



Part 2: *Operating Policies*

Policy Manual



PREFACE

Elected and appointed members of the Tumwater City Council are subject to applicable portions of these policies and shall be considered as “employees” when referenced in the policies. Applicable personnel policies that cover Tumwater City Councilmembers include: Equal Employment Opportunity, Nepotism, Ethics Code and Sexual Harassment Prevention. Operating policies that apply to Councilmembers include: Travel Reimbursement, Personal Property in the Workplace, Emergency Planning, Employee Recognition, Information Technology Use, Safety Requirements, Compliance with the ADA, Vehicle Usage, and E-mail Newsletter.

In applying these policies to City Councilmembers, references to supervisory oversight or discipline shall be determined by Council rules.

CITY OF TUMWATER
POLICY MANUAL: PART 2 – OPERATING POLICIES

DATES OF ADOPTION AND REVISION

Each section of this manual has an original adoption date at which time the policy took effect. After a policy is adopted, it is sometimes necessary to revise or update the policy. When using this manual, please be sure that you are referring to the most current policy information. The date of adoption or revision of each policy is located in the lower left corner of each policy. If you are not able to determine whether policy information is current, contact the Administrative Services Department.

The adoption date and the most recent revision date of each city operating policy is listed below.

Section	Adoption Date	Most Recent Revision Date
1	05-1990	12-2006
2	02-2000	12-00
3	06-2006	01-2011
4	12-1994	01-2011
5	01-1997	01-2011
6	08-1993	06-2012
7	07-1992	12-2000
8	10-1991	12-2005
9	07-2004	08-2011
10	12-2004	01-2011
11	02-2005	01-2011
12	09-2006	01-2011
13	10-2006	01-2011
14	<i>Reserved</i>	<i>Reserved</i>
15	<i>Reserved</i>	<i>Reserved</i>
16	03-2011	03-2011
17	07-2011	07-2011

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

- 1.01 Purpose
- 1.02 References
- 1.03 Definitions
- 1.04 Policy
- 1.05 Procedure
- 1.06 Eligible Expenditures Other than Meals
- 1.07 Meal Expenses

1.01 Purpose

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

1.02 References

RCW Chapter 42.24, TMC Chapter 3.36 and Internal Revenue Service (IRS) regulations.

1.03 Definitions

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

1.03.02 “Eligible Meals”: Meals which are sufficiently related to work that the cost will be paid by the City. Eligible meals can be purchased, subject to this policy and tax regulations, on either a taxable or non-taxable basis.

1.03.03 “Employee”: References to “employee” can also be interpreted to include all other authorized personnel associated with the City.

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

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.03 Definitions

- 1.03.05 “Ineligible Expenses”: None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, valet services (except as noted in 1.06.04), meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, or any other personal expenditure for entertainment or other purposes.
- 1.03.06 “Ineligible Meals”: Meals which do not meet the IRS qualifications for a tax free meal or are not sufficiently related to work or employee convenience to justify City payment.
- 1.03.07 “Per Diem Rates”: The City uses per diem rates for meals and incidentals as established by the Office of the General Services Administration (GSA) or as here by after amended obtained and maintained by the Washington State Office of Financial Management. The most current per diem rates can be found at the following web address: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>. Per diem rates include the costs of tax and gratuity.
- 1.03.08 “Reimbursement”: can also be interpreted to mean “paid for by the City.” Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to the vendor.
- 1.03.09 “Special Event”: An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.
- 1.03.10 “Tax Home”: The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located.
- 1.03.11 “Travel status”: The IRS defines this as a time when your duties require you to be away from the general area of your “tax home” substantially longer than an ordinary day’s work, and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved.)

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.04 Policy

- 1.04.01 It is the policy of the City of Tumwater to reimburse City elected and appointed officials, employees, and members of the boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Generally, eligible expenditures include travel and living costs incurred by the individual while away from the City and necessitated by City business. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be commensurate with the employee's normal standard of living, but it is assumed and expected that expenses will be consistent with the best interests of the City and its desire to minimize travel costs. Such expenses should first be authorized as provided for in Section 1.05.
- 1.04.02 Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.
- 1.04.03 Advanced Travel:
- A. Payment in advance for such travel expense may be made from an advanced travel fund subject to and in compliance with Chapter 3.36, Tumwater Municipal Code. An advance to the employee for approved anticipated travel expenses will not be paid when total estimated expenditures are less than \$50.00.
 - B. Travel advances are intended for out-of-pocket expense to be paid by the employee during authorized travel.
 - C. Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging and other such items which can normally be billed to the City, paid through the regular accounts payable system, or City credit card. Employees are expected to plan ahead for such items, as these items are not included in a travel advance.

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TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.04 Policy

- D. The Advance Travel Fund will not be used to make reimbursement to employees.
- E. Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee. No advance will be made to an employee who has an advance which is in default. Any employee with a demonstrated history of advance travel defaults may be barred from receiving advance travel funds by the Mayor, City Administrator or Department Manager, as appropriate.

1.05 Procedure

1.05.01 Approvals. Travel and expense reimbursement or credit card payment authorization under this policy must be signed, approved, and filed in the Finance Department on a City purchase order, or a petty cash slip if under \$20.00. Normally, claims for reimbursement and credit card charge receipts are to be submitted no later than 5 days after the return from travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant, and submitted for final approval as noted below:

- A. If Council or other commissions or boards – approval will be made by the Mayor.
- B. If the Mayor – approval will be made by the Mayor Pro Tem.
- C. If the City Administrator – by the Mayor or if the Mayor is not available, the Mayor Pro-Tem.
- D. If Department Manager – approval by the City Administrator.
- E. If other employees – by the direct supervisor and/or Department Manager.

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1.05 Procedure

1.05.02 Non-travel status travel expense need not be pre-approved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval.

- A. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained.
- B. Individuals who incur non-travel status travel expense without pre-approval incur such expense at their own peril; i.e., if reimbursement or authorization of the expense is not approved, the expense will be the individual's personal obligation.

1.05.03 Use of City credit cards. Department Managers may issue their department credit cards. The act of obtaining a City credit card does not indicate pre-approval of expenses. City credit cards can only be used for the following travel related expenses:

- A. To pay conference registration and conference-provided meal fees
- B. To pay for eligible transportation related costs such as airfare and parking fees.
- C. To pay for eligible lodging costs.

1.05.04 Exception to use of City credit cards.

- A. A City credit card cannot be used when any portion of the expense will be the responsibility of the individual. For example, if lodging costs were higher because of an additional guest in the room, only the portion of the lodging cost attributable to the City can be charged to the City credit card.
- B. City Visa credit cards shall not be used for City vehicle expenses. Employees shall secure a gasoline card pursuant to 1.06.02 (C).

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1.05 Procedure

- C. City credit cards cannot be used for any meal expenses, whether in travel status or not, except as defined in 1.05.03 (A).

1.05.05 Documentation of Expenses

- A. All actual expenses shall be submitted to the Finance Department on the Purchase Order form. In the case of lodging expense, a detailed statement of charges must be submitted. Each employee is expected to submit his/her own travel expense voucher reflecting reimbursable expenses actually incurred.
- B. If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.
- C. Claim of any charge which could reasonably raise a question should be accompanied by an explanation of such charge.

1.05.06 Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted. (See examples 1-2 and 10-16 in table below.)

1.05.07 Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc), each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by the department.

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.06 Eligible Expenditures Other than Meals

1.06.01 Registration – Actual cost of any employee at a meeting, conference, or convention for which he/she has received approval. Registration should be prepaid. The Finance Department is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.

1.06.02 Transportation

- A. Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class unless only higher cost accommodations are available. Payment for air travel shall be at actual cost from Sea-Tac/Olympia Airport to destination and return.
- B. Employees using a personally owned auto to travel out of town on City business will be reimbursed at the Internal Revenue Service rate and provided payment will not exceed coach class airfare to and from the same destination.
- C. When appropriate and while using a City-owned vehicle on City business out of the Thurston County area, the employee shall secure a City gasoline credit card from ER&R management and use such for purchases of gasoline, oil, emergency repairs, etc. City Department Visa credit cards are not to be used for City vehicle expenses, see 1.05.04 (B).

1.06.03 Lodging – Actual cost of hotel or motel accommodations is eligible. If a family member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted.

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1.06 Eligible Expenditures Other than Meals

1.06.04 Laundry and Valet Service – Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

1.06.05 Telephone – Charges for telephone are eligible for reimbursement if City business requires such communication. Where possible, calls should be made using the SCAN system. Employees staying outside of Thurston County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

1.07 Meal Expenses

1.07.01 Meals – Meals associated with work by City employees are either eligible meals or ineligible meals as defined in 1.03:

1.07.02 Eligible Meals

- A. Unless the meal is provided by the conference organizers, as part of the conference agenda, an eligible meal expense will only be reimbursed at the applicable per diem rate.
- B. Unless the meal is provided by the conference organizers and paid for as part of the conference registration fee, meals cannot be charged to a City credit card.
- C. Meals for City Council, boards, commissions and staff conducting formal City business during meal times are specifically authorized.
- D. Meals consumed while in travel status.
 - 1. Such meals shall be reimbursed on a tax free basis consistent with IRS rules.

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.07 Meal Expense

- E. Taxable Eligible Meals
 1. Certain meals consumed on official City business which do not meet the IRS definition of a travel status meal but require a City employee to travel outside of Thurston County are eligible for reimbursement by the City. (See example #16 in table below for Thurston County exception.)
 2. Non-travel status meals may not be paid for via City credit card.
 3. Such non-travel status meals are subject to income tax withholding. Reimbursements for non-travel status meals shall be taxed as income to the employee consistent with IRS rules.
 4. Taxable meals shall be reimbursed on the basis of the per diem rates established by the City for travel status meals.

1.07.03 Ineligible Meals

- A. Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.
- B. Generally meals consumed within Thurston County are ineligible for reimbursement. See example #16 in table below for an exception to this rule.

1.07.04 Per Diem Rates –

- A. Individuals on travel status shall be reimbursed for meal expense using per diem rates.
- B. Meal and incidental expense (M&IE) per diem rates will be applied using IRS guidelines.
- C. M&IE per diem will be reduced by the amount of any meal not related to the travel and the amount of any meal provided as part of the conference or training. Incidental expenses can be pro-rated based upon the number of reimbursed meals.

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.07 Meal Expense

1.07.05 The following chart is intended to provide examples for implementation of this policy:

City of Tumwater Meal Policy Policy Application Examples		
Eligible, Reimbursed and Subject to Income Tax Withholding (NOTE: City credit card may NOT be used for these meals)		
1	An employee attends one day training in Seattle (out of Thurston County) and lunch is not included in the registration fee	Eligible/ Reimbursed / Taxable Meal
2	An employee or elected official travels to Shelton (out of Thurston County) for a work related meeting which extends into a meal period and returns on the same day.	Eligible/ Reimbursed / Taxable Meal

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SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

1.07 Meal Expense

Ineligible Meals <u>(NOTE: City credit card may NOT be used for these meals)</u> <i>(To avoid the appearance of conflict of interest, staff should not allow consultants, vendors, or others doing business with the City to pay for meals)</i>		
3	Consultant invites City Administrator, Department Manager or staff to lunch locally (regardless of location)	Ineligible Meal
4	An employee/elected official "hosts" another elected/government official or vendor for a meal (regardless of location)	Ineligible Meal
5	An employee attends training at South Puget Sound Community College and lunch is not included in the registration fee	Ineligible Meal
6	City Administrator meets <u>regularly</u> with regional City Managers at a local restaurant for breakfast, lunch or dinner (regardless of location)	Ineligible Meal
7	Department Manager or staff meet <u>regularly</u> with regional counterpart for any meal at a local restaurant (regardless of location)	Ineligible Meal
8	Councilmember <u>asks</u> to meet with employee over lunch at a local restaurant to discuss regional/city issues (regardless of location)	Ineligible Meal
9	Council has a <u>regularly</u> scheduled early morning committee meeting and breakfast is ordered for staff and officials (regardless of location)	Ineligible Meal

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1.07 Meal Expense

Eligible, Reimbursed and Not Subject to Income Tax <u>(NOTE: City credit card may NOT be used for these meals)</u>		
10	Council has a <u>non-regular</u> , early work session at 5:30 p.m., prior to 7:00 p.m. council meeting. Participating staff are invited to order dinner to be delivered for the meeting.	Reimbursed / Tax Free
11	An employee attends training out of town which includes an overnight stay and a meal is not included in the registration fee	Reimbursed / Tax Free
12	Department Manager asks employee to fill-in for him/her at a local breakfast, lunch or dinner meeting (same day notice, no advance notice given)	Reimbursed / Tax Free
13	An employee is required to work through lunch or take a shortened lunch due to emergency or special project	Reimbursed / Tax Free
14	An employee attends a not regularly scheduled business meeting on behalf of the City during breakfast, lunch or dinner. The meeting is held locally and the meal is consumed by meeting participants as part of meeting.	Reimbursed / Tax Free
15	An intergovernmental agency (e.g. LOTT, TRPC) calls a <u>special meeting</u> in Olympia to discuss regional issues. Lunch is purchased by the Tumwater staff and officials attending and consumed while the meeting is conducted.	Reimbursed / Tax Free
16	A meal is provided by the conference or special event (regardless of location) organizers, whether or not it is included in the registration fee or in addition to, for which the meal has a business purpose such as a keynote speaker. (This meal is not subject to the per diem limits referenced in 1.07.04.)	Reimbursed / Tax Free

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SECTION 2
PERSONAL PROPERTY IN THE WORKPLACE

- 2.01 Purpose
- 2.02 Private Property at Work
- 2.03 Shipping/Delivery of Private Property on City Premises

2.01 Purpose

The purpose of this policy is to inform employees that the protection of personal property brought into the workplace is not the responsibility of the City. The policy is meant to clearly delineate the employee's rights and obligations when bringing personal property into the workplace so that loss or damage of personal property in the workplace can be avoided.

2.02 Private Property at Work

The City does not assume responsibility for any theft or damage to the personal belongings of City employees. Therefore, the City encourages its employees to avoid bringing private articles or property to work. The City reserves the right to restrict or limit private property in City facilities. The City recommends that employees clearly label all their private property brought onto City property.

2.03 Shipping/Delivery of Private Property on City Premises

Limited shipping or delivery of personal items to or from City facilities will be allowed to the extent that such activities are not part of a commercial enterprise and do not waste or disrupt work time. Employees who have packages or parcels shipped or otherwise delivered to City facilities do so at their own risk. Employees who are not willing to accept this risk should make other agreements with respect to such parcels or packages. The City does not assume responsibility for private property in the form of packages or parcels that are being shipped or delivered to City property. As a courtesy to employees, available city employees may sign acceptance of such packages or parcels, but the City accepts no liability or ownership responsibility for the package or parcel.

