Service.

OBJECTIVE:

The policy of Grays Harbor County is to recruit and select the most qualified person for County positions. Grays Harbor County provides equal opportunity employment and equal access to its programs and services for all persons without regard to race, color, gender, gender orientation, religion, age, marital status, national origin, disabled veteran's status, Vietnam-Era Veteran status, protected genetic information or disability.

Grays Harbor County believes that hiring the most qualified individuals to fill positions contributes to the overall strategic success of Grays Harbor County. Each employee, while employed, is hired to make significant contributions to Grays Harbor County.

HIRING AND PERSONNEL CHANGE PROCESS & PROCEDURES:

Approval to Hire: Requests to fill vacant or new positions within a department must be approved by the Board of County Commissioners. An Elected Official or Department Head ("Hiring Authority") is required to complete an "Authorization to Hire" form using the OnBase Agenda system for consideration at the regular morning meetings. The Hiring Authority or Human Resource Manager or his or her designee ("HR Manager" or "HR") may be asked to attend the morning meeting to discuss the need for the position and any budgetary effects to their department.

Job Postings & Advertising: All job postings and advertisements will be prepared and posted by the HR Manager. When a position covered under a bargaining unit agreement becomes vacant, it will be posted by the HR Manager for five working days in-house for all members of the appropriate bargaining unit. If the position is not filled from within the County, or is not covered by a bargaining unit agreement, the HR Manager may advertise to the general population. All positions will be posted on the Grays Harbor County website through the online application system NEOGOV by the HR Manager. The Hiring Authority may request that the HR Manager post the position on other recruiting agency websites.

Applications: Grays Harbor County does not accept unsolicited applications and resumes. Applications in response to posting/advertisements will be handled as follows:

1. All prospective applicants are required to use the online application system NEOGOV. Resumes sent via e-mail will not be considered. Applications will only be accepted for the position applied for and cannot be considered for a different position.
2. The HR Manager may forward the applications, along with any resumes and cover letters, and other submitted documents to the initiating Hiring Authority either in paper form or by providing them access to the online application system through NEOGOV. The HR Manager will screen all applications for

minimum qualifications for Department Heads. The HR Manager will screen applications for Elected Officials upon request. The Hiring Authority shall designate the qualifications and experience to be used in the screening process.

3. The HR Manager shall send notification letters to unsuccessful applicants through the online application system NEOGOV.

Interview Process (Department Head): After applications have been screened by HR all qualified application materials will be forwarded, either in paper form or by providing them access to the online application systems through NEOGOV, to the Hiring Authority for further screening prior to scheduling interviews. Initial interviews will be conducted by HR and the Hiring Authority. If a team interview is conducted, it will include a structured interview process, which means that the questions for the interview shall be determined in advance. Interview questions should be composed by the interviewing team and reviewed/approved by the HR Manager prior to interviews. After the team completes the interview process, the results of the interview shall be discussed between the interview team and the Hiring Authority to make the final hiring decision. The Commissioner assigned to the Hiring Committee or his or her designee will be included in all interviews for positions under the Board's authority. All interview score sheets shall be maintained in files under the HR Manager's control.

Interview Process (Elected Official): If applications have been pre-screened by HR, all qualified application materials will be forwarded to the Hiring Authority. Otherwise, all applications, whether qualified or not, shall be forwarded to the Hiring Authority, either in paper form or by providing them access to the online application systems through NEOGOV, for screening prior to scheduling interviews. At the Hiring Authority's discretion, HR may conduct or participate in the initial interviews. If the Hiring Authority intends to conduct a team interview, it will include a structured interview process, which means that the questions for the interview shall be determined in advance. Interview questions should be composed by the interviewing team and reviewed/approved by the HR Manager prior to interviews. After the team completes the interview process, the results of the interview shall be discussed between the interview team and the Hiring Authority to make the final hiring decision. All interview score sheets shall be maintained in files under the Elected Official's control.

Reference Checks, Criminal Background Checks and Drug & Alcohol Testing: The HR Manager and/or Hiring Authority, or his or her designee, shall check references for all candidates who are considered for hire. HR will contact final candidates to complete a pre-employment drug and alcohol screen, if required for the position. Before a final offer of employment is made, a Criminal Background check and Department of Licensing check will be performed by HR unless the Department Head or Elected Official has another source for background checks.

Requests for New Salary/Title Change/Change in Status: Requests for personnel changes within a department due to a promotion, reclassification, transfer or step adjustment not approved in the current year budget process must be approved by the Board of County Commissioners. An Elected Official or Department Head must complete a "Request for New Salary/Title/Change/Adjustment" form through the OnBase Agenda System.

Job Descriptions: Copies of all job descriptions within the County will be obtained and maintained by HR. Job descriptions newly developed or changed shall be forwarded to HR for review and approval. If the job description needs approval by an applicable bargaining unit, it shall first be reviewed by HR.

Personnel & Labor-related Issues: Any personnel and labor-related issues that arise, should be brought to the attention of the HR Manager by the Department Head or Elected Official. In order to keep legal costs to a minimum, Department Heads or Elected Officials shall consult with the HR Manager first before involvement of the County's Labor Attorney.

Separation & Release Agreements: Prior to offering any Separation & Release Agreements between the County, the employee and the Union (if necessary), the Board of County Commissioners must be advised of the settlement/separation agreement. The Board of County Commissioners must review and approve the agreement for it to be valid. By request, the Commission may authorize an Elected Official or Department Head to sign the Agreement on behalf of the County.

RESOLUTION NO. 2010-29

Amending and Replacing Resolution No. 95-90

Anti-Nepotism Policy

Grays Harbor County's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability, and performance, and in some cases, seniority.

The County attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take action in accordance with existing employee collective bargaining agreements when relationships or associations of employees negatively affect the County's mission and goals.

Employees and applicants for employment shall not be denied employment or advancement opportunities because of their status as a family or household member of another employee. However, no person shall be employed, promoted, or transferred to a permanent position in the County where they would be the immediate supervisor of or receive direct supervision from a:

1. spouse, domestic partner, or co-habitant;
2. child, including adopted, in-laws and step- or half-parent;
3. grandchild, including adopted, in-laws and step- or half-grandparent;
4. sibling, including in-laws and step- or half-; or
5. any other member of the employee's household whether or not related by blood or marriage.

In addition, a person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, monetary awards, or other personal interest for a relative or household member employed by the County, even when the supervisor is not in the direct line of authority.

Approved this 26th day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Albert A. Cook
Chairman

Mike W. ...
Commissioner

...
Commissioner

ATTEST:

Donna Cator
Clerk of the Board

GRAYS HARBOR COUNTY RESOLUTION NO. 2019- 030

A RESOLUTION of the Grays Harbor County Board of Commissioners approving and adopting an Emergency Closure/Inclement Weather policy.

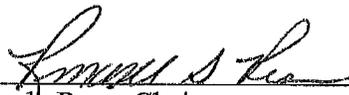
WHEREAS, the Board of Commissioners finds that recent weather events and power outages have affected the operations of County business, and that presently there is no policy to address these events as they relate to employee safety and closure of County offices; and

WHEREAS, the Board further finds that it is necessary to adopt a county-wide policy and procedures for the emergency closure of County offices and facilities in situations as described in the attached Emergency Closure/Inclement Weather Policy,

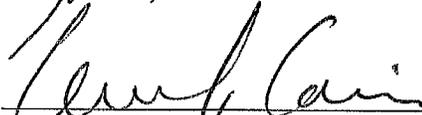
NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners that the attached Emergency Closure/Inclement Weather Policy is hereby adopted effective immediately.

ADOPTED AND APPROVED this 2 day of April, 2019.

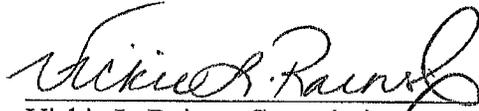
**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**



Randy Ross, Chair

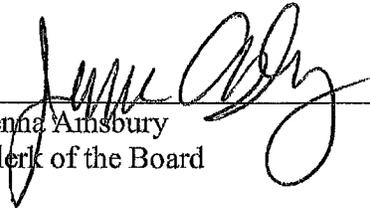


Wes Cormier, Commissioner



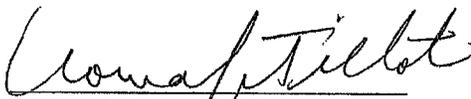
Vickie L. Raines, Commissioner

Attest:



Jenna Ansbury
Clerk of the Board

Approved as to form:



Donald Tillet
Deputy Prosecuting Attorney

Exhibit A

Emergency Closure /Inclement Weather Policy

PURPOSE:

Grays Harbor County government is committed to providing high quality public service, including many emergency-related functions, in all types of weather. It is expected that employees make every reasonable effort to report to work without endangering their personal safety. The purpose of the Emergency Closure/Inclement Weather Policy is to inform Grays Harbor County employees of their responsibilities and options during adverse weather conditions.

The County's Emergency Closure/Inclement Weather policy seeks to establish uniform procedures for the closure of county offices and the treatment of employee absence from work during periods of inclement weather and other natural disaster or instances where it is unsafe to travel to or work in a county facility. Emergencies are not limited to weather events, but can be power outages, earthquakes, damage to facilities from other causes or an unforeseen combination of circumstances that call for immediate action or need for relief. For the purposes of this policy, the term "inclement weather" is an event of nature that adversely affects the safety of citizens and employees. Typically, such situations are the result of unusual severe weather, ice storms, blizzards, floods or extreme wind conditions.

The Emergency Closure Policy is separate from the Lock Down and Shelter in Place Policy (Resolution No. 2014-100). Resolution No. 2014-100 will be the policy used when there is imminent threat or potential for harm to employees and visitors that are not weather or facility related.

A. CLOSURE OF COUNTY FACILITIES DUE TO UNUSUAL CIRCUMSTANCES OR INCLEMENT WEATHER EVENTS:

1. Inclement weather conditions or other unusual situations may from time to time necessitate the closure of County facilities to the public. The authority to close any or all County buildings, offices or other type of facility, or to temporarily modify any county service or function because of adverse weather conditions shall reside with the County Commissioners (except for the Courts). County facilities will remain open to the public unless the Board of County Commissioners declare an emergency closure of County facilities.
2. In situations regarding inclement weather, the Sheriff, Deputy Emergency Manager, Director of Facilities and Utilities and the County Road Engineer will confer and make recommendations to the Commissioners regarding closures of specific county buildings or county departments. A decision for emergency closure needs verbal approval by at least two Commissioners and must

be followed up by a written resolution at the next scheduled Commissioner Meeting. The Chair of the Board of County Commissioners may close County facilities for up to 24 hours if a quorum of the Board is not available.

3. The Presiding Judges of Grays Harbor County Superior and District Courts, or other judges so designated by the affected court, will make the decision to close their respective courts in accordance with General Court Rule 21(a) and the courts' own departmental policies and procedures.

4. **Announcement of Closures:**

Official announcements will be made through the County's Emergency Management Department and local media outlets. Announcements will be made as soon as possible following any decision to close operations in any area. In the absence of official notification of delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate personnel as directed by their elected official or department administrator.

It is the responsibility of the employee to maintain updated contact information with their supervisor and Emergency Management. Contact information includes address, home phone, cell phone and e-mail.

Employees need to be aware during times of bad weather to have available both a cell phone and a battery-powered radio; both of these will be used to inform the employee of closure.

B. Power Outages:

If the power outage occurs prior to 3:00 p.m., the Director of Facilities and Utilities or his/her designee will contact the PUD to get an estimated time for the return of power and notify departments of the timeframe. If the outage is expected to last more than two hours Department Administrators and Elected Officials will determine the status of their office and can either send staff home or move to an alternative work site. If it is determined to send employees home, the leave will be calculated as paid administrative leave for those employees that were at work where the outage occurred. Employees not at work will continue to use the leave they were initially authorized to use and will not be entitled to administrative leave.

If the outage occurs after 3:00 p.m., the Department Administrator(s) and Elected Officials of the areas affected will wait at least 30 minutes to see if the power returns or their normal workday ends. If the power has not returned and the department has not been notified that the power will be restored, the Department Administrators or Elected Officials can send employees home for the remainder of the day and close the office unless there is alternative work that can be performed not affected by the power outage.

