EMPLOYMENT GUIDE

GRAYS HARBOR COUNTY

1854
CHAPTER 1
GENERAL

1.1 PURPOSE

(a) This manual is a general guide to the County's current employment policies and shall not be construed as a contract. The County reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the County deems necessary and appropriate, without advance notice. These guidelines shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The County also reserves the right to deviate from these guidelines in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens. Individual departments may adopt more stringent guidelines as necessary, upon the approval of the Board of County Commissioners, provided it is not in conflict with existing policy or applicable bargaining agreement.

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

(c) It is the intent of Grays Harbor County that these guidelines will be distributed to each current employee. They will be given to each new employee during New Employee Orientation. Each employee will sign a dated form indicating that they have received a copy of these guidelines. Upon revision of any of these guidelines, employees will be provided with a copy of the revision. The date of revision will be indicated on the page(s). Complete copies will be available within each office in a designated place.

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

1.2 DEFINITIONS

(a) Department Head: A person duly elected to a specific office for a specific term, to carry out the statutory duties of that office as defined by Washington law or an employee who has responsibility for directing one or more departments as appointed by the Board of County Commissioners.

(b) Union Exempt Employee: A regular full-time, part-time, or temporary employee excluded from representation by applicable bargaining agreements.

(c) FLSA Exempt Employee: As defined by Fair Labor Standards Act and applicable law.

(d) Regular Full-Time Employee: As defined by applicable employee bargaining agreement contract, individual employment contract, agreement, or by applicable law.

(e) Regular Part-Time Employee: As defined by applicable employee bargaining agreement contract, individual employment contract, agreement, or by applicable law.

(f) Temporary Employees: As defined by applicable employee bargaining agreement contract, individual employment contract, agreement or by applicable law.
1.3 EQUAL EMPLOYMENT OPPORTUNITY

(a) The County is an equal employment opportunity employer. The County employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This guideline shall be applied to any individual without regard to race, color, sex, religion, creed, age, marital status, national origin, disabled and veteran’s status, Vietnam-Era veteran status, protected genetic information or the presence of any physical, sensory, or mental disability.

(b) The County will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential element of the job.

(c) Employees with life threatening illnesses, such as cancer, heart disease, AIDS/HIV conditions, or other life threatening diseases, are treated the same as all other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers.

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

See Addendum #1 Grays Harbor County’s Equal Employment Opportunity Affirmative Action Policy

1.4 HARASSMENT

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

(b) Any employee who believes he or she is being harassed by supervisors or co-workers should immediately notify their immediate non-involved supervisor or their Department Head. In the event that the harassment involves the Department Head, the employee should notify the County Equal Employment Opportunity Officer. The County will not retaliate against an employee who complains of harassment.

See Addendum #2 Resolution 2010-30 GHC Sexual and Other Unlawful Harassment Policy

1.5 EMPLOYEE PERSONNEL RECORDS

(a) A personnel file for each employee is kept in the employee’s department and access is limited to the employee’s immediate supervisor, the Department Head, and the Board of Commissioners. An employee’s personnel file may contain but is not limited to the following: the employee’s name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

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

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

(d) Personnel files are kept confidential to the maximum extent permitted by law. Certain portions of the personnel records of the County are public documents and are subject to disclosure under state law. The County will attempt to maintain the confidentiality of personnel records to the extent permissible under state statute and subject to the needs of County staff to use the personnel file in matters directly relating to employment matters affecting the employee.

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

1.6 REFERENCES

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

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

1.7 HIPAA

Grays Harbor County will manage personal and protected health information in a manner that prevents unnecessary or inadvertent access to, use of, or disclosure of Protected Healthcare Information and adhere to the policy and procedures set forth in the County’s HIPAA Policy.
CHAPTER 2
HOURS AND ATTENDANCE

2.1 WORKING HOURS

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

2.2 HOURS WORKED AND OVERTIME

(a) All County positions are designated as either "exempt" or "non-exempt" according to the FLSA and applicable law.

(b) Hours worked and overtime are computed as specified in existing bargaining agreements, individual employment contract or agreement.

(c) All overtime must be authorized in advance by the employee's supervisor or Department Head.

(d) Employees entitled to overtime pay may request compensatory time off instead of cash payment in compliance with the FLSA, applicable law, and employment agreements.

(e) Employees should use compensatory time within thirty (30) days from the date the time is earned. Employees shall request use of compensatory time, at such times as is reasonable in the sole discretion of the Department Head. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and their Department Head. Accumulation of compensatory time to be used as substitute for extended vacation time off is not normally permitted.

2.3 ATTENDANCE

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

(b) Employees shall work a complete designated workday. Each employee shall be at their place of work and be prepared to work at the designated starting time and will work until the designated quitting time. Employees shall not be absent from work without making prior arrangements with their supervisor. Unless such prior arrangements have been made, any employee who cannot report to work at the designated time shall notify their supervisor prior to the start of the work day of the reason for and anticipated duration of the absence. Any unauthorized absence, including tardiness, will be considered an absence without pay and may be cause for disciplinary action. Departments will maintain records of employee attendance. If an employee's illness prevents them from notifying their supervisor prior to the beginning of their scheduled shift, the employee shall do so as soon thereafter as possible.
2.4 BREAKS AND MEAL PERIODS

The Supervisor shall arrange meal periods and breaks so that they do not interfere with County business or service to the public. In accordance with Washington State regulations, the employee’s Department Head shall schedule meal periods. The scheduling of breaks and meal periods may vary depending on department.

2.5 EMERGENCY CLOSURES

(a) It is the policy of the County that all County offices and activities shall be open and in operation during established working hours. Because many County services are of primary importance during emergency conditions, all employees should make every effort to report for work on a timely basis. Should emergency conditions prevail which would prevent County employees from reporting to work, it will be the responsibility of the employee to contact their supervisor or Department Head by telephone to indicate anticipated absence from work or late arrival to work and the reason for such absence or tardiness. KXRO 1320 AM is designated as the County’s radio station to listen for any County office closures.

(b) Any employee unable to report to work will be given the option of having pay deducted for the time lost or for applying vacation or compensatory time, if such has been accrued, to offset any loss of pay, subject to the approval of the employee’s Department Head.

See Addendum #3 Resolution 96-81 Inclement Weather Conditions Policy
CHAPTER 3
HIRING

3.1 HIRING

Grays Harbor County will use the adopted Equal Employment Opportunity/Affirmative Action Policy. Copies of job announcement, advertisement, job description and each applicant's employment application shall be forwarded within 10 days of the date of hire to the E.E.O. Compliance officer.

(a) Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the County's official application. The original application must be received (or officially post-marked by the postal service) by the deadline advertised.

(b) Any applicant supplying false or misleading information, which is discovered at anytime during the term of employment, is subject to immediate termination. Any applicant who supplies false or misleading information on an employment application, which is discovered prior to being hired, will be disqualified from further consideration for employment.

(c) When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Department Head shall review the position, its job description, and the need for such a position. The County's hiring practice includes approval by the Board of County Commissioners and verification of funding by the Budget Office.

(d) Residing within the County is not a condition of initial appointment or employment for employees covered under effective bargaining agreements; provided however, that an employee's selection of residence shall not interfere with the daily performance of their duties and responsibilities. Employees that are exempt from union contracts are required to establish residency within the County within six (6) months of accepting employment with the County.

See Addendum #4 Resolution 97-125 Requiring County Exempt Employees to Reside in Grays Harbor County.

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

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

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

(h) A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of controlled substances, not prescribed by a licensed practicing physician; or (4) competent medical authority recommends against hiring the applicant.

(i) The County may require criminal history record search and/or drug testing prior to offering employment.
3.2 EMPLOYMENT OF RELATIVES (NEPOTISM)

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

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

See Addendum #5 Resolution 2010-29 Anti-Nepotism Policy

3.3 PROMOTIONS AND TRANSFERS

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

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

(c) Employees transferring from one payroll to another retain their accrued sick leave and vacation benefits. The leave liability accrued at the time of transfer will be charged directly to the fund from which it was originally earned.
CHAPTER 4
COMPENSATION

4.1 SALARY CLASSIFICATION AND GRADES

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

4.2 EMPLOYEE PAY RATES

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

(b) Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum. Refer to applicable bargaining agreement and/or the County's Salary and Wage Schedule or individual employment contract.

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

4.3 PAYDAYS

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

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

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

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

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

4.5 TRAVEL

The Department Head or supervisor must approve all travel and use of private vehicles for County business in advance. If private automobiles are used for County business, employees will be reimbursed at the applicable rate for mileage. Use of County vehicles for County business is encouraged.

(a) Travel is approved by the Department Head. County employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the County, including food, lodging and travel expenses while away on authorized business, but excluding any expenses for alcoholic beverages. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable. The Department Head may set limits on expenses within the parameter of the County policy.

(b) Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the employee.

(c) Non reimbursable expenses include but are not limited to:
   Meals included in registration fees
   Meals of employee's guests/relatives
   Entertainment Expenses
   Alcoholic beverages

(d) The Board of County Commissioners must approve travel outside of the state.