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SECTION 3
EMERGENCY PLANNING

- 3.01 Purpose
- 3.02 Evaluation of Threat
- 3.03 Response to Immediate Risks
- 3.04 Response to Armed Intruder
- 3.05 Response to Bomb Threat
- 3.06 Response to an Earthquake
- 3.07 Response to Hazardous Material/Suspicious Package
- 3.08 Response to an Explosion
- 3.09 Response to a Medical Emergency
- 3.10 Response to Civil Unrest
- 3.11 Response to Public Health Emergency
- 3.12 Disruptions to Work Resulting from Weather Conditions, Emergencies or Natural or Manmade Disasters
- 3.13 Incident Debriefing
- 3.14 Training

3.01 Purpose

In addition to natural disasters, any public building has the potential to be impacted by upset customers, domestic violence that has carried over to the workplace, an armed or dangerous intruder, protestors, or even a terrorism event. The purpose of this policy is to protect the employees and other occupants of City facilities and to prevent additional exposure to the situation.

3.02 Evaluation of Threat

Be aware of your surroundings and what is happening in the work areas near you. Threats can come from a phone call, a suspicious package, a person inside the building or a person outside the building. Your determination of what the threat is will determine what actions are most appropriate.

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SECTION 3
EMERGENCY PLANNING

3.03 Response to Immediate Risks

- 3.03.01 Workplace violence often originates from domestic violence. If you have a restraining order against any individual, it is in your best interest to make your supervisor aware of the situation. Together with your supervisor you can make a decision about how the information is disseminated to your co-workers and others who may find themselves in contact with the individual named in the order. You may need to provide a picture of the individual to your co-workers so that they can help keep you safe while you are at work.
- 3.03.02 **Call 911** if you feel that anyone, including yourself, is in danger. If possible, report the situation to your supervisor. If necessary, call 911 from a room a safe distance from the threat or from another building. If unable to call 911, depress the panic button.
- 3.03.03 **Fire alarms may be harmful.** It is critical that you alert people quickly and quietly as to what and where the danger is so they can avoid it or move away from it. A fire alarm may panic the intruder or result in people moving into the danger zone. Tell people you see while you evacuate quietly and safely. If known, tell people what locations to avoid.
- 3.03.04 If the fire alarm sounds, evacuate the building.

3.04 Response to Armed Intruder

- 3.04.01 If communication is available, call 911. Or, if available, press the panic button. If you can safely do so, evacuate. If you cannot safely evacuate, lock yourself in (and the intruder out of) the room you are in at the time of the threatening activity. Don't stay in an open area. Barricade yourself in the room with furniture or anything you can push against the door. Lock the window and close blinds or curtains. Stay away from windows. Turn all lights and audio equipment off. Try to stay calm and be as quiet as possible.

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3.04 Response to Armed Intruder

3.04.02 Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.

3.04.03 If for some reason, you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

- 1) You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- 2) If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don't run in a straight line. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- 3) If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- 4) The last option you have, if caught in an open area in the building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- 5) If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
- 6) Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

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3.04 Response to Armed Intruder

3.04.04 If the fire alarm does sound, evacuate. If you receive information that it is an armed and dangerous intruder, some evacuation routes may be dangerous and you may need to choose other routes. It may be impossible to follow any organized pre-plan. Isolated people will have to make the best of their situation. That means escaping if a means is available that is out of the line of sight of the intruder. Or, it may mean locking doors and staying low on the floor. It may mean calling 911 to let the authorities know where in the building you are (if the intruder is unlikely to intercept or hear the call). It may mean a sign or signal to the police from a window.

- 1) Evacuation. If you are able, evacuate. If an intruder is known to be the danger, do not draw attention to the evacuation. Remind people to move quickly and quietly. They may pick up small personal necessities that are at hand (purse, medications, keys, glasses, coat, umbrella). Evacuees may not be able to return.
- 2) WATCH OUT as you leave. The task is to stay out of the intruder's view. If the intruder is thought to have the route in his view, direct people to other routes. Upon exiting, go to a safe location out of the line of view of the intruder. Try to locate a supervisor that is establishing an accounting of evacuees.
- 3) Routes. Lead evacuees by any safe route to assembly areas. Routes must not expose evacuees to the view of the intruder. Routes along the building and moving sharply away at the corners may work best. Routes at an angle may reduce visibility from all but exterior rooms. Quickly turn corners or interpose landscape or structures between the route and building.

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3.04 Response to Armed Intruder

- 4) Sweep. As you leave the area, if it is safe to do so, sweep the area for missed occupants. Be quiet, do not call out. If there is reason to believe a room or hall is exposed to the intruder's sight, stay out of it. Do not close doors as you leave. If safe to do so, leave all doors to unoccupied areas open. This may aid police view and access.
- 5) Assembly areas. Assembly area should be at least 300 feet from the building and not in a direct line of sight with the building being evacuated. Your assembly area due to an intruder will be different than your assembly area due to a fire evacuation. In bad weather, assemble in the buildings near your evacuation site. Warn people to remain in the assembly area and not to move where they can see or be seen from the evacuated building. The police or fire department may expand the evacuation area.
- 6) Accounting for people. Do not wait to take roll before alerting a supervisor or the police to any knowledge the group has concerning who the intruder is, where the intruder is, how the intruder is acting, how the intruder is armed, who the intruder has as hostage. Report that knowledge at once.
- 7) Assisting emergency personnel. The police may need assistance from personnel that have working knowledge of the buildings, exits, escape routes, and mechanical systems. They may need telecommunications and utility personnel.
- 8) Re-entry or release. Armed intruder emergencies may take more than an hour to resolve. Criminal investigations at the scene will follow. Re-entry to areas that are not closed off for investigation should not be a problem once the emergency is over. Re-enter a building only when authorized to do so by emergency personnel or a member of the management team.

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3.04 Response to Armed Intruder

3.04.05 If the armed individual is outside the building, take shelter inside the building following the guidance in 3.04.01. If you can safely do so, attempt to notify other surrounding buildings to alert their occupants to the possible danger outside.

3.05 Response to Bomb Threat

3.05.01 Until proven otherwise, all threats are to be treated as real. During working hours, the supervisor along with other management team members should evaluate the threat and consider actions/evacuation. This may be done in conjunction with the police if they are available. Attached is a bomb threat checklist. The threat may be specific or non-specific.

- 1) Specific threat. In this case, the caller will provide a more detailed warning statement, which might describe the type and placement of the device, the reason or motive and /or other additional specific information.
- 2) Non-specific threat. In this instance, the caller may make a simple statement to the effect that a device has been placed. Generally, very little, if any, additional detail is conveyed before the caller terminates the conversation.
- 3) The non-specific threat is more common, but neither type of threat can be immediately discredited without investigation. Every threat has to be treated as real until proven otherwise. Depending on the evaluation by management, one of four possible alternatives should be pursued.

3.05.02 If an evacuation is ordered, do not use the fire alarm – a search along paths of travel and around assembly areas **must be** conducted **before** ordering evacuation.

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3.05 Response to Bomb Threat

3.05.03 Evacuation action options

- 1) Option One: Do nothing. It may be tempting to do nothing when a child or drunkard has made a threat, but if there is the slightest doubt another option must be considered.
- 2) Option Two: Search with partial evacuation. If the threat level is considered moderate, with no reason to believe explosion is imminent, a supervisor or member of the management team might consider partial evacuation retaining only essential staff and search teams.
- 3) Option Three: Search and evacuation. In this option, personnel remain at their workstations during initial search and are evacuated once the presence of a suspicious article is confirmed. Normally this option would be adopted in a low threat assessment scenario. Otherwise, the implication is that persons would be exposed to the effects of a device if it functioned.
- 4) Option Four: Evacuate immediately. When the risk is high or when search is precluded due to the extreme short notice of the threat, the supervisor or member of the management team has no option other than to evacuate as quickly and as safely as possible.
 - a. When evacuating, doors and windows should be left open and staff should remove all personal belongings (e.g. handbags, briefcases). This will facilitate the identification of suspect objects.
 - b. If the decision to evacuate without a search is made, the following points must be considered:

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3.05 Response to Bomb Threat

1. Risk of injury. As a general rule, the easiest area in which to plant an object is in the shrubbery which is sometimes found outside a building, in an adjoining parking lot, or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury.
2. Panic. A sudden bomb threat evacuation may cause unpredictable behavior, leading to unnecessary risk of injury.
3. Re-occupation. Total and immediate evacuation, while risky, is the easy decision. After taking the easy way, the hard decision of when to return then needs to be made.
4. Do not allow anyone to enter a bomb threatened building unless it has been authorized by the police or a member of the management team.

3.05.07 Search. The aim of the search is to identify any object which is not normally found in an area or location; for which an owner is not readily identifiable or which becomes suspect for any other reason, (e.g. the object is similar to that described in the threat). In order to identify objects that are out of the ordinary, police personnel may require assistance when conducting a search.

3.05.08 Suspicious object found. Search personnel should not touch or move a suspicious object but should advise the police immediately. Search of other areas should be continued to ensure that there are no other suspect objects. Be aware of secondary entrapment devices.

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3.06 Response to an Earthquake

- 3.06.01 Drop, Cover and Hold. Do not leave the building during an earthquake due to falling masonry and glass. Instead, take refuge under a desk or table or stand within a doorframe. After the quake, evacuate to the normal fire evacuation assembly areas. Be aware of hazards such as fallen live electrical wires or ruptured gas lines. Supervisors should take an accounting of their staff. Do not enter a structurally damaged building until instructed to do so by appropriate personnel. Be mindful of the possibility of after shocks.
- 3.06.02 Following an earthquake, many employees will want to check into the welfare of their homes and loved ones. If practical, employees must notify supervisors and obtain permission to leave work to tend to family needs. Once family needs have been met, employees should expect to return to work to meet the needs of the citizens of Tumwater.

3.07 Response to Hazardous Material/Suspicious Package

- 3.07.01 If it is safe to do so, identify the hazardous material/suspicious package for correct response purposes. Dial 911 to report the location and, if known, the identity of the hazardous material released.
- 3.07.02 Evacuate from the affected area. Assist injured or disabled personnel.
- 3.07.03 Proceed to the normal fire evacuation assembly area for your department unless that area is potentially affected by the hazardous material/suspicious package.
- 3.07.04 Do not allow any person to re-enter an area affected by hazardous material/suspicious package.
- 3.07.05 Do not allow any person to eat or smoke until decontamination has taken place.

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3.08 Response to an Explosion

- 3.08.01 Call 911.
- 3.08.02 Assess the situation. Be wary of fallen live wires, spilt flammable/corrosive liquids, the release of hazardous materials or flammable or toxic gases.
- 3.08.03 Send someone to meet the emergency services.
- 3.08.04 Commence an immediate evacuation of people from the explosion-affected area.
- 3.08.05 Rescue and evacuate injured personnel. Conduct a cursory search for trapped victims. Do not enter a building or allow anyone else to enter a building unless it is safe to do so.
- 3.08.06 Provide first aid to the injured (to level of expertise).
- 3.08.07 Fight any small fires that may have been lit as a result of the explosion, but only if it is safe to do so and you are trained to do so.
- 3.08.08 Cordon off the damaged/danger area and keep onlookers and media away.
- 3.08.09 Assist the emergency services personnel upon their arrival.

3.09 Response to a Medical Emergency

- 3.09.01 Quickly check the situation for danger and assess the person's condition.
- 3.09.02 If you assess a situation as life threatening or if there is any doubt, call 911 or send someone to call 911.
- 3.09.03 Alert people nearby and enlist their aid.

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3.09 Response to a Medical Emergency

3.09.04 If you are not first aid trained, send someone to find a first aid trained employee.

3.09.05 Administer first aid up to the level of your training.

3.10 Response to Civil Unrest

3.10.01 If you become aware of a civil disorder, protest or demonstration occurring inside or in the vicinity of the building, notify your supervisor or a member of the management team.

3.10.02 Call 911 if appropriate.

3.10.03 Attempt to restrict access to the building or confine the disaffected group to a specific area by locking doors, as appropriate.

3.10.04 Depending on the event, secure records and other valuable property (if it is safe to do so).

3.10.05 Withdraw staff from contact or confrontation with the group.

3.10.06 Remain calm and do not antagonize the group.

3.11 Response to Public Health Emergency

The City's Emergency Disaster Plan provides detailed guidance for handling a pandemic disease event and should be consulted by all employees when such an event is declared.

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3.11 Response to Public Health Emergency

There are preventative measures that could be required to protect staff and/or the public in response to a pandemic health event such as a flu epidemic or similar communicable disease. The severity, stage and scope of the pandemic or outbreak will dictate which measures will be implemented and which individual employees may be affected. Additionally, some City employees perform essential public safety, health and administrative tasks that cannot be significantly modified. When the Mayor or his/her designee determines that a health emergency exists, any or all of the following measures may be taken. Actions will remain in effect unless or until they are repealed by the Mayor or his/her designee.

Social Distancing Measures: Exposure to disease may be managed by requiring employees to go home or to wear masks if they must be at work. Employees may be dispersed or rescheduled to create greater physical distance between them. In making the decision about whether an employee will be allowed at the workplace, the City will consider whether the employee can work without being in close contact with others, whether the employee has household members who are ill and whether the employee can work effectively at home or on a modified schedule. In some situations, it could be necessary to medically screen employees before they start work to determine whether they are cleared for working on City premises.

Under this policy, when employees are ill because of the pandemic, they will use their sick leave per City policy. Employees who are not ill but who are not allowed to work either on the City premises or at home due to the pandemic, will be paid and will not be required to use their vacation or sick leave.

Vaccination: Under some circumstances, when directed by the appropriate state, local and / or national officials, mandatory vaccination of employees may be required by the City. In this event, only employees with proof of vaccination will be allowed to work on City premises.

Employees who refuse to be vaccinated and, as a result, cannot work, will have their leave status determined by the City on a case by case basis.

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3.12 Disruptions to Work Resulting from Weather Conditions, Emergencies, or Natural or Manmade Disasters

3.12.01 Responsibility: The City of Tumwater has a duty to protect the health and safety of its citizens and to restore public infrastructure as quickly as possible during an emergency or disaster. Therefore, it is crucial that employees report to work during these events. The City is also concerned about the safety and well being of employees and needs employees to be ready and able to perform City work, thus, all employees should tend to their personal needs and the needs of their family then report to work.