C. Timekeeping and employee attendance during times of unusual circumstances, power outages or inclement weather:

1. When there is NOT an Emergency Closure declared by the Commissioners:

If an employee feels that they cannot safely report to work due to natural disaster or inclement weather a department administrator or elected official may authorize an individual employee's use of accrued annual leave, furlough, accrued compensatory time or leave-without-pay for time off during the event. It is at the discretion of the department administrator or elected official on how their office will be staffed during times facilities remain open for the public. The expectation of the Commission is that offices will remain open even if limited in staffing. An employee may request to be allowed to make up work missed due to inclement weather during the same or following pay period. Approval shall be at the sole decision of the elected official or department head. A supervisor may allow an employee to make up time lost due to inclement weather as long as work is available and does not create unauthorized overtime usage.

2. When an Emergency Closure is Enacted:

When an employee is prevented from reporting to work or remaining at work because of the closure of the agency or portion thereof by action of the Commissioners or Presiding Judge, as applicable, such absence is considered to be with pay and not charged to any accrued leave or compensatory time.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to or be compensated in any manner for any absence that may be authorized for the employees directly affected.

3. Designation of Essential Employees:

If the employee's job is in one of the vital services such as law enforcement or if the employee's duties are even more important during inclement weather or other emergency situations, the employee may be asked to stay on the job or report to work while other fellow workers are excused. Employees will be informed if they are designated as "inclement weather essential" by their supervisor or Elected Official. These employees will not be allowed to have additional paid leave for times of closure. Union employees that are essential will be compensated for any overtime hours worked per their union contract. Employees may be asked to temporarily perform work that is not normally in their regular classification; provided however employees will not be required to perform work that they believe is outside their area of experience, beyond their capabilities or that they consider unsafe. A list of "inclement weather essential" personnel will be provided to the Board of County Commissioners, Elected Officials & Department Heads.

**GRAYS HARBOR COUNTY
RESOLUTION NO. 2014- 025**

Establishing consistent policies for wages and benefits of non-union employees and rescinding Resolution No. 00-26.

WHEREAS, the Grays Harbor County Board of Commissioners (the "Board") has the duty and responsibility to establish policy in regards to wages and benefits of employees not covered by collective bargaining agreements ("non-union employees").

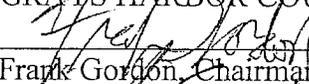
NOW THEREFORE, BE IT RESOLVED, by the Board as follows:

It is the policy of Grays Harbor County that the following wages and benefits shall apply to non-union employees and be consistent with the union employee wages and benefits set forth in the collective bargaining unit in which the employee is employed:

1. WAGES: Non-union employees shall receive wage increases or cost of living adjustments in the same manner as union employees in the department or division in which the employee is employed unless the employee's salary is based on an elected official's salary. Commissioners may increase these wage adjustments for non-union employees if they so choose based on performance or added duties or responsibilities.
2. BENEFITS: Non-union employees shall receive benefits as follows:
 - A. The policy pertaining to accrual, use and compensation of sick, vacation and holiday leaves for non-union employees shall be consistent with union employee benefits as set forth in the collective bargaining unit governing the department or division in which the employee is employed.
 - B. The policy pertaining to medical, dental, life and vision insurance coverage, including dependent coverage and deferred retirement contributions, shall be consistent with union employee benefits as set forth in the collective bargaining unit governing the department or division in which the employee is employed.
 - C. The policy pertaining to longevity and/or when applicable, educational incentives shall be consistent with union employee benefits set forth in the collective bargaining unit governing the department or division in which the employee is employed.
3. Resolution 00-26 is hereby rescinded.

ADOPTED this 24th day of February, 2014.

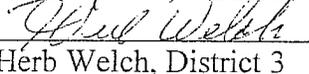
BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY



Frank Gordon, Chairman

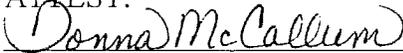


Wes Cormier, District 1



Herb Welch, District 3

ATTEST:



Clerk of the Board

RESOLUTION NO. 2018-097

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
RESCINDING RESOLUTIONS NO. 2007-54 AND NO. 2007-67, AND AUTHORIZING A
POLICY FOR TRAVEL AND REIMBURSEMENT

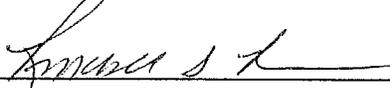
WHEREAS, the Grays Harbor County Board of Commissioners ("Board") previously authorized Resolutions 2007-54 and 2007-67 pursuant to the authority of RCW 42.24, establishing regulations for reimbursement of employee travel and other necessary expenses for official county business; and

WHEREAS, the Board of County Commissioners finds that it is necessary and appropriate to rescind Resolution No. 2007-54 and No. 2007-67, and by further resolution amend the regulations for reimbursement of employee travel and other necessary expenses for official county business; and

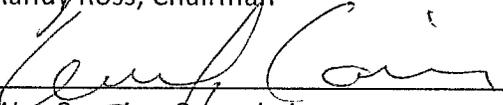
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS for Grays Harbor County that the Travel & Reimbursement policy shall be authorized as attached.

ADOPTED this 30 day of October, 2018.

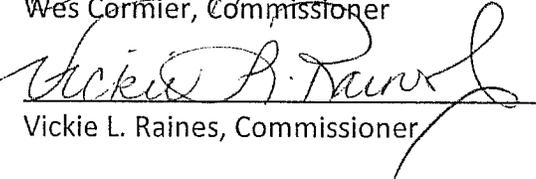
BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY



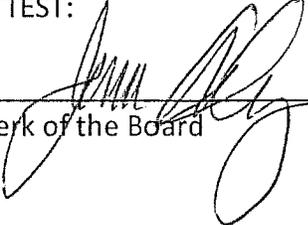
Randy Ross, Chairman



Wes Cormier, Commissioner



Vickie L. Raines, Commissioner

ATTEST:


Clerk of the Board

Travel & Reimbursement Policy

1. Policy

It is the policy of Grays Harbor County to reimburse employees for allowable travel expenses when reasonable, necessary, and directly related to conducting business for the County. Unless otherwise provided by law, the regulations contained in this resolution shall govern all County reimbursement for travel and other necessary expenses.

2. Definitions

For the purpose of this policy:

- a. "Employee" includes, but is not limited to, elected and appointed county officials.
- b. "County-related business" is defined as employee activities directly related to the county's business and the employee's work responsibilities.
- c. "Travel status" is defined as the time spent traveling to/from county-related business, which does not include the employee's regular commuting time.
- d. "Official workstation" means the city, town or other location where the employee's office is located or the city, town or location where his or her work is performed on a permanent basis. An employee's official station shall be designated by the appropriate county department.
- e. "Official residence" means the location where an employee owns or leases a house, apartment or other abode used as the employee's or employee's family's domicile, and not co-located with his or her official station.

3. Travel Time/Hours Worked/Travel Requirements

- a. Time spent traveling for county-related business will be compensated at the employee's normal hourly rate of pay. Travel hours will be counted as hours worked as defined under the Fair Labor Standards Act (FLSA) RCW 49.12 and WAC 296-126.
- b. Commute time from an employee's official residence to the employee's official workstation does not count as hours worked, unless specified by state or federal law or collective bargaining agreement. At the discretion of the employer, employees may have their work schedule adjusted for the purpose of attending training, conferences or meetings.

Example 1: An employee lives in Olympia and is required to report to a temporary work site in Aberdeen, a 45 minute commute. The employee's normal work site is located in Montesano, a 30 minute commute. The employee is eligible to receive travel time pay for the roundtrip difference of time it takes to drive to/from the employee's normal work station (Montesano) and the time it takes to drive to/from the temporary work site (Aberdeen).

Example 2: An employee lives in Aberdeen and is required to report to a temporary workstation in Olympia. The employee's normal workstation is located in Montesano. The employee would be eligible to travel time pay for the time it takes to drive between Montesano and Olympia only.

Example 3: An employee lives in Aberdeen and is required to report to a temporary workstation in Quinault. The employee's normal workstation is located in Montesano. The employee would be eligible for travel time pay for the time it takes to drive between Aberdeen and Quinault and for the return trip from Quinault to Montesano.

- c. If an employee elects to return to his or her official station or residence after the close of a regularly scheduled working day, the maximum reimbursement shall be the lesser of either the travel expense incurred in returning to his or her official station or residence, or the amount which would have been allowable had the employee remained at his or her temporary station.
- d. If an employee elects to return to his or her base, as set forth above, he or she shall return to his or her temporary duty station in time to observe the regularly scheduled working hours.
- e. Employees who want to extend their stay at the conference city by taking vacation or personal leave, and is not on behalf or for the betterment of the County, must request authorization in writing from the Department Head prior to the conference. If the request is approved, the vacation or personal leave will begin as soon as the conference has concluded. The County will not incur any additional expense above and beyond the business necessity of travel.
- f. No reimbursement for lodging or subsistence shall be paid to an employee for extra field time incurred traveling to a destination for his or her own convenience in advance of the necessary time for arrival, nor shall he or she be paid for extra field time incurred if he or she remains at the destination following an official meeting or other work assignment whenever it is for his or her own convenience.
- g. If an employee, while on official travel, takes a leave of absence of any kind due to illness or injury and not due to his or her own misconduct, the authorized reimbursement for subsistence and lodging may be continued during the leave period, but such reimbursement shall not exceed the total reimbursable amount authorized for privately-owned vehicle mileage or common carrier expense in returning the employee to his or her official station and then back to the assignment, provided the employee is capable of making the trip.

- h. Air, train and bus travel will be considered the same as automobile travel and will follow the FLSA guidelines for time worked during travel, and will comply with Travel Time stated in the above section. Time traveling to and from the terminals will be treated as above. The hours spent on the airplane, train or bus that are part of the employee's scheduled work hours will be covered as compensable hours.

4. Reimbursable/Non-reimbursable travel expenses:

The County reimburses the following travel expenses:

- Transportation (including taxi fares, car rentals, ferry and bridge tolls)
- Meals
- Lodging when the destination is in excess of sixty (60) miles one way from the employee's official workstation using the most direct route and using the closer of either the traveler's official residence or official workstation.
- Ferry
- Parking (Valet only when no other parking option is available)
- Registration fees for conventions, conference and training
- Expenses for required educational materials which will remain the property of the County
- Incidental business expenses (i.e. copies, faxes, internet access, telephone, etc.)

The County does not reimburse certain expenses:

- Alcoholic beverages
- Theft, loss or damage to personal property
- Expenses of family or other persons not authorized to receive reimbursement under this policy
- Airline or other trip insurance
- Medical or hospital expenses
- Fines for parking or other traffic violations
- Personal phone calls
- Personal entertainment and transportation costs to places of entertainment and other similar facilities
- Personal care services
- Any personal travel that may be associated with County related business

Employees shall exercise prudent judgment to avoid unnecessary expenses while on official county business. Excessive or unnecessary expenses shall not be approved or reimbursed.

5. Cancelled Travel/Training

Payment for expenses related to cancelled travel/training will only be made by the County upon written documentation by the Department Head, explaining the circumstances surrounding the cancellation and certifying that the travel cancellation was due to a business necessity or personal emergency.

6. Requests for Travel

- a. For Departments under the Board of County Commissioner's purview, authorization to travel and for reimbursement of travel expenses under \$1,000 shall be approved by the appropriate Department Head. For travel expenses in excess of \$1,000 prior approval by the Board of County Commissioners is required, except if the travel is fully grant funded. Department Heads will provide the Board of County Commissioner's with a Travel Expense Form for consideration at a Board Meeting.
- b. The number of county employees attending an authorized meeting or event should be the minimum necessary consistent with the benefit to the county derived there from.
- c. The employee's Department Head/Elected Official should determine whether it is more economical to reimburse the employee for subsistence and/or lodging, or require the employee to return to his or her official station or residence daily or on weekends before placing the employee on travel status.
- d. If an employee is compensated by an outside entity for any travel costs while traveling on behalf of Grays Harbor County, the employee will deposit those funds with the Grays Harbor County Treasurer.

7. Advance Travel

- a. County employees may request advance travel allowances for all reimbursable expenses for travel. An Advance Travel Request form must be submitted to the Auditor's Office. These forms can be located under g:/everyone/forms. The advance travel request shall be issued no more than five (5) days prior to commencement of the authorized travel period except under unusual circumstances as approved by the appropriate County official.
- b. Advances shall be accounted for on the Reimbursement Claim Certification form with necessary receipts and any excess monies within ten (10) working days following the completion of travel. Any excess travel advance funds will be returned to the Auditor's Office by cash or check.