See Addendum #22 Resolution 2007-54 Rescinding Resolution No. 97-36, and reissuing amended regulations for reimbursement of employee travel and other necessary expenses

See Addendum #23 Resolution 2007-67 Amending Resolution No. 2007-54 with respect to employee meal reimbursement

4.6 GIFTS AND GRATUITIES

Employees will not use their official position or accept gifts and gratuities for personal gain. This section does not apply to bonafide political campaign contributions for a candidate for County office.

4.7 CONFLICTS OF INTEREST

Employees shall not conduct any business with the County or any of its departments for the sale to or purchase from the County of any goods or services. Employees shall not accept any goods, gifts, gratuities, or services, from any individuals or firms who are either conducting or seeking to conduct business with or seeking to obtain approvals from the County. The exceptions to this policy permits employees to offer goods or services for sale to the County where the County solicits sealed bids and accepts the low bid, when said purchases and sales are permitted under statute.
CHAPTER 5
PERFORMANCE EVALUATIONS AND TRAINING

5.1 PERFORMANCE EVALUATIONS

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

(b) The Department Head/Board of County Commissioners is responsible for developing and maintaining any performance evaluation program.

(c) The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, laid off, or terminated.

5.2 TRAINING POLICY

The County seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to County employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops and seminars sponsored by other agencies or organizations.

(a) Departmental Orientation: Each new employee shall receive basic information about office or department policy and job expectations. The orientation shall cover items such as hours of work, any probationary period, working conditions, employee benefits, departmental safety practices and other conditions of employment. This orientation may also occur when job duties change due to transfer, promotion, or out-of-class duties are performed.

(b) Risk Management Orientation: As soon as possible after making a selection of a new employee, the employee shall be scheduled for a New Employee Orientation with the Office of Risk Management. The New Employee Orientation covers an orientation to County government and general employment and safety practices as well as policies and procedures of the County.

See Addendum #6 Resolution 84-95 Establishing a Policy to Reimburse Employee Expenses for after Hours Training Courses

See Addendum #7 Resolution 93-13 Amending Resolution 84-95, Reimbursing Employee After-Hours Training Costs
CHAPTER 6
BENEFITS

6.1 RETIREMENT BENEFITS

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

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

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

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

6.2 DISABILITY BENEFITS

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

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

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

6.3 INSURANCE BENEFITS

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

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

(c) While an employee is receiving Worker's Compensation benefits, the County may continue to pay the employee's health insurance premiums for one (1) month, after which the County shall pay no health insurance premiums on behalf of the employee and the employee may choose to use their COBRA rights and self-pay insurance premiums. Collective bargaining agreements may apply.

(d) Upon an employee's termination from County employment, at the employee's option and expense, and under certain circumstances, the employee may elect to continue County health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."
A Grays Harbor County employee may voluntarily elect to waive medical care insurance coverage through the County upon proof of comparable coverage elsewhere. This opt-out only applies to medical coverage, but does not include dental or vision coverage. Such waiver, if elected by the employee, shall also result in termination of all dependent(s) medical care insurance benefit coverage for the employee. Each employee voluntarily electing to terminate and waive his/her medical care insurance coverage shall receive an incentive payment determined by the Board of County Commissioners annually. Medical Insurance “Opt-Out” Program Election Forms are available in the payroll department in the Auditor’s Office.

6.4 UNEMPLOYMENT COMPENSATION

County employees may qualify for Washington State Unemployment Compensation after termination from County employment depending on the reason for termination and if certain qualifications are met.
CHAPTER 7
LEAVES OF ABSENCE AND TIME OFF

7.1 VACATION

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

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

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

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

(e) Employees do not accrue vacation benefits during a leave without pay, including leave eligible for worker's compensation benefits. Collective bargaining agreements may apply.

(f) Temporary employees do not earn vacation leave benefits.

7.2 SICK LEAVE

(a) All full-time regular employees accrue sick leave benefits.

(b) Employees accrue and may use sick leave during any probationary period. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay, including leave eligible for worker's compensation benefits. Collective bargaining agreements may apply.

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

(d) A doctor's certificate may be required when an employee is absent when using sick leave. The County may also request the opinion of its doctor at the County's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs their ability to perform the job. Employees who are habitually absent due to illness or disability may be subject to disciplinary action if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the County. Misuse of sick leave may result in discipline.
(e) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their Department Head's prior approval, take leave without pay.

(f) If sick leave is used when an individual is on L&I leave from employment from Grays Harbor County, buy-back of this time is allowed with the approval of the Department Head and/or Board of County Commissioners. If employee uses sick leave during an absence due to an injury covered by Worker's Compensation, then the employee may buy back up to three (3) days for the sick leave taken for such injury. Any buy-back of sick leave shall take place at the conclusion of the Worker's Compensation leave of absence.

(g) The buy-back is calculated using the average hourly salary divided into the check issued to the employee by the Department of Labor and Industries signed over to Grays Harbor County, or a certified check from the employee issued to Grays Harbor County. The days being bought back shall not exceed the number of days used by the employee during an approved L&I leave.

See Addendum #10 Resolution 00-26 Establishing Policy for Employees Exempt from Collective Bargaining Agreement

7.3 LEAVE WITHOUT PAY

(a) The Department Head in their sole discretion, may grant leaves of absence without pay for absence not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.

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

1. Leave may be granted to an employee for a period of up to ninety (90) consecutive days upon the approval of the Department Head. Further extensions are at the discretion of the Board of County Commissioners.

2. All accrued leave time must be exhausted prior to taking any leave without pay.

3. An employee's benefits and seniority are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.

4. In certain circumstances, self-payment of benefits may apply. The County does not pay insurance benefits while the employee is on a leave without pay.

5. An employee who fails to report promptly at the end of the authorized unpaid leave is presumed to have resigned.

6. If the leave without pay is due to an illness, the County shall require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

7.4 JURY AND WITNESS LEAVE

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

(b) An employee granted such leave shall reimburse the County for any per-diem received while serving as a juror or witness.
7.5 ADMINISTRATIVE LEAVE

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

7.6 HOLIDAYS

(a) Holidays recognized by the County are defined in the applicable collective bargaining agreements. Union Exempt employees will follow the holiday schedule of the employees in their department.

(b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

(c) Time worked on a holiday must be pre-authorized by the employee’s supervisor.

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

7.7 RELIGIOUS HOLIDAYS

If an employee’s religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their Department Head’s approval, take the day off using vacation, compensatory time, or leave without pay.

7.8 FAMILY AND MEDICAL LEAVE

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

1) For incapacity due to pregnancy, prenatal medical care or child birth;
2) To care for the employee’s child after birth, or placement for adoption or foster care;
3) To care for the employee’s spouse, registered domestic partner, son or daughter, or parent who has a serious medical condition; or
4) For a serious health condition that makes the employee unable to perform the employee’s job.
5) If the employee’s spouse, child or parent is a member of one of the U.S. Armed Forces (including Reserves and National Guard) on active duty or is a reservist or member of the National Guard who faces recall to active duty if a “qualifying exigency” exists. (See Section 7.9 Military Leave).

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

See Addendum #8 Resolution 2010-28 Establishing Policy for Employees’ Family and Medical Leave and Family Care Act Leave
7.9 MILITARY LEAVE

Employees who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) working days per calendar year when they are performing ordered military training duty and while going to and from that duty.

Employees who work more than twenty (20) hours per week may take up to fifteen (15) days of unpaid Military Family Leave in order to spend with a spouse, child, or parent who has been notified of an impending call or order to active duty and before deployment and during a military member's leave from deployment.

See Addendum #8 Resolution 2010-28 Establishing Policy for Employees' Family and Medical Leave and Family Care Act Leave

7.10 DOMESTIC VIOLENCE LEAVE

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

See Addendum #9 2009-54 Resolution Establishing Policy for Domestic Violence Leave

7.11 VOLUNTARY DONATED LEAVE

Regular County employees may donate their accrued vacation leave to another County employee with a serious illness or a member of his/her immediate family member as long as the donor's annual leave balance does not drop below 80 hours. Leave donations will be a minimum of one hour blocks. A total of 480 hours within a 48-month period is available to a receiving employee. Leave may be transferred between employees within a department or between employees in different county departments with prior approval of both department heads. An employee is eligible to request participation in the donated leave program when the employee is eligible. Eligibility requirements are as follows:

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

Employees need to submit a donated leave request form and health care provider documentation to their immediate supervisor or department head for approval and circulation to employees.

See Addendum # 21 – Resolution #2017-030 Voluntary Donated Leave Policy
CHAPTER 8
EMPLOYEE RESPONSIBILITIES & CONDUCT

8.1 GENERAL POLICY

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

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

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

8.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

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

(1) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;

(2) is conducted during the employee's work hours;

(3) utilizes County telephones, computers, supplies, or any other resources, facilities or equipment;

(4) is employment with a firm which has contracts with or does business with the County; or

(5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

8.3 CODE OF CONDUCT

(a) No officer, employee, or agent of Grays Harbor County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(1) the employee, officer, or agent;

(2) any member of his/her immediate family;

(3) his/her partner; or

(4) an organization which employs, or is about to employ any of the above has a financial or other interest in the firm selected for award.