3.12.02 Reporting to work: Department Managers will establish a staffing plan and work schedule for essential functions during an emergency or disaster. Employees will normally be told in advance whether they will be needed for essential functions and whether their normal schedule could be temporarily changed.

Employees who are designated as essential should make every effort to get to the work site as planned. Employees who are unable to get to work must notify the designated department contact as soon as possible. The supervisor may allow eligible employees to work from home or other locations.

3.12.03 Closing City facilities: Some conditions caused by weather conditions, disaster or emergency may require the City to close some or all of its facilities for either short periods of time or for longer periods. During these times the City will notify employees of closures in the following ways:

- Closure messages will be broadcast on the City's emergency broadcast station which is KGY radio – 1240 AM / 96.9 – FM.
- Information will be placed on the City of Tumwater 24 hour recorded emergency message line at: 360-754- 4214.
- Information will be posted on the City's website: www.ci.tumwater.wa.us

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3.13 Incident Debriefing

- 3.13.01 Some people can be emotionally disturbed about remaining at work after any of these situations. Supervisors may allow sick leave or vacation time to be taken by people who are affected in that way. Supervisors need to anticipate continuing operations with limited staff.
- 3.13.02 You can expect communications with the “outside world” to be difficult after a number of the events addressed in this policy. You can also expect the “outside world” to be attempting to contact City staff. Employees are encouraged to limit the use of City communication devices to essential City services during and immediately after any incident. Employees are also encouraged to have their own family emergency plan, including an out-of-state contact, so that family concerns may be less stressful.
- 3.13.03 The services of the City’s Employee Assistance Program should be called upon when appropriate. Services are available to individual employees and their families, supervisors, and even on a group basis.
- 3.13.04 After any incident similar to those mentioned in this policy, the management team and appropriate personnel will evaluate the actions taken by the employee(s) and will use the lessons learned to reinforce, revise and/or retrain on emergency procedures as needed.
- 3.13.05 The City’s Central Safety Committee will get involved in the evaluation, as appropriate, and will, at a minimum, receive a report about any lessons learned from the incident.

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SECTION 4
EMPLOYEE RECOGNITION

- 4.01 Purpose
- 4.02 Definition
- 4.03 Policy

4.01 Purpose

To establish procedures and guidelines under which City funds can be utilized for the purpose of employee recognition.

4.02 Definition

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

4.03 Policy

4.03.01 The City of Tumwater or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of employee recognition.

4.03.02 The expenditure of funds for a token of appreciation, prize plaque, award or similar item is limited to no more than \$125 total per employee per year and the number of awards given must be limited to no more than ten percent of the total number of employees within the department or work unit. Beginning in 2004, this amount will be adjusted annually using the COLA given to non-represented regular-status City employees. The Administrative Services Department will be responsible for calculating the annual expenditure limit.

4.03.03 The expenditure of funds for recognition of longevity of employment and/or retirement shall be limited to the amount in 4.03.02 plus \$2 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.

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SECTION 4
EMPLOYEE RECOGNITION

4.03 Policy

- 4.03.04 In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.
- 4.03.05 The expenditure of funds for meals related to an employee recognition event must be authorized by the City Administrator in advance and may not exceed the per employee cost of meals covered under the City of Tumwater Travel Policy governing travel status meals.
- 4.03.06 The City Administrator must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- 4.03.07 Employee recognition events, contests or award programs are subject to the following requirements:
- a. The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
 - b. A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and
 - c. The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.

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SECTION 5
INFORMATION TECHNOLOGY USE

- 5.01 Purpose
- 5.02 Definitions
- 5.03 Policy
- 5.04 Prohibited and Inappropriate Use
- 5.05 Permitted Personal Use
- 5.06 Use and Privacy Caution
- 5.07 Information Technology Security Protocols and Oversight

5.01 Purpose

The purpose of this policy is to implement guidelines for the use of the City's information technology. This policy sets forth telephone, voice mail, computer, and computer-related network resource restrictions. All City communications, both internal and external, should reflect the City's commitment to quality service and the highest degree of professionalism.

5.02 Definitions

- 5.02.01 “*ER&R Management:*” the Equipment Rental and Replacement program of the City, under the management of the Finance Department.
- 5.02.02 “*Hardware:*” the mechanical devices that comprise a computer system, such as the central processing unit, monitor, keyboard, and mouse, as well as other related equipment like printers and speakers. For purposes of this policy, the definition of "hardware" shall also include the operating system software such as Windows.
- 5.02.03 “*Information Technology Division:*” a division of the Administrative Services Department that services all information technology that is in the ER&R program.

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SECTION 5
INFORMATION TECHNOLOGY USE

5.02 Definitions

5.02.04 “*Information technology:*” all desktop and laptop computers, local area networks (LANs), routers, operating systems, data and application software, the internet, e-mail and on-line information services, copy machines (digital imagers), FAX machines, network printers, cabling, wireless antennas, City-owned conduit, fiber, and other networking resources. It includes any information in digital electronic format. It includes all land-line telephones, City-owned cellular phones, pagers, two-way radio phones, telephone systems, including the connectivity wiring, and the voice mail system. It also includes all two-way radios and radio base stations, and intercom systems.

5.02.05 “*Software:*” a computer application other than an operating system that provides specific functionality, such as spreadsheet or word processing programs. Operating system software such as Windows is considered “hardware” under this policy.

5.03 Policy

5.03.01 Information technology resources are made available to City officials, staff and qualified volunteers. These resources are provided in order to improve communications and information exchange within and from without the City, other local, state and federal officials, professional and business associates, and to provide information and research resources. Information technology resources are intended for official City business purposes. Prohibited uses are set forth in Section 5.04. The exception to prohibited uses are those permissible personal uses set forth in Section 5.05.

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SECTION 5
INFORMATION TECHNOLOGY USE

5.03 Policy

5.03.02 The Department Managers reserve the right to review their employee's information technology use to determine whether the use of the resources is appropriate and conforms to this policy. If an employee is not complying with this policy, the Department Manager has the choice to remove the employee's access to the information services resources or to proceed with other disciplinary action, up to, and including, termination. The City Administrator reserves the right to review the use of information technology resources by Department Managers to determine whether their use is appropriate and conforms to this policy.

5.03.03 All software installations must be approved prior to acquisition by the Information Technology Division of the Administrative Services Department. This includes programs such as screen savers, computer games, weather services or news updates. This is to avoid system conflicts, anticipate necessary upgrades to hardware, etc.

5.03.04 The Information Technology Division only supports hardware, software, and telephones that are in the ER&R program.

5.03.05 Employees are responsible to establish and maintain passwords consistent with City requirements. User accounts and passwords must be unique to each employee and kept confidential.

5.04 Prohibited and Inappropriate Use

5.04.01 Information technology resources are intended for the conduct of City business. Exceptions to prohibited and inappropriate uses are those permissible uses set forth in Section 5.05. Examples of prohibited and inappropriate use include but are not limited to:

- A. Seeking to gain or gaining information for criminal purposes. Seeking access to City passwords belonging to others.

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SECTION 5
INFORMATION TECHNOLOGY USE

5.04 Prohibited and Inappropriate Use

- B. Unauthorized attempts to break (“hack”) into any computer or voicemail system whether of the City or another organization.
- C. Using information technology resources or knowingly allowing another to use the resources to advertise or promote a personal business, for commercial product advertisement, for promotion or distribution of information about non-City affiliated organizations when such organizations are unrelated to any activity or professional organization that is necessary for or adjunct to the employee’s job or professional certification, or for religious purposes.
- D. Using an information technology resource to assist a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except as set forth in RCW 42.17.130.
- E. Processing, distributing, transmitting, or displaying inappropriate stored electronic media such as obscene, libelous or defamatory materials. This includes downloading, transmission and possession of pornographic, profane or sexually explicit materials.

Activities of the police department related to criminal investigations, or authorized personnel investigations by a Department Manager, would not constitute a prohibited or inappropriate use.
- F. Sending messages that constitute criminal activity, including but not limited to threatening or harassing messages.
- G. Sending or posting confidential materials outside of the City, or posting City confidential materials inside the City to non-authorized personnel.

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SECTION 5
INFORMATION TECHNOLOGY USE

5.04 Prohibited and Inappropriate Use

- H. Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.
- I. Utilizing City information resources in a manner that potentially reduces the internet bandwidth available for City business such as streaming media for non-work purposes.
- J. Installing unauthorized software such as games, internet based services or other personal software on City owned equipment.
- K. Accessing online gambling websites in order to gamble.

5.05 Permitted Personal Use

5.05.01 Limited use of information technology is permitted subject to the following limitations:

- A. Such use shall be reasonable, as determined by management, and shall not occur during regularly scheduled employee work hours but is permitted before and after work hours and during scheduled work breaks. Exempt employees that do not have a regular schedule are allowed reasonable use of information technology resources.
- B. Such use is permitted only to the extent that the City does not incur user charges. Personal long distance calls, except for those necessitated by unanticipated overtime, shall be billed directly to the employee's home phone.
- C. Personal use remains subject to the "prohibited and inappropriate use" policies set forth in Section 5.04.

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INFORMATION TECHNOLOGY USE

5.05 Permitted Personal Use

- D. The City provides an electronic bulletin board to employees for their personal use. The bulletin board may be used to sell personal items, post announcements, and for other uses that would not fall within the definition of a prohibited or inappropriate use as set forth in Section 5.04.

5.06 Use and Privacy Caution

5.06.01 Information technology users are advised that almost any communication on publicly owned equipment is a public record subject to disclosure under Washington state law. Users should be aware that any information technology resource, whether networked or stand alone, may be accessible to other users. The City does not guarantee the privacy or confidentiality of e-mail or voice mail communications, whether internal or external. Never assume that e-mail or voice mail can be read/heard by no one except yourself; others may be able to read or access these communications. Users should assume that any communication, whether deleted or unsaved, may be retrieved. This can include copies of documents that were produced on a City copy machine (digital imager) and saved in the memory of the copy machine. All users should compose communications with the expectation that they could be made public.

5.06.02 For personal safety and the safety of others, exercise caution when communicating with others. It is inadvisable to give out your home phone number, your address or credit card numbers whether on the internet or on email.

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INFORMATION TECHNOLOGY USE

5.06 Use and Privacy Caution

- 5.06.03 The following guidelines are established for sending and receiving electronic mail:
- A. If you feel uncomfortable about the receipt of any particular e-mail, please discuss it with your supervisor.
 - B. Do not send angry messages. Take a minute before you enter an e-mail message. Be careful about the words you use and how you say them. Remember that messages can be printed or forwarded.
 - C. Be careful when sending replies; make sure that mail is addressed to the individual or group you want to receive it.
 - D. E-mail is best for short messages. A message that takes only one screen is more likely to be read. Also, mail takes up space. Learn to use the archive system if you want to save messages; otherwise, delete them.

5.07 Information Technology Security Protocols and Oversight

- 5.07.01 A virus checker will be running on all computers that are connected to the Internet, in order to check downloaded files, e-mail, and attachments for embedded viruses.
- 5.07.02 The Information Technology Division does the routine system administration of all telephone, computers, networks and servers. This review includes system administration oversight including daily monitoring of Internet usage by employees according to the policy. All violations discovered through such monitoring shall be reported to the appropriate Department Manager and other necessary City staff. Appropriate action will follow, according to this and other relevant City policies.

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SECTION 6
SAFETY REQUIREMENTS

- 6.01 Purpose
- 6.02 References
- 6.03 Policy
- 6.04 First Aid Response Plan
- 6.05 Evacuation Policy for City Hall
- 6.06 Hearing Conservation
- 6.07 Hazard Communication
- 6.08 Heat-Related Illness
- 6.09 Fatality, Probable Fatality or Other Serious Accident Reporting

6.01 Purpose

- 6.01.01 To establish a policy for the promotion and maintenance of a safe and healthy workplace.
- 6.01.02 To establish guidelines to notify employees of their responsibilities in meeting safety requirements set forth by law.
- 6.01.03 To provide plans and guidance on specific safety concerns as mandated by state and federal law.
- 6.01.04 Establish the evacuation plan for City Hall in the event of a fire, natural disaster, and/or equipment failure.

6.02 References

WAC 296-24-020, WAC 296-24-025, WAC 296-24-061, and WAC 296-62 Part K

6.03 Policy

It is the policy of the City of Tumwater to achieve the greatest practical degree of freedom from accidents and to ensure that its employees are provided safe and healthful working conditions free from recognized hazards.

The City is vitally concerned with the safety and well-being of its employees and the public that they serve. It is the responsibility of all employees to share this concern and support the City's efforts to provide a safe and healthful environment.

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6.03 Policy

Therefore, it shall be the responsibility of every employee to observe the safety precautions and regulations identified for each job situation at all times. Responsibility is further outlined below.

6.03.01 Management: To have thorough knowledge of the regulations applicable to the positions for which he/she has responsibility. To provide the necessary safety equipment and training to employees and ensure that safety regulations are followed. To ensure the corrections of all unsafe conditions observed or reported.

6.03.02 Field or First-Line Supervisor: To have complete knowledge of the safety regulations applicable to the positions he/she supervises. To teach these regulations to employees. To ensure that employees know how and when to use safety equipment. To ensure that regulations are followed and safety equipment is used. To ensure safety violations/deficiencies are immediately corrected or reported upon knowledge of same.

6.03.03 Employee: To learn the safety regulations applicable to his/her job. To use safety equipment and/or personal protective equipment as set forth by regulations at all times and at the direction of the supervisor. To report safety violations/deficiencies upon observation/occurrences.

6.03.04 Failure to comply with the responsibilities set forth above shall be grounds for disciplinary action up to and including discharge.

6.04 First Aid Response Plan

This plan ensures quick and effective first aid for all employees of the City of Tumwater, in case an injury or acute illness occurs on the job.

6.04.01 Affected Employees: This plan applies to all employees of the City of Tumwater, at all work locations, except for employees in workplaces covered by:

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Construction Standards, 296-155 WAC
Fire Fighters, 296-305 WAC

Individual departments should determine if this policy meets their first aid needs. Any Department Manager may elect to enhance this policy or implement and manage a policy that specifically meets the needs of their department.

6.04.02 Serious Injury: In the event of a serious injury or illness to a City of Tumwater employee, emergency medical personnel should be summoned immediately, by calling 911.

6.04.03 Minor Injury: In the event of a minor injury or illness to a City of Tumwater employee, the following steps will be taken:

- 1) If the injured employee is able to care for himself/herself, the employee should administer first aid at the first aid station.
- 2) If the employee is unable to care for himself/herself, the employee should seek the assistance of another available employee who is able and willing to assist. First aid should be administered at the scene of the incident using the portable first aid kit and/or at the first aid station.
- 3) If additional first aid assistance is needed, emergency medical assistance should be summoned immediately.