- c. Grays Harbor County reserves the right to withhold from employee pay checks any expenses made with Advance Travel money which are found to be non-business, unjustified expenditures not in compliance with this policy, or for which proper documentation has not been submitted. Employees in such circumstances are required to assist County officials to differentiate between business and non-business expenses and to remit the full amount owed for non-business, unjustified, or expenditures not in compliance with this policy to the County within ten (10) business days of notification by their department or the Auditor.
- d. No Advance Travel shall be made to any individual who is not in compliance with this policy.

8. Meal Reimbursement

- a. Single Day Per Diem (meal reimbursement):

Single day per diem occurs when no overnight stay is required. Single day meal reimbursement are considered to be taxable wages according to the IRS and will be included as gross taxable income of the employee on their next schedule pay period. An employee must use the single day per diem form and include it with their payroll timesheet information.

Two Hour Rule for per diem meal reimbursement: If an employee works a full day and is in travel status for two hours beyond their regular work schedule, they may receive second meal reimbursement. The two hours may consist of hours occurring before or after the employee's regular work schedule for the day.

Single day travel is limited to two meal reimbursements (lunch and dinner).

- b. Overnight per diem (meal reimbursement)

Reimbursement for meals while traveling on official county business is also made on a per diem basis for overnight travel.

- c. Subsistence rate

The individual meal and daily subsistence rate is limited to the following:

A. Breakfast:	\$15.00
B. Lunch:	\$20.00
C. Dinner:	\$25.00
Daily per diem amount:	\$60.00

The individual meal and daily per diem subsistence amounts above include all tips and applicable taxes, if any.

- d. Reimbursement for subsistence during official County business is not payable when:
- Registration fees or conference includes meals, or
 - The County, other government agency or non-government agency, at its options, provides a meal, or
 - The employee chooses not to eat the meal provided and eats elsewhere, or
 - If an employee chooses to travel to a destination in advance of the necessary time for arrival, or remain at the destination following the official closing of the event, or
 - Meals are incurred in the normal course of the employee's job, including staff meetings and consultation with subordinates or between employees; or
 - The meal occurs in the approximate location of the employee's normal place of work where the employee's normal means of subsistence can be reasonable accommodated.

9. Lodging Reimbursement

- a. Lodging expenses incurred on official county business is reimbursed on an actual expense basis. Reimbursement will be made for all authorized official travel and expenses, subject to the restrictions provided in this resolution, but shall not be approved for expenses incurred at the official station or official residence of the traveler unless such expenses are required or are necessary in the performance of official county business.
- b. All lodging is to be reserved using a government, or most economical, rate whenever possible. County credit cards may be used to secure lodging for a County employee.
- c. Reimbursement for lodging is allowed when the temporary duty station is located more than sixty (60) miles one way, using the most direct route and using the closer of either the traveler's official residence or official work station unless previously approved by the Board of County Commissioners.
- d. Reimbursement will be made for the actual lodging expense and any applicable taxes. If there are additional charges for a person(s) traveling with the employee, who is not traveling on behalf of County business, the employee is responsible for all charges for that additional person(s) and it will not be reimbursed.
- e. An itemized statement is required for all charges.

- f. Not eligible for reimbursement on a lodging receipt are, but not limited to: laundry services; valet service unless no other parking option is available; entertainment expenses; athletic room (gym) charges.

10. Transportation Expenses & Mileage

- a. The employee's itinerary shall be planned to eliminate unnecessary travel in the performance of county work assignments.
- b. Two or more employees utilizing a vehicle for official travel should travel together, if feasible. Use of county vehicles for official county travel is encouraged.
- c. Commercial air, rail or ship transportation shall be by economy class. All exceptions must be approved in writing, including justification for other than economy class by the appropriate department head.
- d. Reimbursable transportation expenses include expenses incurred by an employee for all necessary official travel on railroads, airlines, ships, buses, privately owned vehicles or other usual means of transportation.

Privately-owned vehicle:

- a. All county employees operating their personal motor vehicle for travel on official County business must have in their possession a valid Washington State Driver's License recognized as valid under Washington State law, written proof of insurance and have previously completed a current county-approved defensive driving class.
- b. Reimbursement for use of privately-owned vehicles shall be allowed at a rate set pursuant to IRS standard mileage rate for official travel.
- c. Reimbursement shall be payable to only one of two or more employees traveling on the same trip and in the same vehicle. Roundtrip mileage is calculated from the workplace to the destination.

County Vehicles:

- d. All county employees operating a County motor vehicle for travel on County business, must have in their possession a valid Washington State Driver's License recognized as valid under Washington State law, written proof of insurance and have previously completed a current county-approved defensive driving class.
- e. County vehicles shall be used in accordance with the Grays Harbor County Vehicle Use Policy.

11. Preparation of Reimbursement Claim Certification Forms

- a. Each employee must submit their own reimbursement request and certify a Reimbursement Claim form within ten (10) days upon return from travel. Certification forms are located under g:/everyone/forms or from the Auditor's Office. In the "Purpose" column, describe the name of the training, or the purpose of the trip in detail.
- b. Page 2 of the Reimbursement Claim Certification (Itemized Travel Expenses) needs to be completed in full itemizing meals and lodging expenses for each day. Mileage needs to contain the location where the employee traveled to and from each day.
- c. Attach original itemized receipts for any item other than meals, for which direct reimbursement is claimed. Written receipts are not required for subsistence (meal) expenditures reimbursed on a per diem basis, as provide in Section 9c above and subject to the limits provided therein.
- d. Submit the Reimbursement Claim Certification Form to the person authorized in the department to prepare vouchers. All travel expense vouchers must be completed in accordance with the instructions contained herein and in the detail required on the Reimbursement Claim Certification Form.
- e. No employee may receive reimbursement for another employee.

12. Previous resolutions rescinded. Resolution No. 2007-54 & 2007-67 are hereby rescinded.

RESOLUTION NO. 2018-091

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
RESCINDING RESOLUTIONS NO. 1984-95 AND NO. 1993-13, AND AUTHORIZING A
POLICY FOR REIMBURSEMENT TO EMPLOYEES FOR AFTER-HOURS TRAINING COSTS

WHEREAS, the Grays Harbor County Board of Commissioners ("Board") previously authorized Resolutions 1984-95 and 1993-13 to authorize reimbursement for employee after-hours training; and

WHEREAS, the Board supports education and training for employees to improve job efficiency, subject to budgetary limitations; and

WHEREAS, there are mutual benefits to the employee and the County by improving job-related skills and qualifications; and

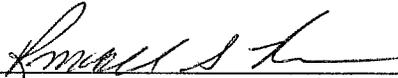
WHEREAS, the existing reimbursement policy previously adopted by the Board is in need of updating,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS for Grays Harbor County that the after-hours training costs reimbursement policy shall be as follows:

1. Training subject must be directly related to the field of duties assigned the employee, as determined by the department head.
2. Request for education and training is subject to prior written approval by the department head.
3. No overtime or compensatory time off shall be authorized.
4. Reimbursement shall be allowed for 50% of tuition costs and books, only if authorized in advance by the department head.
5. Reimbursement shall be allowed for 100% of tuition and books if the employee is required to take the course by the department head.
6. All books and reference materials shall become the property of the County.
7. Payment shall not be made until evidence of satisfactory completion of the course and cost receipts are delivered to the department head.

ADOPTED this 16 day of October, 2018.

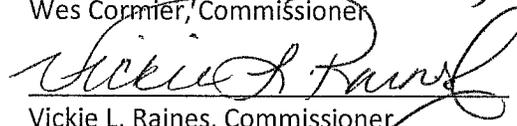
BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY



Randy Ross, Chairman

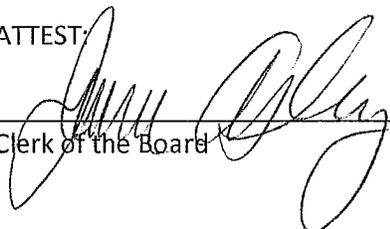


Wes Cormier, Commissioner



Vickie L. Raines, Commissioner

ATTEST:



Clerk of the Board

Grays Harbor County Resolution No. 2018-017
A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
ESTABLISHING A POLICY FOR PAID SICK LEAVE

WHEREAS, the Washington State Legislature passed Initiative 1433 requiring employers to provide paid sick leave to their employees beginning January 1, 2018; and

WHEREAS, effective January 1, 2018, this policy applies to all part-time, temporary, extra help, and seasonal County employees covered by the Washington State Minimum Wage Act and not covered by a collective bargaining agreement or by County Resolution No. 2014-025;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Grays Harbor County, Washington that the following Paid Sick Leave Policy be in effect as follows:

Paid Sick Leave Accrual and Availability

Accrual:

- Employees accrue one hour of paid sick leave for every 40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation or while using paid sick leave).

Availability:

- Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment.
- After this 90-day period, accrued paid sick leave will be available to employees for use in the next pay period.

Authorized Uses of Paid Sick Leave

Care of the Employee or the Employee's Family Member:

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care;
 - As provided under Federal or Washington State Law.
- For the use of paid sick leave for an employee's family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status

- A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

Closure of the Company of the Employee's Child's School or Place of Care

- Employees may use their accrued, unused paid sick leave when the County offices have been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
 - Please see the definition of "child" in the previous section.

Paid Sick Leave Increments of Use

- The County requires employees to use paid sick leave in increments of no less than 15 minutes; provided however, employees in the Sheriff's Department may use paid sick leave in increments of no less than 30 minutes.

Rate of Pay for Use of Paid Sick Leave

- Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used.
 - "Normal hourly compensation" is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, the County is not required to apply overtime standards to an employee's normal hourly compensation.

Payment for the Use of Paid Sick Leave

- The County must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.

Carryover of Accrued, Unused Paid Sick Leave to the Next Year

Carryover Requirements:

- Accrued, unused paid sick leave balances of 40 hours or less will carry over to the following year.
 - For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours will carry over to the following year.
- If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.

- The County will forfeit the paid sick leave for paid sick leave balances in excess of 40 hours at the end of a year.

Definition of Year:

- The accrual year is January 1 – December 31.

Separation and Reinstatement

Separation:

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

Reinstatement of Paid Sick Leave Hours Upon Rehire:

- The County will reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
- Upon rehire, the County must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.
- If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for the County will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. County will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- County may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.
- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact Human Resources.
- If an employee is not satisfied with the County's Human Resources response, the employee may contact the Washington State Department of Labor & Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Required Notification

Initial Notification of Rights:

- At the start of employment, the County will provide employees with notice of their paid sick leave rights. This notice will include information regarding:
 - An employee's entitlement to paid sick leave;
 - The rate at which the employee will accrue paid sick leave;
 - The authorized purposes under which an employee may use paid sick leave; and
 - That retaliation by the County for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited.

- The County will make this information readily available to all employees.

Ongoing Notification:

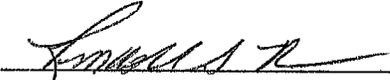
- At least once a month, the County will provide notice to its employees of:
 - The amount of paid sick leave accrued since notice was last made;
 - The amount of paid sick leave reductions since notice was last made; and
 - The total amount of unused paid sick leave available for use by the employee.

Contact Information

- Employees with questions about this paid sick leave policy may contact the County Human Resources Department or Payroll Department.

ADOPTED this 26 day of February, 2018.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY



Randy Ross, Chairman



Wes Cormier, Commissioner

excused

Vickie L. Raines, Commissioner

ATTEST:



Deputy Clerk of the Board

GRAYS HARBOR COUNTY RESOLUTION NO. 2014- 071

A RESOLUTION of the Grays Harbor County Board of Commissioners establishing a policy entitling county employees to unpaid holidays for reasons of faith or conscience.

WHEREAS, the Washington Legislature adopted Chapter 168, Laws of 2014, entitling employees of the state and its political subdivisions to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, and

WHEREAS, Chapter 168, Laws of 2014, requires the county to adopt a policy implementing the above-stated requirements of this chapter, and the Board of Commissioners finds that the policy as set forth in Attachment "A" hereto should be adopted effective June 12, 2014,

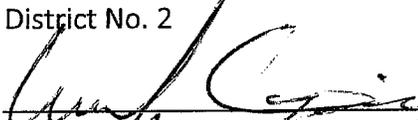
NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners that the Policy for Unpaid Holidays for Reasons of Faith or Conscience as set forth in Attachment "A" to this resolution is hereby adopted effective June 12, 2014.