Grays Harbor County officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

See Addendum #24 Resolution No. 92-3 Code of Conduct for Grays Harbor County
8.4 POLITICAL ACTIVITIES

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

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

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

8.5 SMOKE-FREE WORKPLACE

In compliance with RCW 70.160 and for health and safety considerations, the County prohibits smoking by employees in all designated County facilities, including buildings, shared fleet vehicles, and offices or other facilities rented or leased by the County, including individual employee offices. This includes use of any cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette (e-cigarette/cigar/pipe, and water pipe (hookah). In addition, no person may smoke within a distance of 25 feet from building entrances, exits, windows that open, and ventilation intakes. Any employee who violates state law with regard to smoking in public buildings may be subject to discipline, up to and including termination.

See Addendum #11 Resolution 2013-122 Resolution Readopting Regulations Prohibiting Smoking on Designated Grays Harbor County property.

8.6 USE OF COUNTY EQUIPMENT

(a) Use of County phones for local personal calls should be kept to a minimum and may not interfere with an employee's duties. Charging long distance calls made for personal reasons to the County is prohibited. Other County equipment and services shall be used by County employees for County business only. An employee's misuse of County services, telephones, vehicles, equipment or supplies can result in disciplinary action, including termination.

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

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

See Addendum #12 Resolution 93-37 Establishing Policies & Procedures for Use of County Owned Vehicles
See Addendum #13 Resolution 08-139 Amending Resolution 93-37 Regarding Policies & Procedures for Use of County Motor Vehicles
See Addendum #14 Resolution 08-155 Amending Resolution 08-139 Regarding Policies & Procedures for Use of County Motor Vehicles
See Addendum #15 Resolution 97-22 Policy Relating to Use of County Assets and Property
See Addendum #16 Resolution 2011-106 Revising and Establishing Electronic Mail & Internet Use Policy
See Addendum #17 Resolution 93-02 Policy for Reporting Improper Governmental Action and Protecting Employees Against Retaliation

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8.7 BULLETIN BOARDS

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

8.8 CONTACT WITH NEWS MEDIA

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

Upon the Board of County Commissioners declaring an emergency, the Director of Emergency Services or designee shall be the Public Information Officer responsible for the media news releases.

8.9 SEAT BELT POLICY

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

See Addendum #18 Resolution 85-159 Resolution Establishing Seat Belt Use in County Vehicles
See Addendum #12 Resolution 93-37 Establishing Policy for Use of County Owned Vehicles

8.10 DRIVER’S LICENSE REQUIREMENTS

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

(b) Each employee operating County vehicles or equipment or private vehicles on County business is required to furnish the County with a copy of the employee’s current and valid driver’s license. The employee shall furnish the copy to the department in which they work. The department shall furnish a copy to the Insurance & Risk Management Department. Such obligation is ongoing and a copy may be requested at any time during employment.

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

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

8.11 SAFETY

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

(b) In case of an accident involving any injury whether to person or property, regardless of how serious, employees shall immediately notify their supervisor and the Office of Insurance and Risk Management.
(c) Any employee who witnesses the possession or use of illegal drugs while on duty shall notify their Department Head or Supervisor immediately. The Department Head or Supervisor will promptly notify the appropriate law enforcement.

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

(e) All employees will be issued a copy of the County’s Safety and Loss Control Policy.

8.12 DRUG-FREE WORKPLACE

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

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

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

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

See Addendum #19 Resolution 90-83 Drug Free Workplace Program

8.13 CONFLICT RESOLUTION

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

(a) Step 1: An employee should make every effort to resolve his problem or complaint with the other party.

(b) Step 2: When normal communication between the parties is not successful, the employee’s supervisor or Department Head should be advised. The supervisor or Department Head may suggest the use of a neutral third party to act as a facilitator to assist in the conflict resolution within a timely manner. If the dispute is with the Department Head, the employee may go directly to the Board of County Commissioners.

(c) Step 3: If the employee is not satisfied with the results of Step #2, he or she may submit a written complaint to the Department Head and/or Board of County Commissioners. The County encourages prompt resolution of conflicts. The written complaint should be filed within ten (10) working days of the completion of Step 2.

The written complaint must contain:

(1) A description of the problem;
(2) A specific policy or procedure which the employee believes has been violated or misapplied;
(3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
(4) The remedy sought by the employee to resolve the complaint.
(d) The Department Head or Board of County Commissioners may meet with the parties and will respond in writing to the employee submitting the complaint within ten (10) days of the meeting. The Department Head or Board of County Commissioners may attempt to resolve the conflict through a third party, educational offering or other methodology to resolve the dispute.

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

8.14 WHISTLE BLOWER'S POLICY

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

See Addendum #17 Resolution 02-93 Policy for Reporting Improper Governmental Action & Protecting Employees from Retaliation

8.15 NON-DISCRIMINATION IN COUNTY ACTIVITIES, SERVICES & EMPLOYMENT

It is the policy of Grays Harbor County to provide equal opportunity in all aspects of its services, activities, and employment free from discrimination and harassment. The County prohibits discrimination and harassment based upon any individual's age, race, color, religion, sex, national origin, marital status, veteran status, the presence of any sensory, mental, or physical disability, or any other status or characteristic protected by federal, state, or local law. Conduct by employees that the County determines violates the policy will result in strict disciplinary action, up to and including immediate termination, even if the conduct is not severe enough to violate the law. Discrimination and harassment not only violates the County’s policy, but may violate federal, state and local law. The County will also not retaliate against a Complainant who makes a good faith report of discrimination or harassment and will prohibit supervisors and employees from doing so.

See Addendum #20 Resolution 01-06 Establishing Non-Discrimination Policy in County Activities, Services and Employment

8.16 WORKPLACE BULLYING POLICY

Grays Harbor County is committed to providing all employees with a workplace free of threats, intimidation, violence and bullying. Bullying is any repeated, unwelcome or inappropriate behavior directed toward an employee, customer, or vendor that is intended to intimidate or results in threatened or actual harm. Grays Harbor County expects all employees to behave in a professional manner and to treat co-workers, customers and vendors with dignity and respect. Grays Harbor County will ensure that department heads and supervisors take positive steps to comply with this policy.

See Addendum #25 Resolution 14-28 Workplace Bullying Policy
CHAPTER 9
DISCIPLINE AND TERMINATION

9.1 DISCIPLINE

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

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

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

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

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

   (1) Drinking alcohol or the use or abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, illegal drugs, or other controlled substances.
   (2) Violation of a lawful duty.
   (3) Insubordination.
   (4) Absence from work without first notifying and securing permission from the supervisor.
   (5) Habitual absence or tardiness for any reason.
   (6) Falsifying records.
   (7) Unsatisfactory job performance, as determined by the County.
   (8) Conviction of a felony or a misdemeanor crime.
   (9) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the County.
   (10) Inability, refusal or failure to perform the duties of the assigned job.
   (11) Violation of duties or rules imposed by this manual, or by any other County rule, regulation or administrative order.
   (12) The possession and/or use of firearms during working hours, law enforcement officers are exempted.
   (13) Lying, theft, and dishonest behavior.

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

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

   (1) Oral Warning: An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the County by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the supervisor shall document the oral warning. Documentation of oral warnings shall not be placed in the personnel file of an employee who is covered by a collective bargaining agreement.

   (2) Reprimand: A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.
(3) **Suspension:** A suspension is a temporary, unpaid absence from duty that may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action that is made part of the employee’s permanent record.

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

9.2 **TERMINATION**

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

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

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

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

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

(1) During or at the end of the any probationary period.

(2) As a result of disciplinary action.

(3) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.

(4) When the Board of County Commissioners has made a determination that a lack of work or funding exists with respect to the employee’s position. The County has sole discretion to make determinations of lack of work or lack of funding.

(5) If the employee has a physical or mental impairment that prevents them from performing the required duties of the employee’s position and the employee cannot be reasonably accommodated. The County may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.

(6) Failure to adequately perform the duties of the position.

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

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

9.3 **PRE-TERMINATION HEARING**

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

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

(c) At the hearing, the employee may show cause why they should not be terminated and present their response to the grounds for possible discipline, including termination. The employee may bring one person to the hearing as an observer who is not allowed to participate in the hearing or interfere with its orderly process. Pre-termination hearings are informal proceedings where no formal rules of evidence govern; however, all information presented should be relevant and credible.