6.04.04 Summoning Emergency Personnel: Use the 911 emergency system to call for emergency personnel. When calling from a hard wired City telephone, you must dial 911. These emergency numbers are posted on all safety bulletin boards and are on the back cover of the City's Safety Handbook which is issued to all City employees.

6.04.05 First Aid Supplies and Station:

Locations of first aid kits for City facilities can be found in Appendix A.

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6.04 First Aid Response Plan

- 6.04.06 Contents of the First Aid Kits: A list of contents for each first aid kit will be attached to the outside or inside cover of the kit.
- 6.04.07 Inspection and Maintenance of First Aid Kits: Each department will be responsible for maintaining their own kits. The Parks Division of the Parks and Recreation Department will be responsible for contracting with a vendor to provide frequent and regular inspection and maintenance of the supplies in the first aid kits located in the staff break room at City Hall, downstairs kitchen area in Public Works area of City Hall, City Hall Training Room, Police Department, and Parks Building.
- 6.04.08 Plan Management: This plan will be reviewed, maintained, and managed by the Administrative Services Department. Individual departments will be responsible for maintaining their own records of first aid training, if necessary. Documentation of first aid training may consist of training rosters, first-aid cards or certificates.
- 6.04.09 Plan Communication: A copy of this plan will be routed to all employees of the City of Tumwater. All new employees affected by this plan will review this plan during their departmental safety orientation. A copy of this plan shall be kept in each affected department.
- 6.04.10 History and Sources of Injury: In City of Tumwater workplaces affected by this plan, the most common types of injuries historically include minor cuts, abrasions, punctures and muscle strains.
- 6.04.11 Possible Hazardous Exposures: For employees affected by this plan, exposures to hazards are generally limited to office equipment and chemicals used in cleaning, printers, and copiers. Uniformed police department personnel may have additional hazardous exposures during the course of performing their regular duties. The contents of the first aid kits will reflect the first aid needs of these exposures.

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6.04.12 Accessibility of First-Aid Trained Personnel: By properly utilizing the 911 emergency communication system and given the proximity of City of Tumwater facilities to professional emergency personnel, response times generally would be anticipated to be under 5 minutes.

In addition, Debbie Lund, Human Resources Program Manager, will be the City's first-aid trained employee.

6.04.13 First Aid Training: Any first aid training offered to employees of the City of Tumwater affected by this plan will include, at a minimum, the core elements as listed in the Labor and Industries standard. Employees under this plan do not have any additional first aid training needs.

6.04.14 Plan Creation/Revision/Review Information: The master list of this plan review is kept in the Safety Coordinator's Office.

6.05 Evacuation Policy for City Hall

6.05.01 Employees should plan ahead

- 1) Be familiar with work areas and the nearest exits. During an emergency, employees may have to find their way out in the dark.
- 2) Learn location of alternate exits from all work areas.
- 3) Know the location of the nearest fire alarm and learn how to use it.
- 4) Post emergency phone number 9-1-1 at all phones. *Do not call the fire department directly. They may not be in the station when you call.*
- 5) Be sure someone in authority knows about any disability that could delay an escape and make plans for a safe evacuation.

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6.05 Evacuation Policy for City Hall

6.05.02 The Building may need to be evacuated for:

- 1) Fire
- 2) Natural Disaster: earthquake, windstorm, snow storm
- 3) Equipment Failure: mechanical equipment may be inoperative which may necessitate closure of the building

6.05.03 Fire Procedure:

- 1) The building is equipped with a fire alarm and sprinkler system. The systems are designed to detect and confine a fire in the early stages of the incident. If a fire is witnessed you should
 - a. Activate the alarm system to start building evacuation, no matter how small the fire appears to be.
 - b. Leave the area quickly.
 - c. Go to a safe area and use the phone to call 911. Inform the emergency operator of the situation and leave the premises.
- 2) Heat and smoke rise, leaving the cleaner air near the floor. If you must escape through an area with smoke, crawl low on your hands and knees, keeping your head 12 to 24 inches above the floor.
- 3) Test doors before you open them. Kneeling or crouching at the door, reach up and feel the door with the back of your hand. If the door is hot, use another escape plan. If the door is cool, open it slowly.

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- 4) Once outside, move away from the building, out of the way of the firefighters. Remain outside until employees are told that the building is safe for return.

6.05.04 Portable Fire Extinguisher

- 1) Portable fire extinguishers are appropriate only for small confined fires, such as in a wastebasket.
- 2) **DO NOT FIGHT A FIRE IF YOU HAVE NOT READ THE EXTINGUISHER INSTRUCTIONS, OR IF THE FIRE IS SPREADING BEYOND YOUR CONTROL.**
- 3) **IF YOU USE AN EXTINGUISHER, MAKE SURE YOU HAVE AN ESCAPE ROUTE AT ALL TIMES.**
- 4) Always call 911 first. Never attempt to fight even a small fire until everybody in the area has left. Do not fight the fire if you do not understand how to use an extinguisher.

6.06 Hearing Conservation

Long term exposures to excessive noise leads to permanent, irreparable hearing loss. Many individuals who live and work in noise are reluctant to recognize it as a serious threat or to accept and use personal hearing protection. Noise-induced hearing loss occurs slowly over months or years making it difficult to convince those at risk to guard their sense of hearing. The purpose of the Hearing Conservation Program is to prevent job-related, noise induced, hearing loss in City of Tumwater employees.

6.06.01 The City's hearing conservation program will include noise monitoring, noise controls, testing, training and hearing protection for employees.

6.06.02 All monitoring, controls, testing and hearing protection will be in accordance with the Department of Labor and Industries' hearing conservation standard.

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6.06 Hearing Conservation

6.06.03 All employees affected by the hearing conservation program will participate in annual training related to hearing conservation. Information provided in the training program shall be updated to be consistent with the changes in protective equipment and work processes. The information covered in this training will include:

- the effects of noise on hearing
- the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types
- instructions on selection, fitting, use and care of hearing protectors
- the purpose of audiometric testing

6.07 Hazard Communication

In order to protect employees from hazardous exposures to chemical materials and to comply with the Washington Occupational Health Standard, Hazard Communication, this written Hazard Communication Program has been established for the City of Tumwater, Washington.

The purpose of the hazard communication program is to ensure that the employees of the City of Tumwater are knowledgeable about the hazardous materials in use. It is the intent of the City to protect our employees, our facilities, the environment, and the community from the hazardous effects of the materials in use. In order to achieve this purpose, the following procedures must be rigidly enforced at all levels of people working for the City. Department Managers are accountable for enforcing these procedures in their respective departments.

6.07.01 Policy: No new chemical will be introduced until its Material Safety Data Sheet (MSDS) is received, reviewed, distributed, necessary precautions are in place, and all appropriate employees are trained as necessary.

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No employee is to begin any work without knowledge of the safe use of all chemicals with which he/she shall be working or could be exposed to in the event of a foreseeable emergency. This written program will be available for review by any interested employee.

6.07.02 Container Labeling:

- A. Each Department Manager or designee will verify that every container of hazardous chemicals entering and used in their work area, including all bulk containers received for use (Primary Shipping Containers) meet the following criteria.
- 1) Containers will be clearly labeled as to the contents:
 - a. The product name must exactly match the name on the Material Safety Data Sheet (MSDS)
 - b. The label will list/explain the appropriate physical and health hazard warnings for the chemical(s) product(s)
 - c. The name and address of the manufacturer is also on the container's label
 - 2) Existing labels on incoming containers are not to be removed nor defaced unless the container is immediately marked with the required information
 - 3) Labels are legible, in English, and prominently displayed on the container

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- B. Each Department Manager or designee will verify (within his/her respective work areas) that all secondary containers (other containers to which the chemical is transferred from its original shipping container, or primary container, to be used in the work area) are labeled with the information indicated below.
- 1) The chemical name
 - 2) An HMIS/NFPA hazard warning diamond or box, listing the ratings for Health, Fire, and Reactivity, as well as the Chemical Hazard Categories.
 - a. Alternatively, a copy of the label from the original shipping container may be used
 - 3) Employees are not required to label portable containers into which materials are transferred from labeled containers IF all of the material is used immediately (by the end of their shift) and the container will only be accessible to the employee who performs the transfer.
- C. No container will be released for use in any work area until the above data is verified.

6.07.03 Material Safety Data Sheets (MSDS's)

MSDS books will be kept with this written Hazard Communication Program in the following locations:

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Department/Division	MSDS Book location
Executive/City Attorney's Office	Office between City Administrator and Mayor
Finance	Bookshelf near Admin. Assistant
Administrative Services	Human Resources Program Mgr's office
Community Development	Administration Area
Police	In stairwell near safety board
Fire	Assistant Chief's office, T-1 watch office and T-2 watch office
Parks and Recreation (City Hall)	Secretary's Bookshelf
Public Works – Engineering	Engineering Files
Public Works – Operations	Master copy at Secretary's desk. Section leads and skilled workers have a copy of their respective MSDS in their offices and/or vehicles as necessary.
Old Town Center	Kitchen downstairs
Parks Building	Parks Maintenance Supervisor's office
Golf Course	In the maintenance lunch room under the time clock.

- A. With respect to their own departments, the Department Manager or designee is responsible for:
1. Including a notice requesting the MSDS on all new purchase orders, and informing vendors that payment will not be forwarded until the MSDS is received.
 2. Collecting MSDS's from vendors, suppliers, and contractors. This must be done when a purchase is made of a known or potentially hazardous chemical or product, or when work is contracted that will involve hazardous materials.

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3. Inserting a copy of the MSDS into that department's or division's MSDS book and updating the department's or division's chemical inventory list.
4. Ensuring that the MSDS books are accessible to all employees, at all times (24 hours/day, seven days per week), upon request, for review of information and/or MSDS's with employees. Copies of MSDS's will be made available to employees.
5. Reviewing all MSDS's for adequacy and completeness.
6. Maintaining and updating MSDS's in the MSDS books.
7. Distributing newly received/revised MSDS's.
8. Auditing the MSDS books quarterly to verify that they are complete.
9. Removing all obsolete MSDS's from the MSDS books.
10. Maintaining a complete record of all obsolete (chemicals no longer in use) and revised MSDS's.
11. Requesting revisions to this written Hazard Communication Program as necessary.
12. Revising the Chemical Inventory List (data base) routinely.
13. Providing contractors who will be performing on-site work with the MSDS's for chemicals they may be exposed to while conducting work on City property.

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6.07.04 Employee Orientation and Training

- A. Prior to beginning work, each new employee of the City will be given health and safety orientation, information and training. It will be the responsibility of the Department Manager or designee to ensure that Hazard Communication training is conducted as part of this safety and health orientation and for documenting this training. The Hazard Communication training will consist of the following, as a minimum:
1. An overview of the requirements contained in the Washington Hazard Communications Rules.
 2. Location and availability of the City's written Hazard Communication Program and MSDS's.
 3. How to read labels and MSDS's to obtain appropriate hazard information.
 4. Chemicals they may be exposed to during their work.
 5. Physical and health effects of the hazardous chemicals.
 6. Methods and observation techniques used to determine the presence or release of hazardous chemicals.
 7. How to lessen or prevent exposure to these hazardous chemicals through use of engineering controls, work practices, and personal protective equipment.
 8. Emergency safety procedures to follow if they are exposed to these chemicals.

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- B. Training Documentation. After receiving the appropriate information and training, each employee will sign a form to verify that he/she has received the training, reviewed our written materials, and understands the policies on Hazard Communication. This form will be returned to the Administrative Services Department for placement in the employee's personnel file.

- C. New Chemicals. Prior to any employee working with a new hazardous chemical or whenever new information on an existing hazardous substance is received, each employee who may be exposed to that material will be given the new information and training concerning that chemical, as outlined above, by the Department Manager or designee. He/she must also document this training and maintain the safety training records.

6.07.05 List of Hazardous Chemicals

- A. Each Department Manager or designee maintains a Hazard Communication Departmental Chemical Inventory List for that respective department, which contains a list of all known hazardous chemicals to which that department's employees may be exposed.

- B. A copy of each Departmental Chemical Inventory List will be placed in each copy of that department's MSDS Book, and will be the responsibility of the Department Manager or designee.

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6.07.06 Information Access – Trade Secrets

The Safety Coordinator (Administrative Services Director) or designee shall be responsible for acquiring all information necessary to treat an employee in emergency and non-emergency situations, according to the provisions in the Washington Hazard Communication rules. He/She will also be responsible for ensuring the confidentiality of any information obtained that is provided under the trade secret provisions, and for ensuring that the appropriate information is available to the treating health care professionals.

6.07.07 Hazard Evaluation

The City of Tumwater, in good faith, relies upon the hazard evaluations performed by its suppliers. The City uses this supplied information for the development of its Hazard Communication Program and relies upon this information to communicate hazard information to its employees.

6.07.08 Contractors

In general, contractor employees working on a job site for the city pose a special hazard. They are less familiar with operations than our employees are and are usually here for only a short time. Therefore, their risk tends to be greater. In addition, outside contractors may bring onto City property hazardous chemicals for which employees are untrained and unaware of the hazards. It is important that City employees have a thorough understanding of the hazardous materials they may come into contact with, whether it is in the routine performance of their jobs, or in the event of an emergency.

At the pre-construction conference or other appropriate meeting, the following information will be provided to the City of Tumwater by all outside contractor companies:

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- A. A list of all hazardous chemicals brought by the contractor to which our employees may be exposed while the contractors are on City of Tumwater property. In addition, the City will disclose any of the City's hazardous chemicals to which the contractor employees may be exposed during the course of the on-site work.
- B. Measures the City and the contractor's employees may take to lessen the possibility of exposure.
- C. Steps that the outside contractor company has taken to lessen the risks.
- D. The locations where all MSDS's for hazardous chemicals are kept (MSDS books) for both the contractor and the City.
- E. Procedures to follow if our employees are overexposed.
- F. Before any outside contractor company employees are allowed to report to the work site, the Department Manager or designee shall ensure that the outside contractor company has communicated their safety policies as well as their Hazard Communication Program and MSDS's to City representatives for the City, in turn, to train City employees who will be working in the vicinity of the Contractor, as appropriate.
- G. The City of Tumwater shall coordinate with the outside contractor company's shift manager-in-charge to ensure knowledge of both organizations' safety policies and Hazard Communication Programs.