ADOPTED this 9th day of June, 2014.

**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**



Frank Gordon, Chair, Commissioner
District No. 2



Wes Cormier, Commissioner
District No. 1

excused

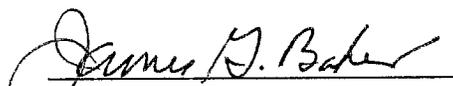
Herb Welch, Commissioner
District No. 3

ATTEST:

APPROVED AS TO LEGAL FORM:



Donna McCallum
Clerk of the Board



Senior Deputy Prosecuting Attorney

ATTACHMENT "A"

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

1. Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
2. The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.
3. If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of two weeks prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.
4. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

RESOLUTION NO. 2010-28

A RESOLUTION AMENDING RESOLUTION NO. 2009-55 & 1994-11 ESTABLISHING POLICY FOR EMPLOYEES' FAMILY AND MEDICAL LEAVE AND FAMILY CARE ACT LEAVE

WHEREAS, pursuant to the Family Medical Leave Act (FMLA) and the Washington Family Care Act (FCA) the Board of County Commissioners desires to establish regulations for Grays Harbor County employees to make use of the benefits provided under these laws; and

WHEREAS, the Board of Commissioners finds that prior resolutions require revisions to comply with recent legislative amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF GRAYS HARBOR COUNTY, WASHINGTON, AS FOLLOWS:

FAMILY MEDICAL LEAVE – FMLA**I. General Policy**

This policy generally grants employees up to 12 work weeks of unpaid, family and medical leave per year, provided however; certain leave associated with military service may extend for up to 26 weeks.

II. Employee Eligibility

To be eligible for FMLA Leave, an employee must have (1) worked for the County for a total of at least 12 months, and (2) worked at least 1,250 hours over the previous 12 months. Female employees are eligible for pregnancy related leave without meeting these requirements.

III. FMLA Leave Entitlement

An eligible employee is entitled to take FMLA or FCA leave, as applicable, for the following:

- For incapacity due to pregnancy, prenatal medical care or child birth;¹
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, registered domestic partner, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
- If the employee's spouse, child or parent is a member of one of the U.S. Armed Forces (including Reserves and National Guard) on active duty or is a reservist or member of the National Guard who faces recall to active duty if a "qualifying exigency" exists. "Qualifying exigencies" will be determined by the County at the time of the request, and may include but are not limited to assisting the military family member with or attending activities such as: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities related to a family member's active duty status or impending call to active duty as may be permitted by the County. This leave may

¹ We note that if an employee is sick or temporarily disabled as a result of pregnancy or childbirth and has exhausted her 12 weeks of FMLA Leave, she may be entitled to additional unpaid leave. Employees may request additional leave by submitting documentation from a health care provider certifying the need for leave and to confirm the expected release to work. An employee who takes leave under this policy will be able to return to the same job or a job with reasonably equivalent status, pay, benefits and other employment terms.

extend up to 26 weeks in a 12 month period.²

- To care for a spouse, child, parent, or "next-of-kin" (i.e. closest blood relative) who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness sustained in the line of duty while on active duty. This leave may extend to up to 26 weeks in a 12 month period.

IV. Serious Health Condition

A serious health condition means a condition that involves one or more of the following:

- Illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by (a) a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider; provided however, the first visit must occur within 7 days of and both visits must occur within 30 days of the beginning of the period of incapacity, or (b) one visit and a regimen of continuing treatment, or (c) incapacity due to pregnancy, or (d) incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

V. Length and Timing of FMLA Leave

Employees are entitled to up to 12 work-weeks of leave per year or up to 26 weeks in the event of a military related FMLA leave for one or more of the reasons listed above.

Leave for birth, or placement for adoption or foster care must conclude not later than 12 months from the birth, or placement.

Spouses who are both employed by the County are jointly entitled to a combined total of 12 work-weeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent, parent-in-law, or grandparent who has a serious health condition.

Leave may be taken intermittently only if intermittent leave is medically necessary due to a serious health condition of the employee or the employee's spouse, registered domestic partner, child, parent, parent-in-law, or grandparent. Leave will be used concurrently, and not consecutively with other time where allowed by state and federal law.

VI. Use of Accrued Paid Leave

An employee is required to use personally accrued vacation and sick leave, and any other available sick leave concurrently with FMLA or FCA leave. However, employees may maintain 120 hours of sick and/or vacation leave.

VII. Health Benefits & Job Protection

The County will maintain group health insurance coverage for employees on leave whenever such

² Washington's Military Family Leave Act (RCW 49.77) provides that during a period of military conflict, employees who regularly work more than twenty (20) hours per week may take up to fifteen (15) days of unpaid Military Family Leave in order to spend time with a spouse, child, or parent who has been notified of an impending call or order to active duty and before deployment and during a military member's leave from deployment. Employees will be expected to provide at least five (5) days notice of the need for Military Family Leave, and the leave will be unpaid unless the employee elects to use any available paid leave. In the event that leave also qualifies for FMLA Leave, these leaves will be used concurrently unless otherwise provided by law.

Employees taking Military Family Leave will be entitled to the same reinstatement rights and continuation of benefits as available to FMLA Leave.

insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. For those employees who make contributions to their coverage, arrangement will be made for them to continue to make sure contribution while they are on leave.

An employee who does not return to work following a leave will be required to reimburse the County for premiums paid on his or her behalf during the leave, unless the employee's failure to return to work was due to circumstances beyond the employee's control.

In virtually all cases an employee returning from leave will be restored to the job he or she held before the leave commenced, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

VIII. Advance Notice and Medical Certifications

An eligible employee who wishes to take FMLA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable. At the time of the request, the employee will complete a "Request for Family Medical Leave Form". If 30 days notice is not practicable, employee must give notice as soon as practicable, usually within one or two business days of when the need for leave becomes known. Medical certifications will be provided to support a request for leave.

IX. FAMILY CARE ACT (FCA) Leave

In addition to the leave described above, employees may use their own accrued vacation, sick leave, or other paid time to care for a sick child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

X. Repeal and Adoption

The policies and regulations for Grays Harbor County employees set forth herein replace and supersede those contained in Resolution No. 1994-11 and 2009-55, which resolutions are hereby repealed.

ADOPTED this 26th day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Albert D. Carter
Al Carter, Chairman

Mike Wilson
Mike Wilson, Commissioner

Terry Willits
Terry Willits, Commissioner

ATTESTED:

Donna Cator
Clerk of the Board

APPROVED AS TO FORM:

H. STEWARD MENEFFEE
Prosecuting Attorney
for Grays Harbor County

BY: James B. Behr
DEPUTY PROSECUTING ATTORNEY

RESOLUTION NO. 2009-54

A RESOLUTION ESTABLISHING POLICY FOR DOMESTIC VIOLENCE LEAVE

WHEREAS, pursuant to the Washington State Legislature passed the Domestic Violence Leave Law (RCW 49.76) April 1, 2008, the Board of County Commissioners are to establish regulations for Grays Harbor County employees to make use of this benefit; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF GRAYS HARBOR COUNTY, WASHINGTON, AS FOLLOWS:

1. General Policy

This policy grants allows victims of domestic violence, sexual assault, or stalking to take reasonable leave from work to take care of legal or law enforcement needs and obtain health care. Family members of a victim may also take reasonable leave to help the victim obtain treatment or seek help.

2. Leave Entitlement

An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay to:

- a) Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- b) Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- c) Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social service programs for relief from domestic violence, sexual assault, or stalking;
- d) Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
- e) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

3. Advance Notice and Verification

As a condition of taking Domestic Violence Leave, an employee shall give advance notice of the employee's intention to take leave and in accordance with Chapter 7 of the Employment Guide. When advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or his or her designee must give notice to their supervisor no later than the end of the first day that the employee takes such leave.

When an employee requests leave under the Domestic Violence Leave, the County may require that the request be supported by verification and the verification must be provided in a timely manner. Verification may include one or more of the following:

- a) Police report indicating employee or employee's family member was a victim of domestic violence.
- b) A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, or stalking, or other evidence from the court or the prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- c) Documentation that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking, from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault, or stalking: An advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional.
- d) An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

4. Family Member Verification

If the victim of domestic violence, sexual assault, or stalking is the employee's family member, verification of the familial relationship between the employee and the victim may include, but is not limited to, a statement from the employee, a birth certificate, a court document, or other similar documentation.

5. Accrued Leave

Employees who are victims of domestic violence, sexual assault, or stalking may elect to use sick leave and other paid time off, compensatory time, or unpaid leave time.

6. Confidentiality

All information provided by the employee will be kept highly confidential including the fact that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking, that the employee has requested or obtained leave, and any written or oral statement, documentation, record, or corroborating evidence provided by the employee. Information given by an employee may be disclosed only if:

- a) Requested or consented to by the employee
- b) Ordered by a court or administrative agency
- c) Otherwise required by applicable federal or state law

7. Health Benefits

The County will maintain health insurance coverage for employees on Domestic Violence Leave whenever such insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. For those employees who make contributions to their coverage, arrangement will be made for them to continue to do so while they are on leave.

An employee who does not return to work following Domestic Violence Leave will be required to reimburse the County for premiums paid on his or her behalf during the leave, unless the employee's failure to return to work was due to circumstances beyond the employee's control.

8. Job Restoration

An employee returning from Domestic Violence Leave will be restored to the job he or she held before the leave, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

ADOPTED this 6th day of July, 2009.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Mike Wilson

Mike Wilson, Chairman

Albert A. Carter

Al Carter, Commissioner

Excused
Terry Willis, Commissioner

ATTESTED:

Donna Cotton
Clerk of the Board

APPROVED AS TO FORM:

H. STEWARD MENEFFEE
Prosecuting Attorney
for Grays Harbor County

BY: James D. Baker
DEPUTY PROSECUTING ATTORNEY

RESOLUTION # 2017-030GRAYS HARBOR COUNTY
VOLUNTARY DONATED LEAVE POLICY**1. Policy**

The policy sets forth Grays Harbor County's Voluntary Donated Leave Program and the procedures for its use with regard to employees or their immediate family members, as defined in relevant union contracts, with a serious illness. This policy applies in all county departments and offices. *Annual Leave is defined as those hours earned and recorded per county policy and bargaining unit contract language for vacation time.*

- A. The County Voluntary Donated Leave Program allows a regular county employee to donate their accrued annual (vacation) leave to another county employee for the employee or the employee's immediate family member's serious illness.
- B. No employee shall be coerced, threatened, intimidated or financially induced into donating annual leave for the purpose of this program. Solicitation is not allowed.
- C. Regular county employees may donate their accrued annual leave to another county employee when the receiving employee or member of his/her immediate family meets the eligibility criteria, as defined in this policy.
- D. Leave may be transferred between employees within a department or between employees in different county departments, with prior agreement of both department heads.
- E. Total donated leave is available to the receiving employee for a maximum of 480 hours within a 48-month period.

2. Eligibility**A. Employee Receiving Donated Annual Leave**

An employee is eligible to request participation in the donated leave program when the employee is eligible to use annual leave. The following requirements must be met before an employee receives shared leave:

- a) Employee must have completed their probationary period.
- b) The employee who is to receive the donated leave must furnish the Department Head with a medical certificate from their health care provider (or the immediate family member's health care provider) verifying the severity or extraordinary nature, the beginning date, and expected duration of the condition.
- c) The nature of the request must meet the definition of sick leave pursuant to County policy or applicable bargaining unit agreement. This also applies to a request for leave involving immediate family members meeting the eligibility criteria, as defined in this policy.
- d) The employee must not be eligible for time loss compensation under RCW 51.32. If a time loss is approved at a later date, all leave received shall be returned to the donors and the employee shall return any and all overpayments to the County.

- e) The receiving employee has exhausted, or will exhaust, all but a total of sixteen (16) hours of any and all accrued sick, vacation and compensatory leave available to them.
- f) An employee who is using donated leave shall continue to be classified as a regular employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if in paid status.

B. Employees Donating Accrued Annual Leave

- a) Employees may donate accrued annual (vacation) leave to an eligible employee as long as the donor's annual leave balance does not drop below a minimum of eighty (80) hours. Accrued annual leave may be donated as long as the minimum eighty (80) hour balance is retained.
- b) Leave donations shall be in a minimum of one (1) hour blocks.