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

9.4 LAYOFF

(a) The Board of County Commissioners may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

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

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

9.6 DEATH

Upon the death of an employee, all compensation due shall be paid to the estate of the employee.
ADDENDUM'S
PURPOSE:

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

SCOPE:

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

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

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

PROCEDURES

Grays Harbor County administers this equal employment opportunity policy by:

- Posting all required notices regarding employee rights under EEO laws in areas visible to employees
- Advertising for job openings with the statement “An Equal Opportunity Employer”
• Posting all required job openings with the appropriate state agencies
• Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO-related proceeding
• Requiring employees to report to management or Human Resources any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

DISCRIMINATION AND HARASSMENT

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

AFFIRMATIVE ACTION

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

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

DISSEMINATION AND IMPLEMENTATION OF THE EEO AND AFFIRMATIVE ACTION POLICY

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

The EEO Officer will ensure that this policy is available to all employees and to the general public upon request. Employees will be informed during new employee orientation, training, and agency meetings regarding the value of the Affirmative Action Plan.
We, the undersigned, are committed to affirmative action and support equal employment opportunity within Grays Harbor County government.

Dated this __/__/2016 day of September, 2016.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY

Dixie L. Rainier
Chairman

Jeff Dohm
Commissioner

Carmine
Commissioner

ATTEST:

Jenna Aasby
clerk of the Board
RESOLUTION NO. 2010-30
Addendum #2

AMENDING RESOLUTION NO. 97-108

GRAYS HARBOR COUNTY
SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

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

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

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

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

COMPLAINT PROCEDURE:

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

1. Individuals who experience harassment have the right to make it clear to the offending person(s) that such behavior is offensive to them and indicate to the offender to stop.

2. Upon the occurrence of an act of harassment, or upon repetition of such acts, the individual should immediately report the incident to either their immediate non-involved supervisor, or to the County Equal Employment Opportunity officer. All those who report an incident are assured that they can make such reports without fear of retaliation or reprisal by the County, management, or their supervisors. The complainant should report all information pertinent to the incident, including date incident occurred, individuals involved and any witnesses. The employee has the right to speak in private with the person to whom the harassment complaint is made, or to have a witness to the harassment present. The complaint should be written and signed by the complainant but verbal complaints are also accepted. NOTE: A non-involved supervisor is defined as the first person in an employee's chain of supervision who is not involved in the complaint of harassment.

3. Employees who file complaints, or are the subject of a complaint and are members of a bargaining unit have the right to notify their bargaining representative that the employee is involved in such a matter.

4. Each complaint of harassment will be fully and completely investigated by the County. All investigations will be handled with discretion, sensitivity and due concern for the dignity of those involved, and will be as thorough as necessary. Anyone who is alleged to have committed acts of harassment will be contacted during the investigation and permitted to respond to the specific allegations. Any persons named as potential witnesses by the complainant may be contacted as required during the course of the investigation. Any employee who has observed the incident(s) of harassment should cooperate with the investigation.

5. A claim of harassment will be processed within 30 days of filing, subject to extension as required by the County.

RESPONSE:

At the conclusion of the investigation, the County shall render a decision on whether or not violation of the policy has occurred. The County shall notify the complainant and the alleged harasser of the findings. If the complaint is founded, the County shall:
A. Take immediate steps, if necessary, to ensure that the person accused of committing the harassment does not continue to do so. Keep in mind that both parties involved have rights and both must be protected.
B. Notify the complainant that appropriate corrective action has been taken to remedy the situation.

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

RESPONSIBILITIES:

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

CONFIDENTIALITY:

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

DISCIPLINARY ACTION:

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

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

APPROVED AND ADOPTED this 26th day of April 2010.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner

ATTEST:

[Signature]
Clerk of the Board
RESOLUTION 96-31

A RESOLUTION establishing policy and procedure for county personnel and operations during inclement weather conditions.

WHEREAS, it is a primary function of county government to provide services to the general public; and,

WHEREAS, normal hours of county operation have been established to provide that county offices will be open to serve the public between the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except for holidays; and

WHEREAS, due to periodic inclement weather conditions many questions arise regarding alteration of normal working hours necessitating a clear policy and procedure.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that the attached policy and procedure entitled “Inclement Weather Operations” is hereby adopted.

APPROVED and ACCEPTED this 5th day of July, 1996.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY, WASHINGTON

[Signature]
Robert W. Paylor, Chairman

[Signature]
Dick Dixon, Commissioner

ATTEST:

[Signature]
Clerk of the Board

Bob Beerbower, Commissioner
INCLEMENT WEATHER
OPERATIONS POLICY AND PROCEDURE

Pursuant to Resolution 96-____, the following represents the uniform policy of the County regarding operations during inclement weather conditions.

Normal business hours of County operations to accommodate public access to the County operated facilities have been established to provide said access between 8:00 A.M. to 5:00 P.M., Monday through Friday, except on legal holidays.

SECTION 1

It is the policy of the Board of County Commissioners to consistently maintain these hours for public access to County services at all times including periods of inclement weather.

It is the duty of each individual department head and elected official to uniformly implement this policy within their respective offices. This policy governs all offices with the exception of Superior and District Courts, where the presiding judges will set the hours of the Court.

Procedurally, the individual department head or elected official may authorize individual employees accrued annual leave time off during inclement weather if it accommodates special need or circumstance of the employee and does not unduly disrupt the operations of a particular office.

SECTION 2

Normal operating hours shall not be altered or amended unless a particular building, buildings, or work space are determined to be unsafe for occupancy. Typical conditions which could cause an unsafe circumstance may include, but are not limited to, fire, flood, earthquake, and the like. Determination of unsafe conditions may be made by either the Board of County Commissioners, the building official and/or fire chief of the jurisdiction in which the building is located, or the Director of Public Services for the County. In cases where an unsafe condition exists, the County may either relocate affected employees to an alternate work site or place those employees on administrative leave until such time as the affected building or work space is safe to re-occupy. It shall be at the sole discretion of the Board of Commissioners to relocate affected employees or authorize administrative leave in those situations.

A temporary power outage in and of itself does not constitute an unsafe condition; therefore, department heads and elected officials shall develop contingency operating plans for those occurrences.
SECTION 3

This Policy and Procedure can only be amended by the Board in writing.

Circumstances or conditions facing individual department heads or elected officials which are not specifically identified herein will be first discussed with the Board prior to taking individual actions that may create conflict with the spirit of the Board's policy.
Emergency Closure Plan

- Sheriff Department (with recommendation and information from the County Road Engineer and Deputy Director of Emergency Management) will advise the Board of Commissioners on emergency conditions and whether the County Buildings should be closed (be in contact with each other no later than 5:30 a.m.)

- Sheriff will call the Commissioners – Under an Emergency Resolution (which initially can be verbal), two Commissioners must agree to be able to close the County

- Sheriff’s office will call Superior Court Judge and District Court Judge to get their approval/disapproval of the closure for courts

- Commissioners decide which buildings will be closed.

- At the request of the Sheriff, the Deputy Director of Emergency Management will initiate the County Employee Calling Tree by notifying all department heads once the decision is rendered by the Commissioners and Judges. Each Department Head will then start their department calling tree to notify employees.

- The Deputy Director of Emergency Management will post the decision on the County website, the Emergency Management website and notify the media of the decision so it can be broadcast on all of the local radio and television stations.

- Employees need to be aware during times of bad weather that they need to have their cell phones handy and a battery powered radio; both of these can be used in informing the employee of closure

- It is the responsibility of the employee to maintain their contact information up to date with their supervisor. Contact information includes address, home phone, cell phone and e-mail. County supervisors are responsible for providing the Deputy Director of Emergency Management with their current contact information and any changes thereafter
RESOLUTION NO. 92-135
Resolution Requiring that All County Employees Who Are Exempt From Union Contracts Reside Within Grays Harbor County

Whereas, the Grays Harbor County Board of Commissioners ("Commissioners") desires to require all County employees who are exempt from Union contract to reside within Grays Harbor County; and

Whereas, the Commissioners base the residency requirement on the following:

1. The economy of Grays Harbor County has suffered for several reasons, including but not limited to, legislative and environmental impacts on the timber and fishing industries. Requiring certain County employees to reside within the Grays Harbor County will stimulate the Grays Harbor County economy by creating additional jobs, additional service needs, additional housing needs as well as additional general consumer needs. Such stimulation will serve to better the economy of the County.

2. The unemployment levels in Grays Harbor County are some of the highest in the State of Washington. Requiring certain County employees to reside within the County will create new job opportunities within the County.

3. Requiring certain County employees to reside within Grays Harbor County will also foster an increased knowledge and understanding of the County among the County's employees. Not only will this assist employees in performing their jobs, but it will also serve to invest employees in the community they serve.

4. Residency by County employees within the County will also serve to establish improved relations among County employees and between County employees and the community they serve.

5. Residency by County employees will also protect and preserve the County's tax base.

Now, Therefore, be it resolved as follows:

1. All County employees exempt from Union contracts are required to establish residency within Grays Harbor County within six (6) months of accepting employment with the County. An applicant for a position exempt from Union contracts need not be a resident of the County to apply for a position, but must agree to establish residency within the County within six (6) months of accepting employment as a condition of employment.
2. This resolution shall be effective as of the date of adoption and shall apply to all County employees exempt from Union contracts hired after the date of adoption. Promotions of any County employee employed by the County prior to the adoption of this resolution who desires to accept a position exempt from Union contracts shall not require that the employee awarded the promotion establish residency within the County. However, any employee hired after the date of adoption of this resolution who desires to accept a position exempt from Union contracts shall be required to establish residency within the County within six (6) months of accepting the position.