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- H. It is the responsibility of the Department Manager to notify the Safety Coordinator (Administrative Services Director) if the outside contractor company is bringing any hazardous chemicals to the worksite that may pose a risk to City employees that the City was not informed of in advance.
- I. The outside contractor company employees may be included in training programs for City of Tumwater's personnel when appropriate.

6.07.09 Industrial Hygiene

Access to records, monitoring results, responsibilities, and documentation of all industrial hygiene information will be followed according to the Washington state Division of Occupational Safety and Health (DOSH) Standards. It is the responsibility of the Safety Coordinator (Administrative Services Director) or designee to maintain these records.

6.07.10 Hazardous Non-Routine Tasks

Periodically employees are required to perform hazardous non-routine tasks. These tasks may involve use of chemicals for a longer duration than usual, in a greater quantity than normal, or use of different chemical materials. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the dangers involved while using hazardous chemicals during such activity. This information will include:

- A. Specific chemical hazards,
- B. Protective/safety measures the employee can take, and

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- C. Measures the City of Tumwater has taken to lessen the hazards, including ventilation, personal protective equipment, operating procedures, the presence of another employee, and emergency procedures.

6.07.11 Personal Protective Equipment

Where the need for personal protective equipment is indicated on the MSDS's, the Department Manager or designee shall obtain the appropriate equipment and ensure that employees are trained in the proper use of the equipment. Employees who fail to use prescribed protective equipment may subject themselves to disciplinary action.

6.07.12 Hazard Communication Training Documentation

Certificates of Attendance will be issued to all employees who attend City-wide Hazard Communication training. The original, or a copy, of the certificate will be placed in the employee's personnel file.

6.08 Heat-related Illness

The City of Tumwater recognizes the potential hazards of working outdoors in hot weather, therefore this policy is created for application May 1 to September 30 annually and may be extended before May 1 or after September 30 for unusually high temperatures at the discretion of the City Administrator or his designee. Such conditions can put employees at risk for heat-related illness such as heat exhaustion or heat stroke and such illnesses can cause serious problems, including death.

6.08.01 Procedures to reduce the risks of heat-related illness

- A. Identification and evaluation of temperature, humidity, and other environmental factors associated with heat-related illness

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1. To determine the temperature trigger at which sections 6.08.02 and 6.08.03 of this policy apply, select the type of clothing or PPE (personal protective equipment) each employee is required to wear pursuant to the table below:

Outdoor Temperature Action Levels

All other clothing	89 F
Double-layer woven clothes (e.g., cotton coveralls, jackets, sweatshirts).	77 F
Nonbreathing clothes including vapor barrier clothing or PPE such as chemical resistant suits.	52 F

This table is applicable when an employee is performing work activity outdoors for more than fifteen minutes in any sixty minute period.

“Double-layer woven clothes” means clothing worn in two layers allowing air to reach the skin. For example, coveralls worn on top of regular work clothes.

“Vapor barrier clothing” means clothing that significantly inhibits or completely prevents sweat produced by the body from evaporating into the outside air. Such clothing includes encapsulating suits, various forms of chemical resistant suits used for PPE, and other forms of nonbreathing clothing.

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2. Employees also need to be aware of and are responsible for monitoring other environmental factors such as radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration and personal protective equipment worn by themselves and their co-workers.
3. Employees will monitor all outdoor environments including vehicle cabs, sheds, and tents or other non-permanent structures when the environmental factors are not controlled.
4. Using the table in 6.08.01 A(1) employees will reduce, to the extent feasible, the risks associated with heat-related illness.
 - a. Such methods of prevention may include, but are not limited to, scheduling hardest work earlier in the day, alternating heavy work with light work when possible, taking rest breaks that are adjusted for the environmental factors, frequent consumption of water (one cup every 15 minutes), working in the shade when possible, and any other steps as deemed appropriate by the supervisor.
 - b. Employees are responsible for monitoring their own personal factors for heat-related illness, including ensuring they consume adequate water.

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6.08.02 Availability of drinking water

When conditions identified in 6.08.01 (A) 1 are present, drinking water will be provided by the City and made readily accessible in sufficient quantity to provide at least one quart of potable water per employee per hour. Employees working in these conditions will be given the opportunity to drink at least one quart of water per hour. A workgroup may begin a shift with a smaller quantity of drinking water when effective procedures are in place for replenishment during the shift as needed to allow employees to drink one quart or more per hour.

“Drinking water” means potable water that is suitable to drink. Drinking water packaged as a consumer product and electrolyte-replenishing beverages (i.e. sports drinks) that do not contain caffeine are acceptable.

6.08.03 Responding to employees showing signs of heat-related illness

A. When in doubt, **call 911**.

B. Heat-related illnesses do not always occur in the same way – a person can go from muscle cramps straight to heat stroke quickly and without experiencing any other signs or symptoms. Heat-related illness may progress over several days. The signs and symptoms listed below are not necessarily an accurate method to assess a person’s condition since response to heat vary from person to person and day to day. However, one should assume the possibility of a heat-related illness when employees are experiencing any of the signs or symptoms listed below.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Rash	<ul style="list-style-type: none"> ▪ Red blister-like eruptions ▪ Itching (prickly sensation) 	<ul style="list-style-type: none"> ▪ Red blister-like eruptions 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Allow the skin to dry. ▪ Monitor for infection.
Heat Cramps	<ul style="list-style-type: none"> ▪ Painful spasms 	<ul style="list-style-type: none"> ▪ Abnormal body posture - Grasping the affected area 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Drink water or a heavily diluted sports beverage (such as Gatorade). ▪ Seek medical attention if cramping is severe or does not go away.

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Severe Heat-Related Illnesses			
Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion	<ul style="list-style-type: none"> ▪ Weakness ▪ Fatigue Blurred vision ▪ Dizziness Headache 	<ul style="list-style-type: none"> ▪ High pulse rate ▪ Extreme sweating ▪ Pale face ▪ Insecure gait ▪ Normal to slightly elevated temperature ▪ Clammy and moist skin 	<ul style="list-style-type: none"> ▪ Lay the worker down in a cool, shaded area; do not leave them alone. ▪ Loosen and remove heavy clothing that restricts evaporative cooling. ▪ Give cool water to drink, about a cup every 15 minutes. ▪ Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion (continued)			<ul style="list-style-type: none"> ▪ Recovery should be rapid. Call 911 if they do not feel better in a few minutes. ▪ Do not further expose the worker to heat that day. Have them rest and continue to drink cool water.
Heat Stroke	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Chills ▪ Restlessness ▪ Irritability 	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Red face ▪ Hot dry skin (25-50% of cases) ▪ Disorientation ▪ High temperature (≥ 104 F) ▪ Erratic behavior ▪ Shivering ▪ Collapse ▪ Convulsions ▪ Fainting <p style="text-align: center;">Heat stroke may resemble a heart attack.</p>	<p>Get immediate medical help; call 911 for transport to a hospital as quickly as possible.</p> <ul style="list-style-type: none"> ▪ If the person is alert and not feeling nauseous, have them sip cool water. ▪ Move the worker to a cool, shaded area and remove clothing that restricts cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Seconds count - Cool the worker rapidly using whatever methods you have available. For example, <ul style="list-style-type: none"> ○ Immerse the worker in a tub of cool water; ○ Place the worker in a cool shower; ○ Spray the worker with cool water from a garden hose; ○ Sponge the worker with cool water; ○ If the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously.

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6.08 Heat-related Illness

Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Continue cooling until medical help arrives. ▪ If emergency medical help is delayed, call the hospital emergency room for further instructions.

- C. Employees experiencing signs or symptoms of heat-related illness must be relieved from duty and provided with a sufficient means to reduce body temperature. Examples include, but are not limited to, the provision of shaded rest areas, misting stations, or temperature controlled environments such as an air conditioned vehicle.
- D. Employees experiencing signs or symptoms of heat-related illness must be carefully monitored to determine whether it is appropriate to return to work or if medical attention is necessary. **If in doubt, call 911.**

6.08.04 Providing heat-related-illness prevention training

- A. All Department Managers with employees who work outdoors when conditions meet or exceed the temperatures listed in section 6.08.01 (A) 1 are responsible for the proper training of supervisors and employees prior to outdoor work assignments that meet the criteria of 6.08.01 (A) 1 and, at least, annually thereafter.

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SECTION 6
SAFETY REQUIREMENTS

6.08 Heat-related Illness

1. Employee training in the following topics will be provided to all employees who may be exposed to a heat-related illness hazard.
 - a. The environmental factors that contribute to the risk of heat-related illness;
 - b. Awareness of personal factors that may increase susceptibility to heat illness;
 - c. The importance of removing personal protective equipment that increases exposure to heat-related illness hazards during all breaks;
 - d. The importance of frequent consumption of small quantities of water;
 - e. The importance of acclimatization (the body's temporary adaptation to work in the heat that occurs as a person is exposed to it);
 - f. The different types of heat-related illness and the common signs and symptoms of heat-related illness;
 - g. The importance of immediately reporting to the person in charge, symptoms or signs of heat illness in themselves, or in co-workers; and
 - h. The procedures the reporting/responding employee must follow including appropriate emergency response procedures.

2. Supervisor training. Prior to supervising employees working in outdoor environments that meet the criteria list in 6.08.01 (A) 1, supervisors will have training on the following topics.
 - a. The information required to be provided to employees as listed above;
 - b. The procedures the supervisor is to follow to implement the applicable provisions of this section;

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POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 6
SAFETY REQUIREMENTS

6.08 Heat-related Illness

- c. The procedures the supervisor is to follow when an employee exhibits signs or symptoms consistent with possible heat-related illness, including emergency response procedures; and
- d. Procedures for moving employees to a place where they can be reached by an emergency medical service provider, if necessary.

6.09 Fatality, Probable Fatality or Other Serious Accident Reporting

In the event of an incident that causes 1) the death of an employee, 2) the probable death of an employee, or 3) the admittance to the hospital of an employee, notice is to be provided to the Washington State Department of Labor and Industries within 8 hours of the incident.

- 6.09.01 The highest ranking supervisor working at the time of the incident will be responsible for contacting the Department of Labor and Industries. The contact can be made in person or via telephone at 1-800-4BE SAFE (1-800-423-7233).
- 6.09.02 In the event no supervisor is working, the next employee in charge is responsible for following the proper accident reporting procedures set up within the department.
- 6.09.03 No equipment or machinery will be moved except to rescue injured persons or to prevent further injury until directed to do so by a representative from the Department of Labor and Industries.
- 6.09.04 The supervisor is responsible for conducting the accident investigation in accordance with department policy.
- 6.09.05 After notifying the Department of Labor and Industries, the supervisor will notify the Administrative Services Director for follow-up with the Department of Labor and Industries.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 6
SAFETY REQUIREMENTS

6.09 Fatality, Probable Fatality or Other Serious Accident Reporting

- 6.09.06 If the injured worker admitted to the hospital is also a commercial driver's license holder and the injured worker was the driver in a motor vehicle accident involving a commercial vehicle, the supervisor must also follow the instructions contained in City of Tumwater Personnel Policy 7.06.04 regarding post-accident testing.

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SECTION 6
SAFETY REQUIREMENTS

Appendix A: Location of First Aid Kits

City Hall:

1. The primary first aid cabinet is located in the staff break room on the east wall.
2. A secondary, portable kit is located in the cabinet beneath the sink in the same staff break room.
3. A first aid kit is located in the kitchen area of the Public Works Department.
4. A first aid kit is located in the marked cabinet in the downstairs Training Room.

Police Department: The portable first aid kit is located in the patrol room.

Public Works Building: One first aid kit in the employee lounge, another in the middle of the shop area, both in building #2.

Fire Stations: Contact the office staff for location.

Golf Shop: First aid kit is located in the back room.

Golf Course Maintenance Building: First aid kits are located in the bathroom and the Equipment Repair Technician's shop.

Old Town Center: First aid kits are available in the childcare office, each childcare room, the-center administrator's office, and the kitchen.

City Vehicles: All city pool vehicles are equipped with a first aid kit which is located in the trunk or rear area of the vehicle.

Henderson House Museum: First aid kit is located in the office.

Parks Building: First aid kit is located in the kitchen/break room area.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 7
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

- 7.01 Purpose
- 7.02 References
- 7.03 Policy
- 7.04 Scope
- 7.05 Procedures

7.01 Purpose

To establish as a matter of policy, that the City of Tumwater complies with all pertinent provisions of the Americans with Disabilities Act (ADA).

7.02 References

The Americans with Disabilities Act of 1990 and its implementing federal rules.

7.03 Policy

The City of Tumwater does not discriminate on the basis of disability in employment programs, activities, or services which it operates pursuant to the requirements of the Americans with Disabilities Act of 1990, Public Law 101-336.

7.04 Scope

7.04.01 Employment: The City of Tumwater extends equal employment opportunity in all aspects of hiring and employment to qualified individuals with disabilities as required by the ADA.

7.04.02 City Facilities: The City of Tumwater provides accessibility to city-owned or leased property and facilities which serve the public as required by the ADA.

7.04.03 City Services: The City of Tumwater strives to provide its services and to structure opportunities for participation in government to maximize accessibility for the disabled. With sufficient advance notice, the City will consider and respond to requests for accommodation or assistance to make services and participation accessible as required by the ADA.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 7
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

7.05 Procedures

7.05.01 ADA Coordinator: The City of Tumwater has designated an ADA Coordinator as required by the ADA. Questions, concerns, suggestions or requests related to issues covered by the ADA must be brought to the attention of the ADA Coordinator. The ADA Coordinator can be contacted by writing to: ADA Coordinator, City of Tumwater, 555 Israel Rd. SW, Tumwater, WA 98501; by telephoning 754-4121 between the hours of 8:00 a.m. and 5:00 p.m. on weekdays; or by the use of the Washington State TDD Relay Service. To use the WSTRS TDD service, please dial 1-800-833-6388 or 1-800-TDD-NETT.

7.05.02 Grievance Procedure: Complaints regarding improper denial of rights under the ADA by the City of Tumwater should be submitted as per the following grievance procedure:

- 1) Submit complaints regarding access or discrimination in writing to the ADA Coordinator for resolution. A record of the complaints and action taken will be maintained. A decision by the ADA Coordinator will be rendered within ten (10) working days.
- 2) If the complaint cannot be resolved to your satisfaction by the ADA Coordinator, it will be forwarded to a five (5) member committee composed of a disabled person, three (3) at-large citizens, and a health/medical representative. The committee will be appointed by the Mayor.
- 3) The committee will be charged by the Mayor to establish ground rules or procedures for hearing complaints, requests, or suggestions from disabled persons regarding access to and in the community. Further, the committee will be directed to hear such complaints in public, after adequate public notice, in an unbiased, objective manner, and to make a written decision within 30 days of notification. Proceedings of the committee shall be recorded and maintained.