3. Application process:

- A. Employee: shall complete a Request for Voluntary Donated Leave form and health care provider documentation and submit the information to the employee's Department Head. The health care provider documentation needs to verify the severe or extraordinary nature, beginning date, and expected duration of their condition.
- B. Department Head: Insure that both forms are complete and forward to the HR Manager with the recommendation for approval or disapproval.
- C. HR Manager: After approval, circulate the Request for Donated Leave Form and Voluntary Donated Form to employees via electronic mail. Such notice will include a deadline by which donations must be made.
- D. Employees: Complete the Voluntary Donated Leave Form stating how many hours you are requesting and return to their Department Head.

4. Administration:

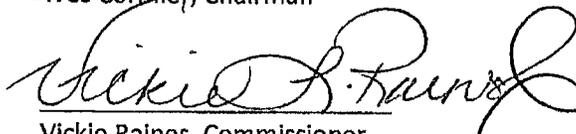
- A. Donated leave shall be credited to the receiving employee's sick leave account and used on an "as needed" basis in the order Voluntary Donated Leave Forms are received.
- B. Voluntary Donated Leave Forms will be sent to the Department Head and date/time stamped when received.
- C. The Department Head or their payroll designee is responsible for adjusting the accrued leave balances of both the donor employee and the recipient employee.
- D. Donated leave hours are excluded from any payout provisions contained in the relevant provisions of collecting bargaining agreements.
- E. When an employee has been granted donated leave and the basis for the leaves ceases to exist or qualify, no additional hours will be made available and any unused hours will be returned to donating employees on a last in, first out basis. This will be determined by the date stamp on the Donated Leave Form. The Department Head will notify the employee if their leave was not used and return the hours in the order received beginning with the last form received.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Grays Harbor Board of Commissioners that these policies and practices be adopted and upon adoption of this resolution, this policy shall supersede and replace any other policies and agreements relating to the donation of leave.

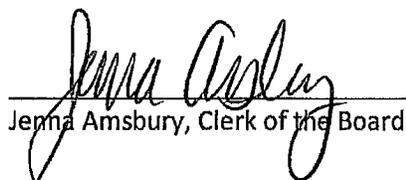
ADOPTED this 10 day of April, 2017.

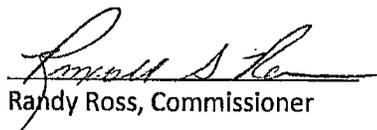
BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUTY


Wes Cormier, Chairman


Vickie Raines, Commissioner

Attest:


Jenna Amsbury, Clerk of the Board


Randy Ross, Commissioner



Grays Harbor County Request for Voluntary Donated Leave

I, _____, request that I be allowed to receive _____ hours of donated vacation leave. I understand that I have exhausted, or will exhaust, all but a total of sixteen (16) hours of eligible leave such as sick, vacation or compensatory time in order to be eligible for donated leave. I acknowledge that these benefits are not being requested for a job-related illness or injury covered by worker's compensation.

I understand that I am responsible for providing medical documentation to my supervisor as soon as possible in order to be considered for receipt of donated leave.

I hereby authorized Human Resources to release the following information when notifying employees of this request for donated leave:

- My Name, Job Title & Department
- The reason for the leave to be described as follows:

- Do not release any information.

EMPLOYEE:

Signature	Date:
-----------	-------

DEPARTMENT HEAD APPROVAL:

Signature	Date:
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HR DEPARTMENT:

Signature	Date:
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This request will expire 30 days from the employee's signature stated above.



Grays Harbor County Voluntary Donated Leave Form

I, _____, request that I be allowed to donate _____
hours of vacation leave to _____.

I understand that this is a voluntary gift on my part and I am doing this with no expectation of repayment, compensation or consideration whatsoever. I have not been solicited for this donation.

I certify that the balance of my vacation leave or combination leave accounts, after the deduction of donated leave, will not be lower than 80 hours (or pro-rated for part-time employees).

EMPLOYEE:

Signature	Date:
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DEPARTMENT HEAD APPROVAL:

Signature	Date & Time Received:
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VERIFICATION OF ELIGIBILITY:

Total Annual Leave Accrued as of this date:	+	
Hours Being Donated:	-	
Balance (Must be at least 80 hours):	=	

RESOLUTION # 2018-094A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
AUTHORIZING AN ETHICS AND CONFLICT OF INTEREST POLICY**1. Preamble**

Grays Harbor County is committed to high standards of conduct by and among employees in the performance of their duties. The successful business operation and reputation of Grays Harbor County is built upon the principles of fair dealing and ethical conduct of our employees. Individual and collective adherence to high ethical standards is central to the maintenance of public trust and confidence in government.

2. Applicability

This policy applies to all county employees, except where in conflict with other law. The term "county employee" for purposes of this policy includes:

- Any individual employed by the County
- The Board of County Commissioners
- County elected officials
- Appointed directors
- County appointed Board & Commission members
- Volunteers
- Interns

3. Policy

County employees will perform their public responsibilities in accordance with the highest ethical standards and conduct business only in a manner that strengthens the public's confidence in the integrity of Grays Harbor County government. To earn and maintain the public's full trust and confidence, individuals subject to this policy must not:

- Use their authority as county employees for private or personal gain or benefit.
- Engage in any action or conduct that conflicts or appears to conflict with the performance of their duties.
- Give improper advantage or treatment to any person or entity.
- Fail to properly carry out their duties.
- Solicit or accept gratuities, favors, or anything of monetary value from any source.

4. Ethics Concerns, Complaints and Questions

Every county employee has a responsibility to report suspected violations of this policy. County employees may obtain advice regarding potential conflicts of interest or ethics issues from or report a suspected violation to their immediate supervisor, manager, appointing authority or Human Resources Manager.

Resolution No. 2018-094

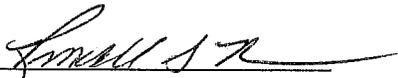
Retaliation against county employees who report ethics concerns is not allowed and will not be tolerated. Any county employee who believes he or she is the subject of retaliatory actions must report the retaliation in writing to his or her immediate supervisor, manager, appointing authority or the Human Resources Manager.

5. **Noncompliance with Policy**

The purpose of this policy is to provide county employees with information and guidance regarding ethical conduct. Reported violations of this policy will be thoroughly and impartially investigated. A county employee found to have violated this policy may be subject to disciplinary action. A county employee who knowingly makes a misleading or false claim of unethical behavior against another employee may also be subject to disciplinary action.

ADOPTED this 16 day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY


Randy Ross, Chairman


Wes Cormier, Commissioner


Vickie Raines, Commissioner

Attest:


Jenna Amsbury, Clerk of the Board

GRAYS HARBOR COUNTY
RESOLUTION #2013-122

A **RESOLUTION** of the Grays Harbor County Board of Commissioners rescinding Resolutions 85-85, 89-89, 90-2 and 91-21, and readopting regulations prohibiting smoking on designated Grays Harbor County property.

WHEREAS, it is in the best interest of the county to protect the health, safety, and welfare of the public and county employees by reducing the potential of exposure to associated health risks of the use of tobacco, electronic cigarettes, and related products; and

WHEREAS, health research further shows that smoking in the workplace causes loss in employee morale and productivity, increases in employee accident rates and absenteeism, increases in employer medical costs, greater threats of fire damage, and other detrimental impacts to both public and private property; and

WHEREAS, the Board of Commissioners finds that Grays Harbor County Resolutions 85-85, 89-89, 90-2 and 91-21, which prohibit smoking in designated county buildings and vehicles, should be rescinded and regulations encompassing use of tobacco, electronic cigarettes, and related products be readopted to prohibit smoking in or around designated county owned or leased buildings and in county-owned or leased vehicles.

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. Definition. "Smoke" or "smoking" for purposes of this section includes use of any cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette (e-cigarette)/cigar/pipe, and water pipe (hookah).

SECTION 2. Smoking prohibited. No person may smoke in any building or motor vehicle owned or leased by Grays Harbor County. In addition to those public places and places of employment defined in RCW 70.160.020, no person may smoke within a distance of twenty-five feet from building entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that smoke does not enter the area through entrances, exits, open windows, or other means.

SECTION 3. Signs required. The County shall post and maintain signs prohibiting smoking as appropriate in and around county buildings and motor vehicles as specified by RCW 70.160.050 or as may hereafter be amended.

SECTION 4. Prior resolutions rescinded. Resolutions 85-85, 89-89, 90-2 and 91-21 are hereby rescinded.

APPROVED this 25th day of ~~December~~ ^{November}, 2013.

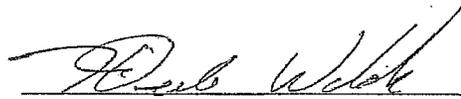
BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY



Frank Gordon, Chair, District 2

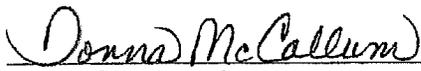


Wes Cormier, District 1



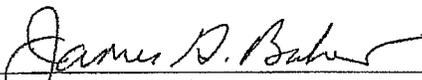
Herb Welch, District 3

Attest:



Clerk of the Board

Approved as to form:

By: 

Deputy Prosecuting Attorney

GRAYS HARBOR COUNTY RESOLUTION NO. 2018-098

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS RESCINDING RESOLUTIONS NOS. 93-37 AND 2008-139 AND 2008-155 AND ADOPTING POLICIES AND PROCEDURES FOR USE OF COUNTY MOTOR VEHICLES.

WHEREAS, the Grays Harbor County Board of Commissioners ("Board") adopted Resolution No. 93-37 on May 17, 1993, establishing a policy and procedures covering the use of all motorized vehicles in the possession of Grays Harbor County; and

WHEREAS, the Board adopted Resolution No. 2008-139 on November 24, 2008, revising and clarifying county vehicle use policy and procedures; and

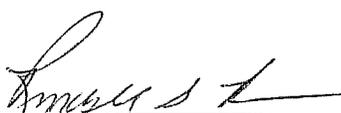
WHEREAS, the Board adopted Resolution No. 2008-155 on December 15th, 2008, amending Resolution No. 2008-139; and

WHEREAS, the Board finds that in light of departmental changes over the past few years it is necessary and appropriate to rescind Resolutions Nos. 93-37 and 2008-139 and 2008-155 and to adopt a new policy and procedures with regard to motorized vehicles in the possession of Grays Harbor County,

NOW THEREFORE be it resolved by the Grays Harbor County Board of Commissioners that this resolution and attached policy and procedures shall be and are hereby the official County regulation unless and until determined otherwise by official action of the Board.

ADOPTED and APPROVED this 30 day of October, 2018.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY, WASHINGTON



Randy Ross, Chair

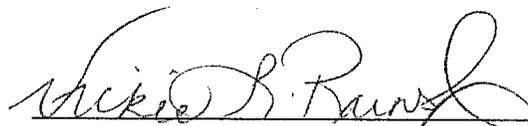


Wes Cormier, Commissioner

ATTEST:



Jenna Amsbury
Clerk of the Board



Vickie Raines, Commissioner

POLICIES AND PROCEDURES FOR USE OF COUNTY MOTOR VEHICLES
PURSUANT TO RESOLUTION NO. 2018-098

SECTION I - VEHICLE USE AND SCOPE

This policy addresses assignment of county vehicles for business use, for home-to-work commuting and after-hours use, use of personal vehicles for county business, and general motor vehicle safety expectations. All employees who operate motor vehicles for county-related business are responsible for operating the vehicle in a lawful, safe and prudent manner.

This policy applies to:

1. Departments reporting to the Board of County Commissioners.
2. Elected officials' departments with the proviso that those officials are responsible for application of this policy.
3. Where provisions of this policy address topics covered in the Sheriff's Office Policies, those rules shall apply.
4. All users of county (owned, leased, or rented) or personal vehicles being used for county business purposes, including regular employees, temporary employees, and volunteers.