Adopted this 15th day of September 1997.

BOARD OF COMMISSIONERS

[Signatures]

Dick Dixon, Commissioner

Bob Beerbower, Commissioner

ATTEST:

[Signature]

Sandra Daniels
Clark for the Board
RESOLUTION NO. 2010-29
Amending and Replacing Resolution No. 95-80
Anti-Nepotism Policy

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

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

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

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

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

Approved this 26th day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Chairman

Commissioner

Commissioner

ATTEST:

Clerk of the Board
RESOLUTION 84-45
ESTABLISHING A POLICY TO REIMBURSE EMPLOYEE EXPENSES FOR AFTER-HOURS TRAINING COURSES

WHEREAS, Grays Harbor County desires to encourage training of County employees to improve job efficiency; and

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

WHEREAS, the Commissioners desire to develop guidelines and policy for department heads to follow when authorizing off-the-job training;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS for Grays Harbor County that the following criteria be met prior to authorizing reimbursement for after-hours training:

1. Training subject must be directly related to the field of duties assigned the employee, as determined by the department head.
2. No overtime or compensating time off shall be authorized.
3. NOC County reimbursement shall be made in the categories of tuition costs and books, only if authorized in advance by the department head.
4. All books and reference material shall become the property of the County.
5. Payment shall not be made until evidence of satisfactory completion of the course and cost receipts are delivered to the department head.

APPROVED this 15th day of October, 1984.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY, WASHINGTON

HillsBurke, Chairman

ATTEST:

Clark of the Board

William F. Vogler, Commissioner

William F. Vogler, Commissioner
RESOLUTION NO. 93-13
AMENDING RESOLUTION #84-95, REIMBURSING EMPLOYEE
AFTER-HOURS TRAINING COSTS.

WHEREAS, the Board of Commissioners for Grays Harbor County
passed Resolution 84-95 to allow reimbursement for after-hours
training, and

WHEREAS, the Board of County Commissioners desires to clarify
said resolution,

NOW, THEREFORE, be it resolved that a new section be added
to the existing resolution:

"3(b) Reimbursement shall be allowed for 100% of tuition and
books if the employee is required to take the course
by the department head."

APPROVED this 8th day of March, 1993.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

[Signature]
Chairman

[Signature]
Commissioner

[Signature]
Commissioner

ATTEST:

[Signature]
Clerk of the Board
RESOLUTION NO. 2010-28

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

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

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

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

FAMILY MEDICAL LEAVE -- FMLA

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

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

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

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

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1 We note that if an employee is sick or temporarily disabled as a result of pregnancy or childbirth and has exhausted her 12 weeks of FMLA Leave, she may be entitled to additional unpaid leave. Employees may request additional leave by submitting documentation from a health care provider certifying the need for leave and to confirm the expected release to work. An employee who takes leave under this policy will be able to return to the same job or a job with reasonably equivalent status, pay, benefits and other employment terms.
extend up to 26 weeks in a 12 month period.  

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

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

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

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

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

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

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

VII. Health Benefits & Job Protection
The County will maintain group health insurance coverage for employees on leave whenever such

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

Employees taking Military Family Leave will be entitled to the same reinstatement rights and continuation of benefits as available to FMLA Leave.
Insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. For those employees who make contributions to their coverage, arrangement will be made for them to continue to make sure contribution while they are on leave.

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

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

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

IX. **FAMILY CARE ACT (FCA) Leave**
In addition to the leave described above, employees may use their own accrued vacation, sick leave, or other paid time to care for a sick child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

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

ADOPTED this 26th day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYSON COUNTY

Al Carter, Chairman
Mike Wilson, Commissioner
Terry Willis, Commissioner

ATTTESTED:
(Clerk of the Board)

APPROVED AS TO FORM:
H. STEWARD MENEFEE
Prosecuting Attorney
for Grays Harbor County

BY: [Signature]
DEPUTY PROSECUTING ATTORNEY
RESOLUTION NO. 2009-54

A RESOLUTION ESTABLISHING POLICY FOR DOMESTIC VIOLENCE LEAVE

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

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

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

2. Leave Entitlement
An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule, with or without pay to:
   a) Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
   b) Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
   c) Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social service programs for relief from domestic violence, sexual assault, or stalking;
   d) Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
   e) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

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

When an employee requests leave under the Domestic Violence Leave, the County may require that the request be supported by verification and the verification must be provided in a timely manner. Verification may include one or more of the following:
a) Police report indicating employee or employee's family member was a victim of domestic violence.
b) A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, or stalking, or other evidence from the court or the prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
c) Documentation that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking, from any of the following persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault, or stalking: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional.
d) An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

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

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

6. Confidentiality
All information provided by the employee will be kept highly confidential including the fact that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking, that the employee has requested or obtained leave, and any written or oral statement, documentation, record, or corroborating evidence provided by the employee. Information given by an employee may be disclosed only if:
   a) Requested or consented to by the employee
   b) Ordered by a court or administrative agency
   c) Otherwise required by applicable federal or state law

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

An employee who does not return to work following Domestic Violence Leave will be required to reimburse the County for premiums paid on his or her behalf during the leave, unless the employee's failure to return to work was due to circumstances beyond the employee's control.
8. Job Restoration
An employee returning from Domestic Violence Leave will be restored to the job he or she held before the leave, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

ADOPTED this 16th day of July, 2009.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Mike Wilson, Chairman

Al Carter, Commissioner

Excused

Terry Willis, Commissioner

ATTESTED:

(\{Donna Carter\})
Clerk of the Board

APPROVED AS TO FORM:

H. STEWARD MENEFEE
Prosecuting Attorney
for Grays Harbor County

BY: (\{Deputy Prosecuting Attorney\})
Establishing consistent policies for wages and benefits of non-union employees and rescinding Resolution No. 00-26.

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

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

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

1. **WAGES:** Non-union employees shall receive wage increases or cost of living adjustments in the same manner as union employees in the department or division in which the employee is employed unless the employee’s salary is based on an elected official’s salary. Commissioners may increase these wage adjustments for non-union employees if they so choose based on performance or added duties or responsibilities.

2. **BENEFITS:** Non-union employees shall receive benefits as follows:
   A. The policy pertaining to accrual, use and compensation of sick, vacation and holiday leaves for non-union employees shall be consistent with union employee benefits as set forth in the collective bargaining unit governing the department or division in which the employee is employed.
   B. The policy pertaining to medical, dental, life and vision insurance coverage, including dependent coverage and deferred retirement contributions, shall be consistent with union employee benefits as set forth in the collective bargaining unit governing the department or division in which the employee is employed.
   C. The policy pertaining to longevity and/or when applicable, educational incentives shall be consistent with union employee benefits set forth in the collective bargaining unit governing the department or division in which the employee is employed.

3. Resolution 00-26 is hereby rescinded.

ADOPTED this 24th day of February, 2014.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

[Signature]
Frank Gordon, Chairman

[Signature]
Wes Carriker, District 1

[Signature]
Herb Welch, District 3

ATTEST:
[Dana] McCallum
Clerk of the Board
GRAYS HARBOR COUNTY
RESOLUTION #2013-122

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

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

SECTION 2. Smoking prohibited. No person may smoke in any building or motor
vehicle owned or leased by Grays Harbor County. In addition to those public places and places
of employment defined in RCW 70.160.020, no person may smoke within a distance of twenty-
five feet from building entrances, exits, windows, that open, and ventilation intakes that serve an
enclosed area where smoking is prohibited so as to ensure that smoke does not enter the area
through entrances, exits, open windows, or other means.
SECTION 3. **Signs required.** The County shall post and maintain signs prohibiting smoking as appropriate in and around county buildings and motor vehicles as specified by RCW 70.160.050 or as may hereafter be amended.

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

APPROVED this 25th day of November, 2013.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

Frank Gordon, Chair, District 2

Wes Cormier, District 4

Herb Welch, District 3

Attest:

Clerk of the Board

Approved as to form:

Deputy Prosecuting Attorney
RESOLUTION NO. 93-37

A resolution establishing policies and procedures for the use of vehicles owned, leased, or in the possession and control of Grays Harbor County.

WHEREAS, It is the intent of the Board of County Commissioners for Grays Harbor County to establish a policy and procedures covering the use of all motorized vehicles in the possession of Grays Harbor County; and

WHEREAS, The Board has determined that the risk of liability exposure to the County is too great absent such a policy; and

WHEREAS, Misuse of County property cannot and will not be tolerated for any reason.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that this resolution and attached policy and procedures shall be and are hereby the official County regulation unless and until determined otherwise by official action of the Board.

Accepted and Approved this 17th day of May, 1993.