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SECTION 7
COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

7.05 Procedures

- 4) If the complaint cannot be resolved to your satisfaction by the committee, the complaint will be heard by the Mayor or their designee. A determination must be made within thirty (30) days. The decision of the Mayor or their designee is final.
- 5) A record of action taken on each request or complaint must be maintained as a part of the records or minutes at each level of the grievance process.
- 6) Your right to a prompt and equitable resolution of the complaint must not be impaired by your pursuit of other remedies, such as the filing of a complaint with the Department of Justice or other appropriate federal agency, or the filing of a suite in state or federal court. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 8
VEHICLE USAGE

- 8.01 Purpose
- 8.02 Reference
- 8.03 Policy
- 8.04 Procedures

8.01 Purpose

It is the policy of the City to provide vehicles for business use, to allow employees to drive on city business, and to reimburse employees for business use of personal vehicles according to the policy.

8.02 Reference

The term “vehicle” as used in this policy includes, but is not limited to, cars, trucks, backhoes, front and end loaders, graders, and any other motorized equipment.

8.03 Policy

City-owned or leased vehicles shall be used exclusively for the conduct of municipal business.

8.04 Procedures

8.04.01 Employees may not drive any vehicles for city business, without prior approval of their supervisor. Periodically, before approving a driver, each supervisor should check the employee’s driving record, with the employee’s consent, and verify the existence of a valid driver’s license. Employees approved to drive on city business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.

8.04.02 Unless otherwise authorized by the city, only employees and/or qualified volunteers holding valid Washington state Driver’s License and/or commercial vehicle endorsement, if applicable will be allowed to operate city vehicles.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 8
VEHICLE USAGE

8.04 Procedures

- 8.04.03 Passengers will be transported in city vehicles only to the extent that their conveyance is directly related to official business. No “civilians” shall be transported other than the appropriate medical response/transport vehicles.
- 8.04.04 If possible, city vehicles will be regularly assigned to those departments, which have a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.
- 8.04.05 Some city departments may assign city vehicles to individual staff. In doing so each individual department must maintain departmental procedures for the operation of these assignments. All such departments must be cognizant to the IRS ruling that deals with commuting mileage that may be subject to withholding, and may further need to work cooperatively with the Finance Department to fulfill these obligations.
- 8.04.06 Employees who drive a vehicle on city business must, in addition to meeting the approval requirements of their supervisor, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.
- 8.04.07 Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for city business must maintain auto liability coverage as required by State law.

CITY OF TUMWATER
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SECTION 8
VEHICLE USAGE

8.04 Procedures

- 8.04.08 Employees must report any accident, theft, or malicious damage involving a city vehicle to their supervisor and the appropriate personnel within the city police department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
- 8.04.09 Employees shall not operate any city vehicle at any time or operate any personal vehicle while eligible for mileage reimbursement and on city business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. The city prohibits operators of vehicles from drinking alcohol, consuming illegal drugs, and taking prescription medications that affect ability to drive, and driving. Smoking inside any City vehicle is prohibited.

CITY OF TUMWATER
POLICY MANUAL – PART 2: OPERATING POLICIES

SECTION 9
ASSETS

- 9.01 Purpose
- 9.02 Reference
- 9.03 Definitions
- 9.04 Policy
- 9.05 Procedures
- 9.06 Transition

9.01 Purpose

It is the policy of the City to maintain accountability over all tangible items to ensure legal and contractual compliance (e.g., items acquired through grant contracts), to protect public safety and avoid potential liability (e.g., police weapons), to compensate for a heightened risk of theft ('walk-away' items), or because they are easily transportable and readily marketable or readily diverted to personal use (e.g., telephones, cameras, other electronic equipment or tools of the trade).

9.02 Reference

Washington State Auditors Office's, *Budgeting and Reporting System* (BARS) Volume 1, Part 3, Chapter 7, and the Government Finance Officer's Association's recommended practices - "*Establishing appropriate capitalization thresholds for tangible capital assets*", and "*The Need for Periodic Inventories of Tangible Capital Assets*".

9.03 Definitions

9.03.01 Assets - All land, buildings, improvements, works of art and historic collections and equipment purchased, donated, or acquired through a grant to the City and with a life expectancy of more than one year.

9.03.02 At-risk – Perceived to be appealing to someone to take because the item is easily removed from the City's possession, readily sold, or kept for personal enjoyment.

CITY OF TUMWATER
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SECTION 9
ASSETS

9.03 Definitions

- 9.03.03 Attractive Assets – Items with a value below the capital asset threshold of \$5,000. Attractive assets may include such items as: electronic devices, including radios, cellular phones, “smartphones” or “Nextel” type phones; computers, laptops and printers not owned by the Equipment Rental Fund; computer peripherals, such as Personal Data Assistants (PDA) or labelmakers; appliances (televisions, video/audio playback or recording equipment), filing systems or cabinets not attached to the building; weapons; rescue equipment; and any other items deemed by the Department Manager to be at-risk. Attractive assets are not to include items that are equipment for the purpose of accomplishing tasks that are very small in nature or of minimal monetary value, like shovels, wrenches, hammers, staplers, etc. In addition, do not include items that are consumed or used up, such as fertilizer, driving range balls, toner cartridges, etc.
- 9.03.04 Capital Assets - Also known as Fixed Assets.
- 9.03.05 Control - Being in charge of, and having the authority to manage the asset. Having the custodial responsibility of the asset that includes, but is not limited to the proper care, keeping, safekeeping and protecting the asset.
- 9.03.06 Fixed Asset - Land of any value, buildings, improvements other than buildings, artwork and historic collections of any value, or any piece of equipment that is purchased or gifted to the City with a value of \$5,000 or more and has a useful life of two or more years from the date of acquisition.

9.04 Policy

It is the policy of the City to control all assets whether fixed, capital, or attractive. The control shall meet the standards of governmental accounting principles, which are recommended by the Washington State Auditor’s Office and further will meet the recommended practices of the Government Finance Officer’s Association.

CITY OF TUMWATER
POLICY MANUAL – PART 2: OPERATING POLICIES

SECTION 9
ASSETS

9.05 Procedures

- 9.05.01 Where practical, all fixed assets and attractive assets that can be labeled shall have an identifying mark stating the fixed asset is the property of the City of Tumwater. Numerically assigned labels will be supplied by the Finance Department for all assets. When labeling is not possible due to the nature of the asset (e.g., weapons), or labeling could hinder the operation of the asset (e.g., lubricants undermining label adhesive), serial numbers or other identifying record must be supplied. When labels cannot be attached to the asset, the label reserved for that asset will be retained by the Finance Department and kept with the record of the asset.
- 9.05.02 All fixed assets or attractive assets will be recorded and tracked in a database(s) managed by the Finance Department.
- 9.05.03 When a fixed asset or attractive asset is relocated to another department, the department relinquishing the item shall inform the Finance Department.
- 9.05.04 Fixed assets and attractive assets cannot be traded, sold, auctioned, gifted, surplus, or junked without authorization from the Finance Department under policies specifying the surplus of property.
- 9.05.05 Annually, each department will receive inventory listings of all fixed assets and attractive assets under their control. At that time each department is to update the inventory listings and return them to the Finance Department. All discrepancies shall be reported and explained. A designee from the Finance Department will be assigned to assist departments in scheduling and reporting.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

- 10.01 Purpose
- 10.02 Reference
- 10.03 Definitions
- 10.04 Policy
- 10.05 Procedures

10.01 Purpose

It is the policy of the City to comply with the state Commute Trip Reduction law and to provide a financial incentive to employees to encourage the use of alternatives other than single occupant vehicles (SOV) for transportation to work.

10.02 Reference

Tumwater Municipal Code 16.34 and RCW 70.94.527.

10.03 Definitions

- 10.03.01 “Carpool” – a motor vehicle occupied by two to six people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle commute trip.
- 10.03.02 “Commute Trip” – trips made from a worker’s home to a worksite for a regularly scheduled work day beginning between 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.
- 10.03.03 “Flex Day” – a day off achieved by compressing the workweek into a shorter week by working longer hours such as four 10-hour days or working 80 hours in nine days.
- 10.03.04 “Non-SOV” – a means of transportation other than that in which the single occupant motor vehicle is the dominant mode. This can include telecommuting but does not include a “flex” day for the purpose of this policy.
- 10.03.05 “Single Occupant Vehicle” – a motor vehicle occupied by one employee for commute purposes, including a motorcycle.
- 10.03.06 “Vanpool” – a vehicle occupied by seven to fifteen people traveling together for their commute trip that results in the elimination of at least one motor vehicle commute trip.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

10.04 Policy

- 10.04.01 A financial incentive shall be established that encourages the use of commute modes other than the single occupant vehicle by employees of the City of Tumwater.
- 10.04.02 Employees become eligible to receive the incentive after choosing a non-SOV commute mode a minimum number of times over a set period of time.

10.05 Procedures

- 10.05.01 Who is eligible for the incentive? All regular-status employees.
- 10.05.02 What is the incentive amount? The amount varies depending upon the frequency of non-SOV commutes to work during a calendar month.
- | | |
|-------------|------|
| 4-6 days: | \$20 |
| 7-8 days: | \$30 |
| 9-10 days: | \$40 |
| 11-12 days: | \$50 |
| 13+ days: | \$60 |
- 10.05.03 How do I sign up for the program?
- a) To participate in the program, you need to complete an enrollment form. An enrollment form can be obtained from the City's Employee Transportation Coordinator (ETC). The ETC must receive the enrollment form before you can be eligible for the incentive program. Retroactive enrollment is not allowed.
 - b) To continue to be eligible for the program, you must have qualified for, and received, a CTR incentive at least one month in any consecutive 12 month period. Before you are removed from the program, you will be notified in writing by the Employee Transportation Coordinator (ETC).
 - c) If you have lost your eligibility for the program due to lack of participation, you can sign up to re-enroll at any time.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

10.05 Procedures

- 10.05.04 How do I file for my incentive?
a) Once enrolled in the program, you will clearly identify the number of times in the month you used a non-SOV commute mode on your timesheet in order to qualify for the incentive. If timesheets are due before the end of the month you must make a reasonable assumption as to which of the days between timesheet deadline and the end of the month will be non-SOV commute days.
- 10.05.05 When do I get paid my incentive money? You will receive your incentive pay in your regular paycheck. Payments you receive under this policy are subject to income and payroll taxes.
- 10.05.06 What types of alternative commute modes qualify? To qualify for the incentive payment you must commute *to work* using a method other than a single occupant vehicle. You must actually report to work the day for which you claim the incentive.
- 10.05.07 I drove an SOV to work but got home via a non-SOV mode, does that count? No, only the trip TO work counts for a qualifying commute for purposes of this policy.
- 10.05.08 I drove an SOV to work, drove home at lunch, and walked or bicycled back to work after lunch, does that count? No, only the first trip to work counts for a qualifying commute for purposes of this policy.
- 10.05.09 Does my “flex” day count as a non-SOV day? Not for purposes of this incentive plan. Nor do vacation, sick, or other days off count. If you are required by your supervisor to work on your flex day, then you can count that day if you use a non-SOV commute mode.
- 10.05.10 I work weekends, do Saturdays and Sundays count? Yes, if you are scheduled and report to work between 6:00 a.m. and 9:00 a.m. on Saturday or Sunday and use a non-SOV mode to commute to work, you can count that trip toward the incentive program. If you are not required by your supervisor to work and choose to work on a day off, that day does not count as a non-SOV day regardless of your commute mode.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

10.05 Procedures

- 10.05.11 I'm going to (or at) a conference/class/training, does that qualify? If you are attending a conference that starts between 6:00 a.m. and 9:00 a.m. on a regularly scheduled work day, your mode of transportation getting to the conference, class, or training will determine if the trip qualifies. If you are traveling by airplane, your mode of getting to the airport will determine if the conference, class or training qualifies. If going by car, the trip only qualifies as a commute if you are traveling to the site from home. If you are staying in a hotel, the mode of transportation you use from the hotel to the event site does not constitute a commute.
- 10.05.12 I have a City vehicle assigned to me that I drive to/from work, do I qualify? Depends, driving your City-assigned vehicle as a single occupant is still a single occupant vehicle. Your ability to transport passengers is subject to the City's Operating Policies, Section 8: vehicle usage.
- 10.05.13 Does taking my child to school/daycare count? To qualify for the program, your trip must be a non-SOV mode. To qualify as a non-SOV commute, at least one other person in the car with you must be at least 16 years of age, and that person needs to be in the car with you for at least 50% of your commute.
- 10.05.14 Does taking my spouse/domestic partner/friend to work count? As long as the commute takes a vehicle trip from the roadway, the identity of the passenger does not matter, but they are subject to the minimum age requirement of 16 in order to be a non-SOV commute.
- 10.05.15 My carpool is with another City of Tumwater employee, who gets the incentive pay? Potentially, both employees. As long as both carpoolers otherwise qualify (50+% of trip, regular-status employee, etc.) both employees can claim the trip as a qualifying carpool commute.
- 10.05.16 My spouse/domestic partner/friend does not have a driver's license or car, does it still count? As long as that person could possess a driver's license or could own a car (regardless of their reasons for not having a driver's license or car), then the commute counts as a non-SOV trip.

CITY OF TUMWATER
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SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

10.05 Procedures

- 10.05.17 I carpooled/vanpooled to work and now I need to leave work due to an emergency, what do I do? The City recognizes that certain emergency situations (illness, family emergency, acts of nature, etc.) will occur. An employee in this situation is encouraged to talk to their supervisor to find out what alternatives there may be for transportation home. If the employee is the driver of the carpool or vanpool, he or she will want to contact the passengers of the vehicle and/or follow pre-arranged protocols. If the employee is a passenger of the carpool or vanpool, another staff member may be able to take the employee home in a personal vehicle. Other options include the bus or a taxi, at the employee's expense. If the City employee is the passenger of a carpool or vanpool that must leave early due to an emergency, the employee may be granted up to one and one-half hour of paid administrative leave, similar to tardiness leave due to inclement weather as provided for in City Personnel Policies, Section 6. Absences beyond one and one-half hour will be as provided for under the City's inclement weather/disruptions of transportation system policy in Personnel Policy Section 6. If such absences or emergency situations become so numerous as to significantly affect the operations of the employee's department, the supervisor reserves the right to handle the issue as an attendance matter as provided for under City Personnel Policies.
- 10.05.18 How many miles must I travel? There is no minimum mileage amount to qualify. However, at least 50% of your trip must have been as a non-SOV to qualify.
- 10.05.19 How are my miles determined? You total miles for purposes of determining your trip percentage pursuant to the preceding paragraph is calculated based on the most reasonable route a prudent person would take.
- 10.05.20 Who verifies that I really had a non-SOV commute? When your supervisor signs your timesheet he/she is verifying that all information on the timesheet is accurate. If someone believes that another individual is receiving an incentive and doesn't qualify for it, they should report the apparent discrepancy to the City's Employee Transportation Coordinator (ETC).