SECTION II - DEFINITIONS

- 2.1 "County Vehicle" means any automobile, motorcycle, plane, boat, truck, tractor, heavy equipment or other motorized vehicle owned, rented, leased or in the possession and control of Grays Harbor County.
- 2.2 "County Vehicle Identification" means the distinct Grays Harbor County markings that, with the exception of Sheriff undercover or confidential vehicles, shall be affixed to all County vehicles per RCW 46.08.065.
- 2.3 "Employee" includes Grays Harbor County employees, elected and appointed officials.
- 2.4 "Fuel Card" includes any county issued card used to fuel county vehicles.
- 2.5 "Fuel Card Administrator" includes Public Service Department employee(s) in charge of issuing fuel cards, typically head of accounting or ER&R Department Manager.
- 2.6 "Volunteers" includes any person providing service not employed by Grays Harbor County but authorized by a Department Head or Elected Official for the benefit of Grays Harbor County.

SECTION III - LONG-TERM ASSIGNMENT OF COUNTY VEHICLES

- 3.1 The following officials and employees may be assigned County vehicles on a twenty-four hour per day basis:

- A. The Sheriff, Undersheriff, Sheriff's Administrators and deputies.
- B. Other employees as designated in writing by their department head and approved by the Board of County Commissioners.
- C. Elected officials and /or their designees may be assigned County Vehicles at the discretion of the Board of County Commissioners.

All department heads assigning vehicles to employees on a long-term basis shall provide an updated written designation of vehicle assignment(s) to the Board of County Commissioners not later than December 31 annually.

- 3.2 Any county department or elected office may be assigned a vehicle for its exclusive use.
- 3.3 Assignment and location of assigned vehicles shall be evaluated each year by the ER&R Manager (if an ER&R Vehicle) and/or the Department Head/Elected Official if owned by department. Any assignment of vehicles on a continued, take-home basis must first be approved by the Board of County Commissioners. Request for such approval shall be made by the responsible elected official or department head to the Board of County Commissioners. Long-term assigned vehicles will not be used for commuting to personal residences outside of Grays Harbor County. The department head's request will include at least the following information:
- A. The official job title and job description of the position that will require the vehicle on a 24-hour basis.
 - B. The type of County related activity in which the vehicle will be used.
 - C. The general area of activity.
- 3.4 No vehicle should be assigned to any county employee or other person if that person is subject to any restrictions on their driver's license including but not limited to ignition interlock devices, high-risk insurance, etc.

SECTION IV - TEMPORARY ASSIGNMENT OF COUNTY VEHICLES

- 4.1 Elected officials and Department Heads shall have discretion to temporarily assign a County vehicle to an employee on a temporary basis when it is in the best interest of the public and the County to do so.
- A. For assignments known in advance and/or greater than 24 hours in duration, the elected official or department head will submit a signed request form to the ER&R Car Pool authorizing the employee to keep the vehicle on the date(s) indicated on the form.
 - B. On those occasions when it is not feasible to submit a request form in advance, it shall be sufficient for the elected official or department head to authorize employees to take a vehicle home overnight.
 - C. All ER&R carpool vehicles must be checked out at the car pool location and trip tickets made out including name, car number, mileage, date, fund number and project number if applicable.
 - D. All rental pool vehicles must be returned to the County Maintenance Facility and parked in the parking garage in their assigned numbered spaces.

- E. In the event the ER&R Maintenance Facility is closed and employee cannot access the gated facility, the vehicle may be parked outside the compound in the GHC parking lot. The vehicle must be locked and keys and paperwork must be returned to ER&R the morning of the next business day.

SECTION V – VEHICLE OPERATION REQUIREMENTS

- 5.1 A department head may authorize a County volunteer to operate a County vehicle to perform official County business. All volunteers authorized to operate a county vehicle on county business must be at least eighteen years of age, possess a valid driver license, and require a clean driving record. Any such usage shall be on a temporary basis and in no case may a County volunteer drive the County vehicle to his or her residence, or keep the County vehicle overnight.
- 5.2 Any employee who drives a County vehicle must possess a current valid Driver's License as well as all applicable endorsements or validations required for the county vehicle being driven. Employees holding a Commercial Driver's License (CDL) must follow all United State Department of Transportation and Washington State Department of Transportation regulations. Successful completion of county sponsored/approved Defensive Driving Training is required for any employee that drives or may drive a county vehicle. The county may acquire, at any time, the abstract driving record of any employee who operates a county vehicle to ensure that employees eligibility to operate a county vehicle in accordance with the policies and procedures for use of county vehicles. State Department of Licensing driving records showing a frequency of vehicle collisions, offenses or moving violations may result in restriction or revocation of an employee's privilege to operate a County vehicle. Current driver license information including CDL, if applicable, shall be provided to the Risk Management Department.
- 5.3 An employee or volunteer driving a County vehicle has responsibility to:
 - A. Operate the vehicle at all times in a safe manner and in compliance with all local and State traffic laws.
 - B. Use county vehicles for official county business only.
 - C. Transport passengers only in connection with official county business. Passengers in county vehicles are limited to county employees and any person or official acting on official county business, program participants for which county transportation is required, or persons conducting business with the county that necessitates transportation by, or which is advantageous to, the county.
 - D. Take adequate precautions to protect the vehicle from damage or theft.
 - E. Promptly report all accidents to E-911, Risk Management Department, ER&R, the employee's department head and, if applicable, to law enforcement.
 - F. Keep the interior of the vehicle clean. Cleanliness of vehicles shall be the responsibility of the assignee.
 - G. Pay all fines, forfeitures or assessments related to or incurred by the employee or volunteer during the course of operating a county vehicle. The employee or volunteer shall inform his/her supervisor of all violations incurred while operating the vehicle.
 - H. Perform a walk-around inspection of commercial classified work vehicles in accordance with the Federal Motor Carrier Safety Administrations Part 396

regulations.

SECTION VI- FUEL CARDS

- 6.1 Grays Harbor County has internal fueling stations which use county issued cards. Personal PIN numbers are assigned to employees needing them. These PIN numbers must be requested by Supervisor or Department Head of employee to Fuel Card Administrator. Along with county fueling stations, cards are issued to obtain fuel through private vendor stations when county stations aren't an option.
- A. All county ER&R vehicles will have an internal fueling station card kept inside the vehicle.
 - B. All county ER&R vehicles will have any private fueling station cards kept in the vehicle inside glovebox in the envelope provided by ER&R.
 - C. All employees using the fuel cards must have signed a "Fuel Card User Agreement".
 - D. Fuel cards have dollar and gallon limits which are set internally by vehicle type and use.
- 6.2 County fueling facilities are to be used before other options. Use of private fuel vendors should be used only as a resource when county options are not available due to County facility maintenance, when County business being conducted is outside the area, or County facilities don't provide option needed.

SECTION VII- LONG DISTANCE TRAVEL

- 7.1 Travel requiring long distances may be required at times. Long distance is defined by ER&R as travel in excess of 400 miles round trip.
- A. All departments must notify ER&R if a vehicle owned by ER&R (including assigned vehicles) will be traveling long distance. In cases where ER&R denies the usage of any ER&R vehicle for long distance travel based on condition and service of vehicle, a sufficient replacement will be provided by ER&R.
 - B. Any breakdowns of ER&R vehicles occurring on long distance trips require immediate notification to ER&R, which will be responsible for the repair and/or towing of ER&R vehicles. Departments with department-owned vehicles will be responsible for their own vehicle repair and/or towing. For both ER&R and department-owned vehicles, the driver's department will be responsible for the arrangement and further costs of transportation if vehicle can no longer be driven; and shall also be responsible for any other accommodations required by the driver.

SECTION VIII – COMPLIANCE REQUIRED

- 8.1 The use of any county vehicle for other than official business is prohibited. Any person using a county vehicle in violation of the provisions herein may be subject to disciplinary action, up to and including suspension or dismissal from employment.

SECTION IX DRIVERS LICENSE AND INSURANCE REQUIREMENTS

- 9.1 The County has auto liability coverage on its Grays Harbor County vehicles. Authorized employees, appointed or authorized representatives and persons, or volunteers driving Grays Harbor County vehicles are covered under the County's liability coverage. However, use of employees' personal vehicles for County business is not included in the County's insurance coverage. Therefore, the employee is responsible for maintaining personal vehicle insurance in an amount sufficient to cover any accidents occurring during the use of a personal vehicle for County business. The federal mileage reimbursement received by employees for approved use of personal vehicles includes, in part, a reimbursement for personal insurance coverage. Employees should consult with their insurance agent/company to inquire about necessary coverage while using their personal vehicles for County business.

SECTION X USE OF PERSONAL VEHICLES FOR COUNTY BUSINESS

- 10.1 Employee's use of personal vehicles for county business travel purposes is subject to the approval of the department head or elected official. Employees may be required to utilize a county vehicle based on cost or safety considerations. Authorization to use private vehicles may be given on a trip-by-trip or standing approval basis.
- 10.2 Private vehicles utilized for county business are considered official vehicles and must conform to the following requirements:
- A. The vehicle must meet legal requirements to operate on a public highway.
 - B. The vehicle must be in sound mechanical condition and present no safety risks.
 - C. Employees must submit a mileage reimbursement form, to receive reimbursement based on the county's current mileage rate allowance. The standard federal mileage rate reimbursement covers gas, maintenance, repairs and insurance for work related driving.

SECTION XI USE OF COUNTY VEHICLES FOR NON COUNTY BUSINESS

- 11.1 Employees using county vehicles on a continuing assignment or trip-by-trip basis are prohibited from using vehicles for personal business except as provided herein. Unauthorized personal use of a county vehicle may result in disciplinary action, up to and including termination of employment.
- A. All employees should exercise reasonable judgment regarding the use of a county vehicle for personal purposes.
 - B. Personal use of a county vehicle may be permitted, subject to the approval of the applicable department head or elected official, when the use serves the county's interests, results in negligible expense, and/or is justified by compelling circumstances.
- 11.2 Employee-drivers should remember that public perception of county employees is important and influenced by how and where the public observes county vehicles being

used. Employee-drivers should not make incidental stops at locations the public would generally perceive as inappropriate, unless required as part of the employee's duties.

- 11.3 No employee or person may use any County-owned or –operated vehicle for any trip which is exclusively for the purposes of campaigning in support of, or in opposition to, any candidate or cause for national, county or local office, unless use of the vehicle is required for purposes of security protection provided by the county or local governmental unit.

**SECTION XII PERMITTED AND PROHIBITED USES
OF COUNTY AND PERSONAL VEHICLES FOR COUNTY BUSINESS**

12.1 The following policies govern all vehicle use for county business:

- A. All drivers and passengers must comply with all the motor vehicles laws of the state of Washington or any other state in which the vehicle is operated, including seatbelt and cell phone laws.
- B. No person may use a county vehicle, or permit the use of a county vehicle, or operate a personal vehicle for county business in the following prohibited manners:
 - I. The driver is impaired by fatigue or any other known mental or physical condition that affects the safe operation of the vehicle.
 - II. The driver is impaired because of prescribed appliances (e.g., cast, sling, brace), prescribed or over-the-counter medications that causes or results in adverse side effects (e.g., drowsiness or impaired reflexes or reaction time). Employees are responsible for informing their supervisor of the possible effects of the medication and expected duration of its use.
 - III. Drivers of motor vehicles used for county business are prohibited from reading, manually writing or sending a message on an electronic wireless communications device or holding a wireless communication device to their ear while the vehicle is moving. Exceptions to this section include: operators of an authorized emergency motor vehicle; a driver using a wireless communications device in the hands-free mode; using devices to report illegal activity or summon medical aid or other emergency assistance or to prevent injury to a person or property; using hearing aids.
 - IV. Transporting hitchhikers in a county vehicle and/or while conducting county business.
 - V. Use or consumption of alcohol and/or illegal drugs is prohibited while operating a county-owned/leased vehicle or personal vehicle for county business.

12.2 The following policies apply to county vehicles used for county business:

- A. County Vehicles shall be locked when unattended with the engine turned off. Keys shall not be left in the ignition unless authorized by the department head or elected official.
- B. Tobacco use (smoking) is prohibited in county-owned vehicles. This does not include smoking in personal vehicles used for county-related business.

- C. Transporting non-county employee passengers in county vehicles, including family members, is not permitted unless authorized by the employee's department head or elected official.
- D. Permitting non-authorized individuals to drive a county-owned/leased vehicle unless it is for a bona fide emergency purpose.
- E. Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc. Modifications to county vehicles may be undertaken only with the prior written consent of the department head or elected official and the ER&R Manager. The County Shop or its designee will perform any modification to a county-owned vehicle.
- F. Hauling loads that exceed the rated capacity of the county vehicle or that could cause damage to the vehicle.
- G. Installation or use of any radar or speed detection devices on county vehicles.