BOARD OF COUNTY COMMISSIONERS
GRAYS HARBOR COUNTY, WA

[Signatures]

Dick Dixon, Commissioner

William S. Pine, Commissioner

ATTEST:

Clerk of the Board

MFD:amh

Attachment
USE OF COUNTY MOTOR VEHICLES

Policies and Procedures for the use of County Motor Vehicles pursuant to Resolution No. 93-37.

SECTION I

1. Definition of "County Vehicle": Includes any automobile, motorcycle, plane, boat, truck, tractor, any heavy equipment or any other motorized vehicle which is owned, leased, or in the possession and control of Grays Harbor County.

2. Identification of County Vehicles: All vehicles are to be distinctly identified, however, the Sheriff vehicles used in confidential investigations, shall not have to comply with this provision.

SECTION II

Permanent Assignment of County Vehicles:

1. The following officials and employees may be assigned County vehicles on a continued, take-home 24-hour basis:

   A. The Sheriff, Undersheriff, his Administrators and deputies.

   B. The Public Works Director, County Coroner, E&R Supervisor, E&R Radio Department, County Road Supervisor.

   C. The following departments will be assigned vehicles: Road Department, Risk Management, Solid Waste, Prosecuting Attorney, Health Department, Juvenile Department. The number of vehicles and the person responsible for these vehicles will be determined in January of each year.

2. Assignment and location of assigned vehicles shall be evaluated each year. Any other assignments of vehicles on a continued, take-home 24-hour basis must first be approved by the Board of County Commissioners. Request for such approval shall be made by the responsible elected official, or department head, to the Board of County Commissioners. The Department Head's request will include at least the following information:

   A. The official job description of the position that will require the vehicle on a 24-hour basis.

   B. The type of activity in which the vehicle will be used.

   C. The general area of activity.
SECTION III

Temporary Assignment of County Vehicles.

1. From time to time, circumstance may dictate that an Elected Official or department head finds it is in the best interest of the public and the County for an employee to be assigned a County vehicle on an occasional 24-hour basis. In such instances the following procedure will normally be followed:

   A. The elected official or department head will submit a request form to the ER&E Car Pool signed by them authorizing that person to keep the vehicle on the dates indicated on the form. See attached copy.

2. All vehicles must be checked out at the car pool and trip tickets made out including name, car number, mileage, date, fund number and project number if applicable.

   A. All vehicles will be returned to County Maintenance Facility and parked in parking garage in spaces numbered for them.

   B. All vehicles not returned at night must have a overnight form signed by an Elected Official or Department Head prior to check out. Overnight forms will be available at all departments.

SECTION IV

1. Any person who drives a County vehicle must possess a valid Washington State Vehicle Operator's license, and "endorsements" or validation required for special equipment. The appropriate Defensive Driving Course attendance is also required. Motor Vehicle Department driving records showing a frequency of accidents or tickets can affect an employee's right to drive a County vehicle. Current driver's license information shall be provided to the Risk Management Office. Licensed driver's names and license expiration dates shall be transmitted to the ER&E Supervisor.

2. An employee driving a County vehicle has responsibility to:

   A. Operate the vehicle in a safe manner that will comply with local and State traffic laws.

   B. Use the vehicle for official business only.

   C. Transport passengers only in connection with official County business, and the County does not necessarily assume liability for such transport.

   D. Take adequate precautions to protect the vehicle from damage or theft.
E. Report any accident promptly to (Risk Management, the employee's department head, and, if applicable, to the police, Sheriff, or the State Patrol) the police.

F. Keep the interior of the vehicle clean.

G. Cleanliness of permanently assigned vehicles shall be the responsibility of the assignee.

H. Keep necessary records of mileage, minor repairs, gas usage.

I. Be responsible for payment of any fines related to, and inform his/her supervisor of moving violations incurred while operating the vehicle.

J. Work vehicles will have a walk around inspection at least every 24-hour period of operation, an inspection report completed and turned in to his/her supervisor at the end of the shift. Work vehicles are all vehicles excluding passenger cars.

SECTION V

1. Failure to comply with this policy, in addition to any statutory penalties, may constitute grounds for disciplinary action, up to and including suspension or dismissal from employment.
RESOLUTION NO. 2008-139

A RESOLUTION of the Grays Harbor County Board of Commissioners amending Resolution 93-37 regarding policies and procedures for use of County Motor Vehicles.

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

WHEREAS, the Board of Commissioners finds that it is necessary and appropriate to amend Resolution No. 93-37 to revise and clarify county vehicle use policy and procedures,

NOW THEREFORE, be it resolved by the Board of County Commissioners of Grays Harbor County, Washington, as follows:

Section 1. Policy and procedures revised. The policies and procedures for the use of county motor vehicles as attached to and adopted by Resolution 93-37 are hereby amended and reissued as stated in the policy and procedures hereafter attached to this resolution. To the extent the policies and procedures adopted by Resolution 93-37 conflict with the attached policy and procedures for use of county vehicles, they are rescinded.

Section 2. Effective Date. This resolution shall be effective on December 1, 2008.

ADOPTED this 24th day of November, 2008.

BOARD OF COUNTY COMMISSIONERS
GRAY HARBOR COUNTY

[Signatures]

Mike Wilson, Commissioner

ATTEST:

[Signatures]

Donna Carter
Clerk of the Board

APPROVED AS TO FORM:

[Signature]

Deputy Prosecuting Attorney

Resolution No. 2008-139
Page 1 of 1
POLICIES AND PROCEDURES FOR USE OF COUNTY MOTOR VEHICLES
PURSUANT TO RESOLUTION NO. 2008-139

SECTION I
DEFINITIONS

1. "County Vehicle" means any automobile, motorcycle, plane, boat, truck, tractor, heavy equipment or other motorized vehicle owned, rented, leased or in the possession and control of Grays Harbor County.

2. "County Vehicle Identification" means the distinct Grays Harbor County markings that, with the exception of Sheriff undercover or confidential vehicles, shall be affixed to all County vehicles per RCW 46.08.065.

3. "Employee" includes Grays Harbor County employees, elected and appointed officials.

SECTION II
LONG-TERM ASSIGNMENT OF COUNTY VEHICLES

1. The following officials and employees may be assigned County vehicles on a twenty-four hour per day basis:
   A. The Sheriff, Undersheriff, Sheriff's Administrators and deputies.
   B. Other employees as designated in writing by their department head to the Board of County Commissioners. All department heads assigning vehicles to employees on a long-term basis shall provide an updated written designation of vehicle assignment(s) to the Board of County Commissioners not later than December 31 annually.

2. The following departments will be assigned vehicles: ER&R, Road Department, Solid Waste, Forestry, Environmental Health, Facility Services, Planning and Building, Fairgrounds, Prosecuting Attorney, Sheriff's Office, Health and Social Services, Juvenile, and ORV Park.

3. Assignment and location of assigned vehicles shall be evaluated each year. Any assignments of vehicles on a continued, take-home 24-hour basis must first be approved by the Board of County Commissioners. Request for such approval shall be made by the responsible elected official or department head to the Board of County Commissioners. Long-term assigned vehicles will not be used for commuting to personal residences outside of Grays Harbor County. The Department Head's request will include at least the following information:
   A. The official job title of the position that will require the vehicle on a 24-hour basis.
   B. The type of County related activity in which the vehicle will be used.
C. The general area of activity.

SECTION III
SHORT-TERM ASSIGNMENT OF COUNTY VEHICLES

1. From time to time, circumstance may dictate that an elected official or department head finds it is in the best interest of the public and the County for an employee to be assigned a County vehicle on an occasional 24-hour basis.

   The elected official or department head will submit a request form to the ER&R Car Pool signed by them authorizing that person to keep the vehicle on the dates indicated on the form. The request form is attached as Appendix A.

2. All vehicles must be checked out at the car pool and trip tickets made out including name, car number, mileage, date, fund number and project number if applicable.

   All rental pool vehicles will be returned to the County Maintenance Facility and parked in the parking garage in spaces numbered for them.

SECTION IV
VEHICLE OPERATION REQUIREMENTS

1. A department head may authorize a County volunteer to operate a County vehicle to perform official County business. All volunteers authorized to operate a county vehicle on county business must be at least eighteen years of age.

2. Any person who drives a County vehicle must possess a current valid Drivers License with all applicable endorsements or validations required for special equipment. Employees holding a Commercial Drivers License (CDL) must follow all United States Department of Transportation and Washington State Department of Transportation Regulations. Successful completion of county sponsored/approved Defensive Driving Training is required. State Department of Licensing driving records showing a frequency of vehicle collisions, offenses or moving violations may result in restriction or revocation of an employee's privilege to operate a County vehicle. Current driver license information including CDL, if applicable, shall be provided to the Risk Management Department.

3. An employee or volunteer driving a County vehicle has responsibility to:

   A. Operate the vehicle at all times in a safe manner and in compliance with all local and State traffic laws.

   B. Use county vehicles for official county business only.

   C. Transport passengers only in connection with official county business. Passengers in county vehicles are limited to county employees and officials on official business,
program participants for which county transportation is required, or persons conducting business with the county that necessitates transportation by or is advantageous to the county.