CITY OF TUMWATER
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SECTION 10
COMMUTE TRIP REDUCTION INCENTIVE

10.05 Procedures

- 10.05.21 Disputes/Appeals. The ETC is responsible for investigating claims of misuse of the program. If an employee feels that he/she should be allowed to receive the incentive under this policy and the ETC has determined that the individual does not qualify, the employee may appeal the decision to the Administrative Services Director. The decision of the Administrative Services Director is final.
- 10.05.22 Misuse/Abuse: An employee who is found to be willfully misusing the program and, therefore, falsifying his/her timesheet may be subject to disciplinary action provided for in the City's Personnel Policies, Section 4.
- 10.05.23 How long will this program continue? This program is implemented as a pilot project. It will be evaluated annually for its effects towards helping the City of Tumwater achieve the state's Commute Trip Reduction goals.
- 10.05.24 Severability. The City reserves the right to terminate this program at any time after giving affected employees 30 days advance written notice.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 11
MODIFIED ASSIGNMENT/RETURN TO WORK PROGRAM

- 11.01 Purpose
- 11.02 Reference
- 11.03 Policy
- 11.04 Procedures

11.01 Purpose

The City of Tumwater considers employees its most valuable asset. Therefore, it is the policy of the City to encourage injured workers to return to work following a job-related injury or illness as soon as authorized by their health care provider. In the event an employee cannot return to work without restrictions, the City will make available, within the limitations of this policy, modified work assignments that accommodate the work restrictions ordered by the health care provider. By doing so, we show our commitment to our employees to work together to minimize the human and financial loss associated with employee injury.

11.02 Reference

RCW 51.32.090

11.03 Policy

- 11.03.01 This program is designed to:
- a. assist the recovery process by providing a focus and a goal for return of the injured worker
 - b. benefit employees by allowing resumption of full wages as soon as possible, and
 - c. benefit the City of Tumwater, and its employees, by reducing workers' compensation and retraining costs.

- 11.03.02 The Modified Assignment/Return to Work Program creates a temporary work assignment for an injured individual for a maximum six month period. It is not intended to be a guarantee of permanent continued employment. If at any time during the six month period it is determined that the employee will be unable to perform the essential job functions of his or her job at the conclusion of the six month period, the City will evaluate the employee's situation. Depending upon the outcome of the

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SECTION 11
MODIFIED ASSIGNMENT/RETURN TO WORK PROGRAM

11.03 Policy

evaluation, it is possible that the City may terminate the person's employment. Termination of employment does not preclude provision of worker's compensation benefits as provided by Washington state statutes.

- 11.03.03 Return to work assignments are intended to assist workers who are transitioning back to work after a temporary disability. Any modified assignment will be at the discretion of the City and subject to periodic review. The City has the ability to cease or change the modified assignment at any time within the limitations provided for in this policy. Nothing implies that modified assignment is permanent.
- 11.03.04 Department Managers may offer modified assignment/return to work to a person with an injury or illness not related to work, at their discretion. Department Managers are encouraged to evaluate each situation separately to determine what modified work may be available, the number of modified work requests at the current time and in the near future, and the work restrictions of the individual making the request. Nothing in this policy compels a department to offer this program to an employee injured off the job or with an illness not caused by the job.
- 11.03.05 An injured employee has the right to turn down a modified assignment. However, since the Department of Labor and Industries (L&I) requires an injured worker to actively participate in all return-to-work activities while receiving benefits, the worker's medical and time-loss compensation benefits may be suspended if a modified assignment is declined.
- 11.03.06 An injured worker will be paid his/her regular rate of pay during any modified assignment period. Any benefits applicable to the employee would be paid as if the employee was working his/her regular job.

CITY OF TUMWATER
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SECTION 11
MODIFIED ASSIGNMENT/RETURN TO WORK PROGRAM

11.04 Procedures

- 11.04.01 Provided that work is available, the City will make every reasonable effort to seek modified assignment/return to work opportunities for all employees who are temporarily disabled due to a work-related injury or illness, and to return employees to work as early as medically possible. Return to work opportunities will first be considered within the same job classification in the same department. Return to work opportunities will then be considered in a different job classification in the same department. In the event work opportunities do not exist within the employee's original department, work opportunities in other departments will be pursued.
- 11.04.02 The City is committed to making modified assignment/return to work a priority. The injured employee, the employee's health care professional, the employee's supervisor, the employee's Department Manager and the Administrative Services Department are all responsible for coordinating the modified assignment/return to work program.
- 11.04.03 The success of this program depends upon teamwork, with all members of the team knowing and understanding their respective responsibilities. Department Managers and supervisors are responsible for determining modified work assignment possibilities and determining if the modified assignment is acceptable based on the employee's work restrictions. The Administrative Services Department will coordinate communication efforts between the employee, the health care professional, and L&I. The Administrative Services Department will also assist in exploring modified work assignments if the search for a modified assignment extends beyond the employee's original department.

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SECTION 11
MODIFIED ASSIGNMENT/RETURN TO WORK PROGRAM

11.04 Procedures

- 11.04.04 Employee's Responsibility: Upon release, by a health care professional, to return to work on a light duty/modified assignment, it is the employee's responsibility to submit written documentation of the release, and any accompanying restrictions to his/her supervisor. The employee must participate as an active member of the modified assignment/return to work team to establish a work plan. This work plan will include an expected date that the employee will be able to return to work without restrictions. The employee must continue to work with his/her health care professional to receive periodic updates to the work restrictions and a schedule for transition back to full/regular duties. The employee has a responsibility to accept a modified assignment which meets the limitations specified by the health care professional. In the event of any dispute as to the employee's ability to perform the available work offered by the City, the department of Labor and Industries will make the final determination, in situations involving on-the-job injuries.
- 11.04.05 Supervisor Responsibilities: It is the supervisor's responsibility to determine whether modified assignment/return to work is appropriate and in the best interest of the City. Part of this analysis will include the injured employee's medical limitations as well as the employee's skills and abilities. If a position is available, it is the supervisor's responsibility to provide, in writing, to the health care professional and the injured worker a description, including the physical demands, of the modified assignment for both the health care professional and the employee's written approval. The supervisor will also review the modified assignment every 60 days after the job modification has been approved, or sooner if necessary, for further modification, if needed.

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SECTION 11
MODIFIED ASSIGNMENT/RETURN TO WORK PROGRAM

11.04 Procedures

- 11.04.06 If at any time during the six month period it is determined that the employee will not be able to perform the essential functions of his or her position at the completion of the six month period, the City, through the Administrative Services Department, will evaluate the employee's situation. Depending on the outcome of this evaluation, the City may terminate the person's employment.
- 11.04.07 An employee who attempts to return to work and finds that the injury or illness prevents him/her from continuing the modified assignment should immediately consult with his/her health care professional. In the event the employee is restricted from all work by the health care professional, time-loss payments from L&I could resume.
- 11.04.08 An employee who returns to work on a modified assignment that results in fewer hours worked than normal could still be eligible for some compensation from L&I. Such payments are subject to the regulations that govern time loss and loss of earning power payments.

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POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 12
NON-DISCRIMINATION

- 12.01 Purpose
- 12.02 References
- 12.03 Definitions
- 12.04 Policy
- 12.05 Procedure
- 12.06 Title VI Coordinator

12.01 Purpose

To establish a policy and procedure related to ensuring non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

12.02 References

Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259)

12.03 Definitions

12.03.01 *“Programs or activities”*: Includes all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.

12.04 Policy

The City of Tumwater assures that no person shall on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. In the event the City distributes federal aid funds to a sub-recipient, the City will include Title VI language in all written agreements and will monitor for compliance.

The Administrative Services Director is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

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SECTION 12
NON-DISCRIMINATION

12.05 Procedure

The City will maintain an approved Title VI plan. Due to the size and complexity of the plan, it will be maintained in a separate document and is available by contacting the Title VI Coordinator as identified in 12.06 of this policy.

12.06 Title VI Coordinator

The City of Tumwater's Administrative Services Director will be the Title VI Coordinator in compliance with this policy.

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POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 13
INSURANCE ENROLLMENT

- 13.01 Purpose
- 13.02 Policy
- 13.03 Group Election
- 13.04 Minimum Participation
- 13.05 Management Prerogative

13.01 Purpose

To establish a policy and procedure for non-represented employees related to various insurance enrollment situations thereby establishing criteria for various situations to ensure equitable treatment of employees.

13.02 Policy

There may be times when the City of Tumwater is required to comply with certain underwriting rules of the insurance provider(s) in order to provide and maintain various insurance benefits for City employees. When such underwriting rules require something other than individual election for an insurance program, the City will follow the procedures outlined below to enact the benefit options of the employee. Any underwriting rule will supersede this policy.

13.03 Group Election

13.03.01 Some benefit options are available on a group-by-group basis. The City of Tumwater defines a group by 1) a set of employees covered under a union contract or 2) a set of employees reporting to the same Department Manager. In cases where a minimum group size must be established, smaller departments may be combined to meet the minimum group size.

13.03.02 Group elections can be called for at any time. A vote will be taken regarding the benefit choice(s) and the majority of those votes received will determine the outcome of the election. Only members of the group will be permitted to vote regarding that group's coverage. Elections can occur once per calendar year per benefit option. Changes to the benefit offerings as a result of the vote will occur in a timeframe subject to rules of the benefit provider and the City's cafeteria plan document, if applicable.

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SECTION 13
INSURANCE ENROLLMENT

13.04 Minimum Participation

- 13.04.01 Some benefit options available to City employees are available by individual choice. In such circumstances, it is common for the benefit underwriting rules to require that the plan maintain a minimum level of participation, thus restricting the number of people who “opt-out” of that particular benefit.
- 13.04.02 The Administrative Services Department will calculate the appropriate number of “opt-out” slots for each benefit on November 1st of each year.
- 13.04.03 If a minimum participation threshold is established, the City will determine “opt-out” eligibility based on seniority of regular-status continuous employment with the City. Employees wishing to “opt-out” of a specific benefit must make a written request to the Administrative Services Department. The request must identify which benefit(s) the employee wishes to opt-out of.
- 13.04.04 Annually on November 1st, or the first working day following, the Administrative Services Department will generate an “opt-out” list per benefit based on the seniority of those who have submitted written requests to opt out prior to November 1st.
- 13.04.05 In the event of a tie in seniority, the tie-breaker will be the date on which the written notice of the request to “opt-out” was received by the Administrative Services Department. In the event that a tie remains, a random drawing will be conducted. The results of the drawing will determine how the names are ranked on the eligibility list.
- 13.04.06 Once an employee has been granted the opportunity to “opt-out” of a benefit, the employee maintains that “opt-out” status unless the employee notifies the Administrative Services Department, in writing, of the desire to enroll in that benefit. The employee granted an “opt-out” may need to provide proof of other coverage to the Administrative Services Department upon request. Failure to provide proof of coverage will result in the employee being reinstated to the least expensive insurance program and loss of “opt-out” status. That employee can re-apply for the “opt-out” list with proof of other coverage and subject to the terms of this policy.

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SECTION 13
INSURANCE ENROLLMENT

13.04 Minimum Participation

- 13.04.07 Employees not yet granted an “opt-out” will remain on the seniority list for future “opt-out” slots. An employee on the list does not need to submit any further documentation to remain on the “opt-out” list. An employee should notify the Administrative Services Department, in writing, if the employee wishes to be removed from the “opt-out” list.
- 13.04.08 The Administrative Services Department will notify any newly eligible “opt-out” employee of his/her “opt-out” eligibility by November 15th.
- 13.04.09 The activation date of any new “opt-out” will be January 1 of the year following notification of the employee’s eligibility to “opt-out”.
- 13.04.10 Employees generally may not “opt-out” of an insurance plan unless they have equivalent insurance elsewhere. Policies for “opt-out” eligibility are governed by the insurance plan’s underwriting rules.

13.05 Management Prerogative

Nothing in this policy prohibits the City of Tumwater from pursuing alternative benefit options or benefit providers for City employees. Management reserves the right to change benefit offerings, change benefit providers, and/or change the benefit allowance structure as it deems necessary and prudent to business operations.

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SECTION 14
RESERVED

This section is reserved.

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 15
RESERVED

This section is reserved.

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POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 16
SOCIAL MEDIA USE

- 16.01 Purpose and Policy
- 16.02 Rules and Guidelines for Use of Social Media by City of Tumwater Employees and Departments
- 16.03 Video Posting Standards
- 16.04 City of Tumwater Standards for Using Twitter
- 16.05 City of Tumwater Standards for Using Facebook

16.01 Purpose and Policy

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, City of Tumwater departments may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments where appropriate.

The City of Tumwater has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites. This policy establishes guidelines for the use of social media.

16.02 Rules and Guidelines for Use of Social Media by City of Tumwater Employees and Departments

16.02.01 All City of Tumwater social media sites posted by departments will be subject to approval by the City Administrator prior to activation. Use of new social media not previously approved shall be subject to advance approval by the City Administrator or designee.

16.02.02 The official City of Tumwater websites will remain the City's primary and predominant internet presences. Social media sites can augment this presence as a means of disseminating time-sensitive information as quickly as possible (e.g. updates on emergencies) and as a method to market or promote City events or opportunities to an identifiable, appropriate audience.

When possible, content on social media sites should not be unique to the social media site and will also be available on the City's primary web sites. Content posted on social media sites should contain links directing users to the City of Tumwater's official websites.

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SECTION 16
SOCIAL MEDIA USE

16.02 Rules and Guidelines for Use of Social Media by City of Tumwater Employees and Departments

- 16.02.03 Each department using social media sites will be responsible for the content and upkeep of any social media sites their department may create. To promote consistency and timeliness of information each department shall designate one employee who may post information and maintain the social media site.
- 16.02.04 Social media use shall comply with applicable City policies, the Tumwater Municipal Code and state and federal law. The City of Tumwater's Information Technology Use Policy and its Code of Ethics will govern social media use by City employees and departments. Any exceptions to City policy necessitated by social media formats or needs must be approved by the City Administrator in advance.
- 16.02.05 City of Tumwater social media sites are subject to State of Washington public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request (see the City of Tumwater Twitter, and Facebook standards). Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the City Clerk.
- 16.02.06 Washington state law and relevant City of Tumwater records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools are detailed in the City of Tumwater Twitter and Facebook standards.