Drivers who have questions regarding the appropriate use of a county vehicle or a personal vehicle used for county business should consult with their supervisor, department head, elected official, or the Risk Management Office.

RESOLUTION NO. 97-22

POLICY RELATING TO USE OF COUNTY ASSETS AND PROPERTY

WHEREAS, it is the intent of the Board of Commissioners to set out a general policy relating to the use of County assets and property; and

WHEREAS, it is the duty of the Board of Commissioners, other elected officials, department heads and employees to safeguard Grays Harbor County assets and property; and

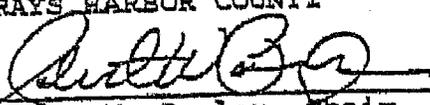
WHEREAS, the use of County property is regulated in the laws, statutes, rules and regulations of the State of Washington; and

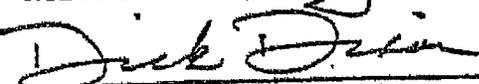
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners that the following is the policy of Grays Harbor County relating to the use of County assets;

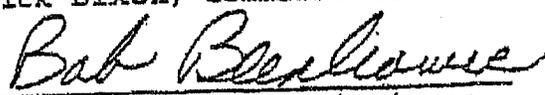
1. Misuse of County property is prohibited.
2. The use of County assets/property for personal purposes or purposes not associated with their job or work assignment is prohibited, and subject to discipline.

Adopted this 2/27 day of March, 1997.

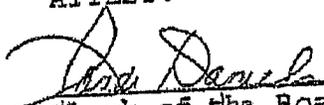
BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY


Robert W. Paylor, Chair


Dick Dixon, Commissioner


Bob Beerbower, Commissioner

ATTEST:


Clerk of the Board

GRAYS HARBOR COUNTY RESOLUTION NO. 2011-106

A RESOLUTION of the Grays Harbor County Board of Commissioners revising and establishing Internet and Email Use Policy for use of County Internet and electronic communication systems.

WHEREAS, the Grays Harbor County Board of Commissioners ("the Board") previously adopted Resolution No. 98-73 establishing a Grays Harbor County ("County") electronic mail and internet use policy on July 13, 1998, and

WHEREAS, since adoption of Resolution No. 98-73 the Board finds that there has been substantial development and advances in both Internet and electronic communication technologies, as well as increased use of such technologies by County employees in performing their official duties, which necessitates a further review of this electronic mail and internet policy, and

WHEREAS, the Board of Commissioners finds that the policy established by Resolution No. 98-73 should be replaced by the revised policy as set forth in Attachment "A" hereto,

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners as follows:

1. The Internet and Email Use Policy contained in Attachment "A" to this resolution is adopted effective immediately.
2. Resolution No. 98-73 is hereby rescinded.

ADOPTED this 21st day of November, 2011.

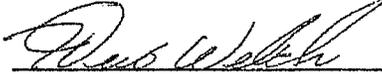
**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**



Terry Willis, Chair, Commissioner
District No. 1

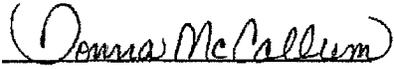


Mike Wilson, Commissioner
District No. 2



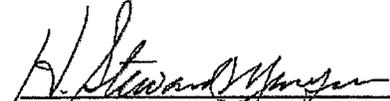
Herb Welch, Commissioner
District No. 3

ATTEST:



Donna McCallum
Clerk of the Board

APPROVED AS TO FORM:


Deputy Prosecuting Attorney

Internet and E-Mail Policy

The county provides Internet access and electronic mail (e-mail) capabilities to employees at county expense to further county business. All persons using the county's Internet access and electronic mail shall comply with this Internet Access and E-Mail Policy.

1. Scope

The purpose of this Policy is to require the proper use, and to prohibit the improper use of these public resources. This Policy establishes minimum standards for the use of e-mail and Internet access. Elected officials and department heads are authorized to apply additional or more restrictive standards to govern specific situations affecting their department or division operations. This Policy does not create any contractual or third-party rights, and the county reserves the right to unilaterally change this Policy at any time.

2. Privacy

The county and its designated officials may view, monitor and/or log all network, Internet activity and e-mail use and content accessed via county equipment or systems at all times, including to access, review, read, disclose and use all records of use and all content in any manner deemed necessary to ensure compliance with this Policy. This monitoring may include, but is not limited to, accessing computers, hard drives, attached/connected devices, external media, flash drives, disks and adjacent work areas. No person should expect that any message or its contents, or any record of use, whether for county business, personal use or a prohibited use, will be private, even where a personal password is used.

3. Network Access

Users shall only access the network with their own logon credentials. Users will never share their logon information with anybody or post such logon information in public view. Generic logons for official county use may be created in extenuating circumstances for "Front Desk" applications to accommodate multiple users.

4. E-Mail Retention

All email, including all "To/From" and External/Internal messages will be automatically archived for public record retention purposes.

5. Applicability to All Users

This Policy applies to all county Internet and e-mail users including, but not limited to, county elected officials, full-time, part-time, temporary, provisional employees and otherwise designated county employees. It also applies to all contractors, consultants, volunteers, agents,

public or any other persons who have gained or are given access to the county's Internet service and/or e-mail system.

6. Acceptable Uses of Internet Access and E-Mail

Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs. The following are examples of the acceptable use of the Internet and e-mail:

- Communicating and exchanging information directly related to the mission or work tasks of the county department or office;
- Searching the Internet for information relating to current projects or responsibilities required by official job duties;
- Searching for and using information for purposes of job-related training, professional development, or to maintain currency of education;
- Communicating and exchanging information to enhance existing job-related skills and to participate in professional societies, and organizations related to the employee's duties and responsibilities.
- The use of social media for official Grays Harbor County business only. Every employee accessing social media shall have permission from their assigned Office or Department Director to use such social media on the county's behalf. Employees are prohibited from creating personal social media accounts with County names or logos.

7. Prohibited Uses of Internet Access and E-mail

Incidental and occasional personal use of e-mail and Internet access may be authorized on an individual department basis provided that such personal use is subject to the same policies, procedures and legal considerations that apply to business-related e-mail and Internet use. Individual disciplinary action for excessive personal use of e-mail and internet access and any personal use in violation of this policy will be handled by the user's assigned department.

The following are examples of unacceptable use of the Internet and e-mail:

- Using e-mail or the county's Internet connection to send, view, store, or receive sexually explicit or related material. Receipt of unsolicited sexually explicit material does not violate this Policy if the user immediately deletes the material and does not circulate the material further. When such access is necessary for legitimate county business, an elected official or department head may, in writing, authorize a user to access sexually explicit material.
- Using e-mail or the county's Internet connection for commercial purposes, nongovernmental-related fund raising, or for private gain.
- Political purposes including the solicitation of funds, exchanging political messages, endorsements, opinions or any other similar persuasive activity.
- Harassing, threatening, defamatory, false, inaccurate, abusive, discriminatory, offensive or other types of messages.

- Using e-mail or the county's Internet connection for communication that violates any city, county, state or federal law.
- Defeating or attempting to defeat, through action or inaction, the security system that is set up to protect the county's or other computer systems, unless specifically authorized in writing to do so as part of an employee's official duties.
- Illegal copying, transferring, and/or downloading of pirated and/or copyrighted software or data.
- Installing any unauthorized equipment (Thumb drives, external hard drives, portable music players, etc).
- Installing and/or using shareware, freeware, public domain software, and software, unless authorized in writing to do so by their Department supervisor and Grays Harbor County Central Services.
- Installing or using file sharing programs, especially those programs which circumvent the county's security systems.
- Installing or using instant messaging and chat programs that do not meet the County's security standards.
- Installing or using "backdoor" communications to the Internet such as using any wireless technology within a PC or laptop computer that is also connected to the county's network infrastructure.

8. Shareware Downloading and Use Exception

When shareware, freeware, public domain software, or non-county online source constitutes the only practical source of required software, the software is to be thoroughly examined and tested for viruses and approved by the Central Services Director, or his or her designee, before being installed on county computers.

9. Countywide Messages

The number and length of countywide messages sent on the county's network should be kept to a minimum. Elected officials or department heads must specifically authorize sending countywide messages.

10. Penalty for Noncompliance

All county employees and others provided access to the county's Internet connection and e-mail services are responsible for knowing and following this Policy. Any person violating this Policy for the use of Internet access and e-mail may be removed from Internet access and/or the e-mail system and subject to appropriate disciplinary action, including but not limited to termination of employment. Nonemployees allowed access to the county's Internet connection and e-mail service systems violating these standards are subject to revocation of their network access privilege, and any other available legal remedy may be pursued.

11. Responsibility for Compliance

Elected officials or department heads are responsible for enforcing the county's Internet Access and E-Mail Policy. These responsibilities include, but are not limited to:

- Monitoring employee use and reporting suspected noncompliance with the provisions of this Policy.
- Revoking service to employees, with or without notice, when deemed necessary for the operation and/or integrity of the county's communications infrastructure and networks.
- Proceeding with appropriate disciplinary action, up to and including discharge, for instances of noncompliance with this Policy in congruence with county/departmental guidelines.
- Working with Central Services staff to select, install and be trained on appropriate Internet filtering software.

12. Effective Date and Consent to Standards

This revised and updated Policy is effective November 21, 2011. County employees and others who are provided access to county Internet and e-mail access are responsible for knowing and following this Policy. A policy acknowledgment form shall be signed by every county Internet and e-mail system user at least every two years, and kept on file by each department and office director, or their designee, in accordance with appropriate records retention policies.

RESOLUTION # 90-83A RESOLUTION PERTAINING TO GRAYS HARBOR COUNTY'S DRUG-FREE
WORKPLACE PROGRAM

WHEREAS, Grays Harbor County wishes to fully serve the public, provide its employees with a safe working environment, and to protect the county resources; and

WHEREAS, the use, abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, jeopardize their own safety and that of others as well as impair job performance. While Grays Harbor County has no intention of intruding into the private lives of its employees, all employees are expected to report to work fit to perform their duties. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with these objectives.

WHEREAS, maintaining a Drug-Free Workplace is in the best interests of the county and its employees, the following practices will be employed.

1. The illegal use, manufacture, distribution, delivery, or possession of a controlled substance is prohibited while on the job or on county property. Such acts shall be grounds for discharge. Any illegal substances discovered on or within county property shall be turned over to the appropriate law enforcement agency for criminal investigation.
2. The Employee Assistance Program is available to be used in the treatment of substance abuse. Employees with substance abuse problems are urged to voluntarily request help from the program and may do so without jeopardizing their employment.
3. Employees must notify their department head or elected official within five days of any criminal conviction for violation of a drug statute that occurred at the workplace. Failure to do so will result in disciplinary action (up to and including discharge). Any disciplinary action taken will be administered within thirty days.
4. A Drug-Free awareness program will be established to inform employees about the dangers of drug abuse in the workplace, the policy of maintaining a drug-free workplace, the availability of the Employee Assistance Program or other means to obtain drug counseling and/or rehabilitation and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Grays Harbor Board of Commissioners that these policies and practices be adopted.

ADOPTED this 22nd day of October 1990.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

William J. Rine
Chairman

Dick Dixon
Commissioner

Robert W. Giff
Commissioner

ATTEST:

J. Daniels
Clerk of the Board

RESOLUTION # 2018-092

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
 RESCINDING RESOLUTION 02-93 AND AUTHORIZING A
 POLICY FOR REPORTING IMPROPER GOVERNMENTAL ACTION AND
 PROTECTING EMPLOYEES AGAINST RETALIATION

1. **General Policy**

A. In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41, this policy is created to encourage employees to disclose in good faith, improper governmental action taken by County Officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the County, with a process provided for speedy dispute resolution.

B. Key Definitions:

Improper Governmental Action means any action by a County Officer or employee that is:

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

"Improper Governmental Action" **does not** include personnel actions including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reductions in pay, dismissals, suspensions, reprimands, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations or any action that may be taken under Chapter 41.14 or 41.56 RCW.

Retaliatory Action means

- a. any adverse change in a local governments employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimands or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal or any other disciplinary actions; or
- b. hostile actions by other employees toward a local government employee that was encouraged by a supervisor, manager or official.