D. Take adequate precautions to protect the vehicle from damage or theft.

E. Promptly report all accidents to 89-1-1, Risk Management Department/ER&R, the employee's department head and, if applicable, to law enforcement.

F. Keep the interior of the vehicle clean. Cleanliness of vehicles shall be the responsibility of the assignee.

G. Pay all fines, forfeitures or assessments related to or incurred by the employee or volunteer during the course of operating a county vehicle. The employee or volunteer shall inform his/her supervisor of all violations incurred while operating the vehicle.

H. Work vehicles will have a walk-around inspection at least every 24-hour period of operation. An inspection report must be completed and turned in to his/her supervisor at the end of the shift. Work vehicles are all county vehicles excluding passenger cars.

SECTION V
COMPLIANCE REQUIRED

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

DEPARTMENT OF PUBLIC SERVICES, 100 W. BROADWAY SUITE 31,
MONTEVIDEO, WA 98563 PHONE: 1-360-249-4222 FAX: 1-360-249-3203

EQUIPMENT RENTAL AND REVOLVING

Request Date: __________________________

I authorize ____________________________________________ of the
_________________________________________________________________________________

to have a vehicle overnight on
the nights from ____________________ until ____________________.

Date
Date

Overnight trip to __________________________________________

Comments/Requests: _______________________________________

APPROVAL:

______________________________________________
Department Head

______________________________________________
ER&R Representative

MAKE OF CAR: __________________________

CAR #: _________________________________

TRIP TICKET SLIP # _____________________

Any vehicle not returned to Grays Harbor County Vehicle Maintenance Facility
in Montesano on the date listed above will be charged $10.00 per day until
returned.
RESOLUTION NO. 2008-155

A RESOLUTION of the Grays Harbor County Board of Commissioners amending Resolution 2008-139 regarding policies and procedures for use of County Motor Vehicles.

WHEREAS, the Board of Commissioners adopted Resolution No. 2008-139 on November 24, 2008, amending the policy and procedures covering the use of all motorized vehicles in the possession of Grays Harbor County; and

WHEREAS, the Board of Commissioners finds that it is necessary and appropriate to amend Resolution No. 2008-139,

NOW THEREFORE, be it resolved by the Board of County Commissioners of Grays Harbor County, Washington, as follows:

Section 1. - Policy and procedures revised. Amend Resolution No. 2008-139 to add “Coroner’s Department” to Section II – Long-term assignment of County vehicles, #2,

Section 2. Effective Date. This resolution shall be effective on December 15, 2008.

ADOPTED this 15th day of December, 2008.

BOARD OF COUNTY COMMISSIONERS
GRAY HARBOR COUNTY

Albert A. Carter, Chairman

Bob Beerbower, Commissioner

Mike Wilson, Commissioner

ATTEST:

Donna Caton
Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney
RESOLUTION NO. 97-22

POLICY RELATING TO USE OF COUNTY ASSETS AND PROPERTY

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

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

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

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

1. Misuse of County property is prohibited.

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

Adopted this 5th day of March, 1997.

BOARD OF COUNTY COMMISSIONERS
GRAY'S HARBOR COUNTY

Robert W. Paylor, Chair

Dick Dixon, Commissioner

ATTEST:

Clerk of the Board

Bob Bearbower, Commissioner
GRAYS HARBOR COUNTY RESOLUTION NO. 2011-106

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

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

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

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

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

1. The Internet and Email Use Policy contained in Attachment "A" to this resolution is adopted effective immediately.

2. Resolution No. 98-73 is hereby rescinded.

ADOPTED this 21st day of November, 2011.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

Terry Willis, Chair, Commissioner
District No. 1

Mike Wilson, Commissioner
District No. 2

Herb Welch, Commissioner
District No. 3
ATTEST:

(Donna McCallum)
Donna McCallum
Clerk of the Board

APPROVED AS TO FORM:

[Signature]
Deputy Prosecuting Attorney
Internet and E-Mail Policy

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

1. Scope

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

2. Privacy

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

3. Network Access

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

4. E-Mail Retention

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

5. Applicability to All Users

This Policy applies to all county Internet and e-mail users including, but not limited to, county elected officials, full-time, part-time, temporary, provisional employees and otherwise designated county employees. It also applies to all contractors, consultants, volunteers, agents,
public or any other persons who have gained or are given access to the county’s internet service and/or e-mail system.

6. Acceptable Uses of Internet Access and E-Mail

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

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

7. Prohibited Uses of Internet Access and E-Mail

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

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

- Using e-mail or the county’s Internet connection to send, view, store, or receive sexually explicit or related material. Receipt of unsolicited sexually explicit material does not violate this Policy if the user immediately deletes the material and does not circulate the material further. When such access is necessary for legitimate county business, an elected official or department head may, in writing, authorize a user to access sexually explicit material.
- Using e-mail or the county’s Internet connection for commercial purposes, nongovernmental-related fund raising, or for private gain.
- Political purposes including the solicitation of funds, exchanging political messages, endorsements, opinions or any other similar persuasive activity.
- Harassing, threatening, defamatory, false, inaccurate, abusive, discriminatory, offensive or other types of messages.
• Using e-mail or the county's Internet connection for communication that violates any city, county, state or federal law.
• Defeating or attempting to defeat, through action or inaction, the security system that is set up to protect the county's or other computer systems, unless specifically authorized in writing to do so as part of an employee's official duties.
• Illegal copying, transferring, and/or downloading of pirated and/or copyrighted software or data.
• Installing any unauthorized equipment (Thumb drives, external hard drives, portable music players, etc).
• Installing and/or using shareware, freeware, public domain software, and software, unless authorized in writing to do so by their Department supervisor and Grays Harbor County Central Services.
• Installing or using file sharing programs, especially those programs which circumvent the county's security systems.
• Installing or using instant messaging and chat programs that do not meet the County's security standards.
• Installing or using "backdoor" communications to the Internet such as using any wireless technology within a PC or laptop computer that is also connected to the county's network infrastructure.

8. Shareware Downloading and Use Exception

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

9. Countywide Messages

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

10. Penalty for Noncompliance

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

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

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

12. Effective Date and Consent to Standards

This revised and updated Policy is effective November 21, 2011. County employees and others who are provided access to county Internet and e-mail access are responsible for knowing and following this Policy. A policy acknowledgment form shall be signed by every county Internet and e-mail system user at least every two years, and kept on file by each department and office director, or their designee, in accordance with appropriate records retention policies.
Resolution # 21-98

Grays Harbor County
Policy for Reporting Improper Governmental Action
and Protecting Employees Against Retaliation

Policy Statement

It is the policy of Grays Harbor County to encourage reporting by its employees of improper governmental action taken by Grays Harbor County officers or employees, and to protect Grays Harbor County employees who have reported improper governmental actions in accordance with Grays Harbor County’s policies and procedures.

Definitions

As used in this policy, the following terms shall have the meanings indicated:

1. “Improper governmental action” means any action by a Grays Harbor County officer or employee;
   a. That is undertaken in the performance of the officer’s or employee’s official duties, whether
      or not the action is within the scope of the employee’s employment; and
   b. That is:
      1. In violation of any federal, state, or local law or rule,
      2. An abuse of authority,
      3. Of substantial and specific danger to the public health or safety or,

   “Improper governmental action” does not include personal actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, rehabilitations, reemployments, reappointments, performance evaluations, reductions in pay, terminations, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements, or reprisals.

2. “Retaliatory action” means any adverse change in the terms and conditions of a Grays Harbor County employee’s employment.

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

Procedures for Reporting

Grays Harbor County employees who become aware of improper governmental actions should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee’s belief that improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves him or her supervisor, the employee may raise the issue directly with the Board of County Commissioners for Grays Harbor County or the Administrative Assistant to the Board of County Commissioners.

In cases of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action.
The supervisor, the Board of County Commissioners or the Board's Administrative Assistant, shall take prompt action to assist in properly investigating the report of improper governmental action. Grays Harbor County officials and employees involved in the investigation shall keep the identity reporting employees confidential to the extent possible under law, unless the employee authorizes identifying information in writing. After an investigation has been completed, the employee reporting improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Grays Harbor County employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the employee reasonably believes that an inadequate investigation was not undertaken by the County to determine whether an improper governmental action occurred, or that insufficient action has been taken to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

Grays Harbor County employees who fail to make a good-faith effort to follow the County's procedures in reporting improper governmental action shall not receive the protections provided in these procedures.

Protection Against Retaliatory Actions

Grays Harbor County officials and employees are prohibited from taking retaliatory action against an employee because he/she has in good faith reported an improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the Board of Commissioners or the Board's Administrative Assistant. County officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If an employee's supervisor, the Board of Commissioners, or the Board's Administrative Assistant, does not satisfactorily resolve an employee's complaint that he/she has been retaliated against in violation of this policy, the employee may obtain protection under this policy and pursuant to state law by providing a written notice to the Board of Commissioners that:

a. Specifies the alleged retaliatory action and
b. Specifies the relief requested.