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SECTION 16
SOCIAL MEDIA USE

16.02 Rules and Guidelines for Use of Social Media by City of Tumwater Employees and Departments

16.02.07 Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City of Tumwater social media site articles and comments containing any of the following forms of content shall not be allowed:

- 1) Comments not topically related to the particular social medium article being commented upon;
- 2) Comments in support of or opposition to political campaigns or ballot measures;
- 3) Profane language or violent or threatening content;
- 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- 5) Sexual content or links to sexual content;
- 6) Solicitations of commerce;
- 7) Conduct or encouragement of illegal activity;
- 8) Information that may tend to compromise the safety or security of the public or public systems; or
- 9) Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City of Tumwater Twitter and Facebook standards).

16.02.08 The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

16.02.09 The City will approach the use of social media tools as consistently as possible, Citywide.

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SECTION 16
SOCIAL MEDIA USE

16.02 Rules and Guidelines for Use of Social Media by City of Tumwater Employees and Departments

16.02.10 Administration of City of Tumwater social media sites:

- 1) The City Administrator or designee will maintain a list of social media tools which are approved for use by City departments and staff.
- 2) The City webmaster will maintain a list of all City of Tumwater social media sites, including login and password information. Departments will inform the City webmaster of any new social media sites or administrative changes to existing sites.
- 3) The City must be able to immediately edit or remove content from social media sites. All information necessary for this to occur must be provided to the Administrative Services Department.
- 4) For each social media tool approved for use by the City the following documentation will be developed and adopted:
 - (a) Operational and use guidelines
 - (b) Standards and processes for managing accounts on social media sites
 - (c) City and departmental branding standards
 - (d) Enterprise-wide design standards
 - (e) Standards for the administration of social media sites

16.03 Video Posting Standards

- 16.03.01 Purpose: The City of Tumwater provides access to online video because this is the way many residents communicate and obtain information online. Key objectives for video content should meet one or more of the following goals: provide information about City services, showcase City and community events, explore City issues and highlight outstanding individuals and organizations that contribute to Tumwater and the region. The City encourages the use of video content to further the goals of the City and the missions of its departments, where appropriate. These standards should be used in conjunction with the provisions of this Social Media Use Policy.

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SECTION 16
SOCIAL MEDIA USE

16.03 Video Posting Standards

16.03.02 Video Posting Guidelines:

- 1) Department Managers will be responsible for approving the video content.
- 2) Video quality should be comparable to DVD quality.
- 3) Low quality video will be considered only if the audio is clear and the content is compelling and informative.
- 4) All videos will be submitted to the Administrative Services Department.
- 5) The department must have secured rights to stream the video either because it was produced by the department or because permission has been explicitly granted to host and stream the video on City of Tumwater websites.
- 6) Videos streamed from sources other than City of Tumwater networks may not be embedded on City web pages. Links to external videos are permitted, but should only be used when content is not available through the City networks.

16.03.03 The Administrative Services Department responsibilities for Video:

- 1) Administrative Services will be responsible for archiving the video if applicable.
- 2) Administrative Services will provide a video link and code to embed video on a web page.

16.03.04 Submitting Video to the Administrative Services Department

- 1) Video must be in .MOV, MPG, .WMV, .AVI, DVD, Tapes, MiniDV or DV Cam formats
- 2) Submitted video should include: Title and description; video length and requested dates for use, removal and archiving.

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SECTION 16
SOCIAL MEDIA USE

16.03 Video Posting Standards

16.03.05 Submitting Video to External Video Sites

- 1) Videos may be submitted to YouTube, Facebook, BlipTV, other video sites on a case by case basis under the direction of the Administrative Services Department, if there are needs that cannot be met using City of Tumwater resources.
- 2) When using external sites, comment features should be deactivated. All registration with external sites will be done by the Administrative Services Department.
- 3) For purposes of recordkeeping, videos posted on external sites must be copied and kept by the City.

16.04 City of Tumwater Standards for Using Twitter

16.04.01 Purpose: Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, City departments will communicate information directly to their Twitter followers, alerting them to news and directing them to the City's website or television station. These standards should be used in conjunction with the City's Social Media Use Policy.

16.04.02 Guidelines for Use of Twitter

- 1) Any department using Twitter is limited to one account. Access to the account will be subject to the approval of the Department Manager. Usernames and passwords shall be reported to the webmaster.
- 2) The department's Twitter bio will read: (Department name) Comments, list of followers subject to public disclosure (RCW 42.56). If appropriate the following will be added: This site is not monitored. Call 911 for emergencies.
- 3) Twitter usernames shall begin with "Tumwater" (e.g. TumwaterPD, TumwaterFire and Tumwater Golf Course). In cases where the username is too many characters, begin with "TUM" (TumCommunityDevelopment).

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SECTION 16
SOCIAL MEDIA USE

16.04 City of Tumwater Standards for Using Twitter

- 4) Department Twitter account backgrounds will share a standardized City of Tumwater logo provided by the City webmaster.
- 5) Twitter accounts shall serve three primary purposes: (i) get emergency information out quickly; (ii) promote City-sponsored events; and (iii) refer followers to content on the City's website or television station.
- 6) Information posted on Twitter shall conform to the City's policies and procedures. Tweets shall be relevant, timely and informative.
- 7) Twitter content shall mirror information presented elsewhere by the City with other information dissemination mechanisms. Personnel shall ensure that information is posted correctly the first time because Twitter does not allow for content editing.

16.04.03 Recordkeeping and Twitter

- 1) The Administrative Services Department shall be responsible for archiving Twitter posts.
- 2) Each department using Twitter shall designate one person to be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Communication with followers will be timely and consistent with existing protocols. The department will maintain an electronic record or printout on a quarterly basis a record of the list of followers and @reply messages for purposes of public records retention.

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SECTION 16
SOCIAL MEDIA USE

16.05 City of Tumwater Standards for Using Facebook

16.05.01 Purpose: Facebook is a social networking site that is growing in popularity particularly among the 35 to 54-year-old age group. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for City departments looking to drive traffic to department Web sites and to inform more people about City activities. These standards should be used in conjunction with the social media use policy and video posting policy. As Facebook changes these standards may be updated as needed.

16.05.02 Establishing a Page on Facebook: When a department determines it has a business need for a Facebook account, it will submit a request to the City Administrator. If approved, the City webmaster will create the boilerplate business page for the requesting department. City forms are not to be added to a Facebook site without approval of the City webmaster. Format and graphics must be consistent with City practices.

16.05.03 Content Guidelines

16.05.03.01 Types of Pages

- (a) The City will create “pages” and not “groups.” Pages offer greater visibility, customization and measurability. Community pages will be accepted unless there is a copyright / trademark limitation.
- (b) For “type” description, always choose “government.”

16.05.03.02 Boilerplate

- (a) The City webmaster will standardize and provide the Facebook page's image, consisting of a picture and the City's logo.

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SOCIAL MEDIA USE

16.05 City of Tumwater Standards for Using Facebook

- (b) Departments will include a mission and/or department boilerplate on the Wall Page and send users first to the Wall to connect them to the freshest content. Currently this boilerplate will be created using the FBML static page application. A City boilerplate sentence should follow the department/program description:

(Insert department) is a department of the City of Tumwater, www.ci.tumwater.wa.us. This site is intended to serve as a mechanism for communication between the public and [department] on the listed topics. Any comments submitted to this page and its list of fans are public records subject to disclosure pursuant to RCW 42.56. Public disclosure requests must be directed to the (insert department) public disclosure officer.

- (c) If comments are turned on, the Wall page should include a Comment Policy Box with the following disclaimer:

Comments posted to this page will be monitored. Under the City policy, the City reserves the right to remove inappropriate comments including those that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, support or oppose political candidates or ballot propositions, promote illegal activity, promote commercial services or products or are not topically related to the particular posting.

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SOCIAL MEDIA USE

16.05 City of Tumwater Standards for Using Facebook

16.05.03.03 Link to the City

- (a) A link to www.ci.tumwater.wa.us will be included on the Facebook page.
- (b) City department and project pages should be page favorites of other City Facebook pages.

16.05.03.04 Page naming

- (a) Page name should be descriptive of the department.
- (b) Departments will choose carefully with consideration for abbreviations, slang iterations, etc.
- (c) The City webmaster will approve proposed names.

16.05.03.05 Page administrators

- (a) A successful page requires "babysitting." The department is responsible for monitoring the Facebook page. Posts should be approved by a designated employee within the department.
- (b) The department is responsible for making sure content is not stale. Each department will designate a primary caretaker and a backup person for this role.

16.05.03.06 Comments and Discussion Boards

- (a) Comments to the Wall will be allowed but may be turned off by request of the department and approval from the City Administrator. Discussion Boards should be turned off.

16.05.03.07 Style

- (a) City Facebook pages will be based on a template that includes consistent City branding. The City Webmaster will provide departments with the template.

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SOCIAL MEDIA USE

16.05 City of Tumwater Standards for Using Facebook

- (b) Departments will use proper grammar and standard Associated Press (AP) style, avoiding jargon and abbreviations. Facebook is more casual than most other communication tools but still represents the City at all times.

16.05.03.08 Applications

- (a) There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
- (b) An application should not be used unless it serves a business purpose, adds to the user experience, comes from a trusted source and is approved by the Administrative Services Department.
- (c) An application may be removed at any time if there is significant reason to think it is causing a security breach, spreading viruses or for any other reason determined by the Administrative Services Department.

16.05.03.09 Archiving Issues

- (a) Each Facebook page will be set up in conjunction with a City e-mail account, which will archive the business content that can send updates via email.
- (b) Content that cannot be retrieved from Facebook via the API and needs to be retained as a record needs to be printed and maintained according to the records retention policy.

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POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 17
E-MAIL NEWSLETTER

- 17.01 Purpose
- 17.02 Procedure
- 17.03 Content

17.01 Purpose

The City Email Newsletter will be prepared and distributed on a monthly basis to all subscribers to the City of Tumwater’s “Newsletter” email group through the Constant Contact email program. It will also be distributed to City employees via City email. The City may consider increasing the distribution to twice monthly. It will also be posted on the City’s website. The email newsletter will generally contain 3-5 articles in addition to introductory and summary/conclusion sections. Text, photos, and links to the internet make up the newsletter.

17.02 Procedure

17.02.01 The newsletter will be prepared by the City Communications Coordinator, who may receive article submissions or suggestions from City staff, City Administrator, Council or the Mayor. Editorial control is with the City Administrator.

17.02.02 Prior to email distribution, a preview or “test” version of the email newsletter will be sent to, and reviewed by, the City Administrator, or his/her designee, to ensure that the publication is consistent with the goals and format established by City policy.

17.02.03 A PDF version of each newsletter will be posted on the City website; a link to the Newsletter page will be included in the email version of the newsletter. *(This capability is currently not available and is being developed. When it is available, this provision shall apply.)*

17.03 Content

17.03.01 Mayor’s Message. Every third issue may include a brief column for the Mayor’s message. Guidelines for this message are as follows:

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E-MAIL NEWSLETTER

17.03 Content

- a) Mayor's message should not occupy more than approximately 150 words.
- b) Messages should focus on announcements of civic pride, congratulations, support, and appreciation.
- c) Messages may also include response to topics of particular interest such as pending City issues, staff and City accomplishments, and upcoming challenges. The Mayor's column may not appear for six months prior to the Mayoral election, except that it may appear after the filing period has closed when the Mayor is not seeking re-election.

17.03.02 Profiles. Issues that do not include the Mayor's column will include a profile of a City Department or a City Councilmember. Profile guidelines are as follows:

- a) Profiles may not be longer than approximately 200 words.
- b) Profiles of councilmembers that are potentially up for re-election may not appear for six months prior to the election.
- c) Councilmember profiles may include dates of council term, education and professional background, intergovernmental committee assignments, personal background and interests, and community involvement. Profiles should include a photograph of the council member if possible. Profiles will be developed with input from the profiled Councilmember.
- d) Department profiles may include an overview of the department's responsibilities. These profiles should focus on current projects of interest to citizens, recent accomplishments made, and future projects planned. It may include a department photo.

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17.03 Content

17.03.03 Calendar. The newsletter may include a calendar of events, or link to a calendar posted on the City website. Events will be limited to City-sponsored events, such as meetings, workshops, recreation classes, and significant civic or publicly-sponsored events.

17.03.04 Polls and Surveys. The newsletter may include within the text, or as an external link, surveys and opinion polls related to pertinent issues. Examples of appropriate surveys could include: parks and open space planning, sidewalks, Comprehensive Plan, and interest in various emailing lists, etc.

17.03.05 General Guidelines.

- a) Articles and stories will avoid quotes, except as part of Mayor's message or a department profile.
- b) Articles will avoid multiple references to particular staff members, except in the case of announcing a particular hiring, accomplishment or notable achievement. Emails will avoid references to specific authorship, and should generally appear instead to be from the City as an entity. In some situations, it may be appropriate to have an article or message come from a specific part of the City in order to help market or add emphasis to a program. For example, Tumwater Valley Golf Course invites players, or the Tumwater Police Department is asking for your help to catch a criminal.
- c) A mix of text and photos should be used to highlight various items and provide visual interest. Article design should be relatively short and use links to other sources for readers who want detailed information. Articles should be timely and relate to the month prior or month following the publication.

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17.03 Content

d) Examples of acceptable content

1) Information

- i. Tumwater Police to focus on preventing cell phone use and texting while driving.
- ii. Questions and answers about building permits.
- iii. Ballot drop-off information/locations.
- iv. Utility Bill format changes.
- v. Listing of key City phone numbers.

2) Recognition/Celebration

- i. City receives award for Budget Document.
- ii. 3 new firefighters join the department.
- iii. New neighborhood park opens near Tumwater Middle School.
- iv. City hires Communications Coordinator from existing staff.
- v. Old Town Center welcomes new child care center to its 2nd floor.
- vi. City breaks ground on Police Department expansion.

3) Announcement

- i. City Council welcomes new members.
- ii. Fire Department Open House June 4.
- iii. Stream Team coordinates volunteer projects and workshops in June.
- iv. Police offer Cyber-bullying prevention presentations to TSD schools.
- v. Public Safety levy on August ballot .
- vi. Other promotional items such as “10 ways to Preserve our Quality of Life.”