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

2. Procedure for Reporting Improper Government Action

County employees who become aware of improper governmental action shall follow this procedure:

- A. Bring the matter to the attention of the employee's supervisor or their designee, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with any member of the Board of County Commissioners or the Prosecuting Attorney for Grays Harbor County. This shall be done as soon as the employee becomes aware of the improper action. In cases of emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.
- B. The supervisor, the member of the Board of County Commissioners or Prosecutor or their designee, shall respond to the report of improper governmental action within thirty (30) days of the employee's report.
- C. The identity of the reporting employee shall be kept confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing.
- D. The employee reporting the improper governmental action shall be advised of a summary of the results of its investigation, except that personnel action taken as a result of the investigation may be kept confidential.

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

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

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedures and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

3. Protection Against Retaliation

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

- A. Employees shall provide a written complaint to the Board of County Commissioners within thirty (30) days of the occurrence of the alleged retaliatory action.
 - a. The written charge shall specify the alleged retaliatory action; and
 - b. Specifies the relief requested.
- B. The Supervisor, the Board of County Commissioners or their designee, shall respond in writing within thirty (30) day of receipt of the written charge.
- C. After receiving the County's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. An employee seeking a hearing should deliver the request for a hearing to the Board of County Commissioners or the Clerk of the Board within the earlier of either fifteen (15) days of delivery of the County's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to Grays Harbor County for response.
- D. Within five (5) working days of receipt of the request for hearing, the County shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge.

Office of Administrative Hearings
P.O. Box 42488, 4224 Sixth Street SE
Rowe Six, Building 1
Lacey, WA 98504-2488
(206) 459-6353

- E. Grays Harbor County will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

4. Responsibilities

- A. The Board of County Commissioners is responsible for implementing the policies and procedures for:
 - a. Reporting improper governmental action;
 - b. Protecting employees against retaliatory actions.
- B. This includes ensuring that this policy and these procedures are
 - a. Permanently posted where all employees will have reasonable access to them;
 - b. Made available to any employee upon request; and
 - c. Provided to all newly hired employees.

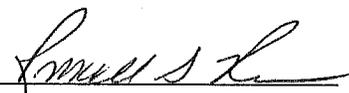
Resolution No. 2018-092

- C. Elected Officials, Department Heads, and supervisors are responsible for ensuring the procedures 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 dismissal.

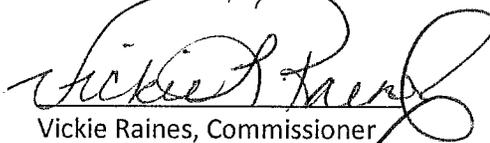
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Grays Harbor Board of Commissioners that these policies and practices be adopted and upon adoption of this resolution, this policy shall supersede and replace any other policies and agreements relating to reporting improper governmental action and protecting employees against retaliation.

ADOPTED this 16 day of October, 2018.

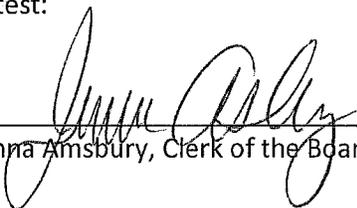
BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY


Randy Ross, Chairman


Wes Cormier, Commissioner


Vickie Raines, Commissioner

Attest:


Jenna Amsbury, Clerk of the Board

Resolution No. 01-06**Resolution Establishing Non-Discrimination
Policy in County Activities, Services and Employment**

Whereas, pursuant to state and federal law, the Board of Commissioners for Grays Harbor County hereby adopts the following policy regarding Non-Discrimination in the County's activities; services; and employment practices; and

Whereas, the Board of Commissioners hereby adopts the following reporting policy for any alleged violation of the Non-Discrimination Policy.

Now Therefore, Be It Resolved,

I. Non-Discrimination Policy

It is the policy of the County and all of its offices and departments to provide equal opportunity in all aspects of its services; activities; and employment free from discrimination and harassment. The County prohibits discrimination and harassment based upon any individual's age, race, color, religion, sex, national origin, marital status, veteran status, the presence of any sensory, mental, or physical disability, or any other status or characteristic protected by federal, state, or local law. Conduct by employees that the County determines violates this policy will result in strict disciplinary action, up to and including immediate termination, even if the conduct is not severe enough to violate the law. Discrimination and harassment not only violate the County's policy, but may violate federal, state, and local law.

Conduct in violation of this policy includes but is not limited to denying benefits or services to a member of the public based on age, race, color, religion, sex, national origin, marital status, veteran status, the presence of any sensory, mental, or physical disability, or any other status or characteristic protected by federal, state, or local law. Conduct in violation of this policy includes but is not limited to treating employees with discrimination based on age, race, color, religion, sex, national origin, marital status, veteran status, the presence of any sensory, mental, or physical disability, or any other status or characteristic protected by federal, state, or local law.

II. Procedure for Reporting Violation of this Policy

If any person believes that he or she is the victim of discrimination in violation of this policy, the following complaint/investigation procedure should be used:

- A. Individuals who experience discrimination have the right to make clear to the offending person that such behavior is against this policy and indicate to the offender to stop.
- B. Upon occurrence of an act of discrimination in violation of this policy, the Complainant should immediately report the incident to the Risk Manager for the County. Members of the public may report the incident to any County supervisor upon whom it shall be incumbent to notify the County's Risk Manager. All Complainants are assured that they may make such reports without fear of retaliation or reprisal by the County. The Complainant should report all information pertinent to the incident, including the date the incident occurred, individuals involved and any witnesses. The Complainant may speak in private with the Risk Manager and have a witness present. The complaint will be written and signed by the Complainant.
- C. County employees who file complaints and are members of a bargaining unit have the right to notify their bargaining representative that the employee is involved in such a matter.
- D. The County will investigate each complaint of violation of this policy. All investigations will be handled with discretion and will be as thorough as necessary. Anyone who is alleged to have violated this policy will be contacted during the investigation and permitted to respond to the specific allegations. Any person named as potential witnesses by the Complainant may be contacted as required during the course of the investigation. Any employee who has observed the incidents of the violation of this policy should cooperate with this investigation. All employees and non-County employees are assured that they may cooperate in such investigation without fear of retaliation or reprisal by the County.
- E. A complaint of violation of this policy will be processed within thirty (30) days, subject to extension of that timeline if necessitated by the investigation or failure of any parties or witnesses in the investigation to participate.
- F. All inquiries should be directed to the County's Risk Manager.

III. Response by the County

At the conclusion of the investigation, the Board of Commissioners shall render a decision on whether or not violation of this policy occurred. The County shall notify the Complainant of the Board of Commissioners' decision as to whether or not violation of this policy occurred. If the complaint is founded, the County shall:

- A. Take immediate steps, if necessary, to ensure that violation of this policy does not continue.
- B. Notify the Complainant that appropriate corrective action has been taken to remedy the situation.

IV. Non-Retaliation

The County will not retaliate against a Complainant who makes a good faith report of discrimination or harassment, and will prohibit supervisors and employees from doing so. Retaliation violates this policy and should be reported immediately to a supervisor or the Risk Manager. Any person found to have retaliated against an employee for making a discrimination or harassment complaint or providing information during an investigation will be subject to disciplinary action, up to and including immediate termination.

Adopted this 8th day of January, 2001.

Board of Commissioners
Grays Harbor County

Bob Beerbower
Bob Beerbower, Chair

Dan Wood
Dan Wood, Member

Dennis Morrisette
Dennis Morrisette, Member

Attest:

Sandra Daniels
Clerk of the Board

RESOLUTION NO. 2014-028

WORKPLACE BULLYING POLICY

Grays Harbor County is committed to providing all employees with a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, unwelcome or inappropriate behavior directed toward an employee, customer, or vendor that is intended to intimidate or results in threatened or actual harm. The following list describes activities that may constitute or contribute to evidence of bullying in the workplace:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities
- Persistent singling out of one person
- Direct, conditional, or veiled threats
- Verbal abuse, personal insults and use of offensive nicknames
- Teasing, name calling or ridicule or making someone the brunt of pranks or practical jokes
- Yelling, screaming, and other demeaning behavior
- Public humiliation in any form
- Spreading rumors and gossip regarding individuals
- Hostility (glaring, clenched fists, threatening posture)
- Manipulating the ability of someone to do their work (e.g. overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met)
- Falsely accusing and punishing "errors" not actually made; blaming without justification

Grays Harbor County expects all employees to behave in a professional manner and to treat co-workers, customers, and vendors with dignity and respect. Employees found in violation of this policy will be disciplined, up to and including termination.

If you feel you have been bullied, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, you should contact the Human Resource Manager or higher-level management for assistance. Complaints will be investigated and Grays Harbor County will protect the confidentiality of complaints to the extent possible. If the investigation determines that bullying has occurred, Grays Harbor County will take immediate and appropriate action.

Grays Harbor County will ensure that department heads and supervisors take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint.

Managers, supervisors, and all other employees are required to cooperate fully with the investigation and resolution of all bullying complaints.

ADOPTED this 24th day of February, 2014.

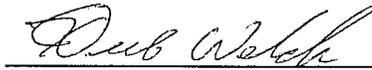
BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY



Frank Gordon, Chairman



Wes Cormier, Commissioner



Herb Welch, Commissioner

ATTESTED:



Clerk of the Board

RESOLUTION NO. 2020-055

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
AUTHORIZING A PAID FAMILY AND MEDICAL LEAVE POLICY

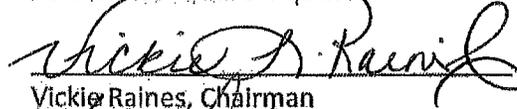
WHEREAS, effective January 1, 2020 the State of Washington Employment Security Department implemented a statewide insurance program that provides eligible employees with paid time off to give or receive care. This program is funded by premiums paid by both the employee and the County;

WHEREAS, the Board of County Commissioners finds it necessary and appropriate to set policy for the implementation of the Paid Family and Medical Leave; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS for Grays Harbor County that the Paid Family and Medical Leave Policy shall be authorized as attached.

ADOPTED this 19th day of ~~April~~^{MAY}, 2020.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY


Vickie Raines, Chairman


Wes Cormier, Commissioner


Randy Ross, Commissioner

ATTEST:


Jill Vance - Asst-
Clerk of the Board clerk

RESOLUTION # 2020-163

A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
AUTHORIZING EXEMPTION OF COMPENSATORY TIME FOR GRAYS HARBOR COUNTY
EXEMPT EMPLOYEES

WHEREAS, the Grays Harbor County Board of Commissioners ("Board") finds it necessary and appropriate to establish a uniform policy for the accrual of compensatory and/or overtime for Grays Harbor County exempt employees, and

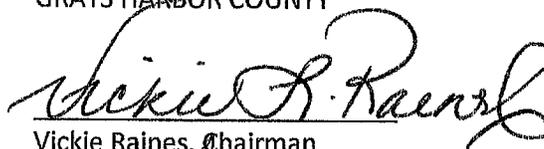
WHEREAS, exempt employees are not eligible for overtime pay under the Washington Minimum Wage Act and Federal Fair Labor Standards Act and the County does not authorize the payment of overtime for exempt County employees, and

WHEREAS, the Board directs, clarifies and establishes a uniform policy for all exempt County employees that effective January 1, 2021, exempt employees employed with Grays Harbor County will not accrue compensatory time, and, for any exempt employees who have accumulated compensatory time as of December 31, 2020, such compensatory time will be paid on a hour to hour basis,

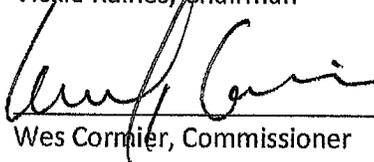
NOW, THEREFORE, BE IT RESOLVED by the Grays Harbor County Board of Commissioners that the practice be adopted and upon adoption of this resolution, this policy shall supersede and replace any other policies and agreements relating to accrual of compensatory time for Grays Harbor County exempt personnel.

ADOPTED this 15th day of December, 2020.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY

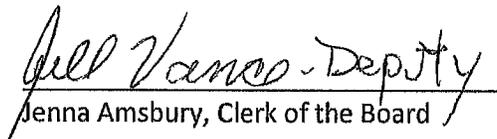
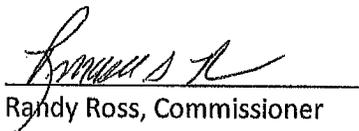


Vickie Raines, Chairman



Wes Cormier, Commissioner

Attest:


Jenna Amsbury, Clerk of the Board
Randy Ross, Commissioner