Grays Harbor County employees shall provide a copy of their written charge to the Board of Commissioners later than thirty (30) days after the occurrence of the alleged retaliatory action. Grays Harbor County shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response thirty days after the delivery of the charge to Grays Harbor County, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Board of Commissioners or the Board's Administrative Assistant within the earlier of either fifteen (15) days of delivery of the County's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to Grays Harbor County for response.

Upon receipt of request for hearing, Grays Harbor County shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge:

Office of Administrative Hearings
P.O. Box 42488, 4224 Sixth SE
Reyes St., Building #1
Lacey, WA 98504-2488
(360) 459-5353

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

The Board of Commissioners is responsible for implementing Grays Harbor County's policies and procedures for reporting improper governmental actions and for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures are (1) permanently posted where all employees will have reasonable access to them, (2) made available to any employee upon request and (3) are provided to all newly-hired employees. Elected Officials, Department Heads, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility. Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

Adopted this 11th day of January, 1993.

Board of Commissioners for Grays Harbor County

[Signatures]

Chairman

Commissioner

Commissioner

Clark of the Board
GRAYS HARBOR COUNTY
SAFETY BELT USE POLICY

On July 8, 1985, the Board of County Commissioners adopted Resolution 85/70, which states:

WHEREAS, it has been proven beyond a doubt that deaths and injuries can be reduced substantially through the use of safety belts, child restraints and other restraining devices by drivers and passengers of motor vehicles; and

WHEREAS, a very small portion of motor vehicle occupants actually use the safety equipment provided, increasing the number of needless deaths and the severity of injuries in motor vehicle accidents; and

WHEREAS, we, as a public agency, are responsible for the protection and safeguarding of the human resources of Grays Harbor County and the State of Washington.

NOW, THEREFORE, BE IT RESOLVED, that all persons while traveling in appropriately equipped County vehicles, either as drivers or passengers, shall use safety belts and/or restraining devices in the approved manner; and

BE IT FURTHER RESOLVED, that it shall be the responsibility of the driver of a County vehicle to ensure compliance with this Resolution before causing the vehicle to be moved.

BE IT FURTHER RESOLVED, that it may be grounds for disciplinary action, including but not limited to, oral reprimand, written reprimand, suspension or discharge if operating a vehicle on County business without wearing a seatbelt, and

To implement the provisions of this Resolution, the following Safety Belt use Policy is hereby established:

DEFINITIONS:

COUNTY - Grays Harbor County, including the various departments, divisions, sections, and offices.

ALL PERSONS - All employees of Grays Harbor County, including elected officials and appointed officials, and all others in County vehicles, including consultants, visitors, guests and riders.
DEFINITIONS (Cont'd.):

COUNTY VEHICLES - All vehicles owned by the County, all vehicles rented or leased by the County and all privately owned vehicles being used on or for County business.

EXCEPTIONS:

The only exceptions to this policy are:

- Heavy equipment vehicles without adequate rollover protection as posted; a list of specifically excepted vehicles will be maintained on the safety board at each shop and work station.

- Vehicles within properly signed work areas.

ADOPTED this 30th day of December, 1985.

BOARD OF COUNTY COMMISSIONERS FOR GRAYS HARBOR COUNTY

William E. Huyler
Chairman

M. Murphy
Commissioner

P. L. Grimsley
Commissioner

ATTEST:

Sara Daniel
Clerk of the Board
RESOLUTION # 90-73

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

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

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

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

1. The illegal use, manufacture, distribution, delivery, or possession of a controlled substance is prohibited while on the job or on county property. Such acts shall be grounds for discharge. Any illegal substances discovered on or within county property shall be turned over to the appropriate law enforcement agency for criminal investigation.

2. The Employee Assistance Program is available to be used in the treatment of substance abuse. Employees with substance abuse problems are urged to voluntarily request help from the program and may do so without jeopardizing their employment.

3. Employees must notify their department head or elected official within five days of any criminal conviction for violation of a drug statute that occurred at the workplace. Failure to do so will result in disciplinary action (up to and including discharge). Any disciplinary taken will be administered within thirty days.

4. A Drug-Free awareness program will be established to inform employees about the dangers of drug abuse in the workplace, the policy of maintaining a drug-free workplace, the availability of the Employee Assistance Program or other means to obtain drug counseling and/or rehabilitation and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Grays Harbor Board of Commissioners that these policies and practices be adopted.

ADOPTED this 22nd day of October 1990.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

William S. Rice
Chairman

Dee Dier
Commissioner

Cole Dier
Commissioner

ATTEST:

J. D. Davis
Chief of the Board
Resolution No. 01-06

Resolution Establishing Non-Discrimination Policy in County Activities, Services and Employment

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

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

Now Therefore, Be It Resolved,

I. Non-Discrimination Policy

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

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

II. Procedure for Reporting Violation of this Policy

If any person believes that he or she is the victim of discrimination in violation of this policy, the following complaint/investigation procedure should be used:
A. Individuals who experience discrimination have the right to make clear to the offending person that such behavior is against this policy and indicate to the offender to stop.

B. Upon occurrence of an act of discrimination in violation of this policy, the Complainant should immediately report the incident to the Risk Manager for the County. Members of the public may report the incident to any County supervisor upon whom it shall be incumbent to notify the County’s Risk Manager. All Complainants are assured that they may make such reports without fear of retaliation or reprisal by the County. The Complainant should report all information pertinent to the incident, including the date the incident occurred, individuals involved and any witnesses. The Complainant may speak in private with the Risk Manager and have a witness present. The complaint will be written and signed by the Complainant.

C. County employees who file complaints and are members of a bargaining unit have the right to notify their bargaining representative that the employee is involved in such a matter.

D. The County will investigate each complaint of violation of this policy. All investigations will be handled with discretion and will be as thorough as necessary. Anyone who is alleged to have violated this policy will be contacted during the investigation and permitted to respond to the specific allegations. Any person named as potential witnesses by the Complainant may be contacted as required during the course of the investigation. Any employee who has observed the incidents of the violation of this policy should cooperate with this investigation. All employees and non-County employees are assured that they may cooperate in such investigation without fear of retaliation or reprisal by the County.

E. A complaint of violation of this policy will be processed within thirty (30) days, subject to extension of that timeline if necessitated by the investigation or failure of any parties or witnesses in the investigation to participate.

F. All inquiries should be directed to the County’s Risk Manager.

III. Response by the County

At the conclusion of the investigation, the Board of Commissioners shall render a decision on whether or not violation of this policy occurred. The County shall notify the Complainant of the Board of Commissioners’ decision as to whether or not violation of this policy occurred. If the complaint is founded, the County shall:
A. Take immediate steps, if necessary, to ensure that violation of this policy does not continue.

B. Notify the Complainant that appropriate corrective action has been taken to remedy the situation.

IV. Non-Retaliation

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

Adopted this 8th day of January, 2001.

Board of Commissioners
Grays Harbor County

Bob Beerbower, Chair

Dan Wood, Member

Dennis Morrisette, Member

Attest:

Clerk of the Board
RESOLUTION # 2017-030

GRAYS HARBOR COUNTY
VOLUNTARY DONATED LEAVE POLICY

1. Policy

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

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

2. Eligibility

A. Employee Receiving Donated Annual Leave

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

a) Employee must have completed their probationary period.
   b) The employee who is to receive the donated leave must furnish the Department Head with a medical certificate from their health care provider (or the immediate family member's health care provider) verifying the severity or extraordinary nature, the beginning date, and expected duration of the condition.
   c) The nature of the request must meet the definition of sick leave pursuant to County policy or applicable bargaining unit agreement. This also applies to a request for leave involving immediate family members meeting the eligibility criteria, as defined in this policy.
   d) The employee must not be eligible for time loss compensation under RCW 51.32. If a time loss is approved at a later date, all leave received shall be returned to the donors and the employee shall return any and all overpayments to the County.
e) The receiving employee has exhausted, or will exhaust, all but a total of sixteen (16) hours of any and all accrued sick, vacation and compensatory leave available to them.

f) An employee who is using donated leave shall continue to be classified as a regular employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if in paid status.

B. Employees Donating Accrued Annual Leave

a) Employees may donate accrued annual (vacation) leave to an eligible employee as long as the donor’s annual leave balance does not drop below a minimum of eighty (80) hours. Accrued annual leave may be donated as long as the minimum eighty (80) hour balance is retained.

b) Leave donations shall be in a minimum of one (1) hour blocks.

3. Application process:

A. Employee: shall complete a Request for Voluntary Donated Leave Form and health care provider documentation and submit the Information to the employee’s Department Head. The health care provider documentation needs to verify the severe or extraordinary nature, beginning date, and expected duration of their condition.

B. Department Head: Insure that both forms are complete and forward to the HR Manager with the recommendation for approval or disapproval.

C. HR Manager: After approval, circulate the Request for Donated Leave Form and Voluntary Donated Form to employees via electronic mail. Such notice will include a deadline by which donations must be made.

D. Employees: Complete the Voluntary Donated Leave Form stating how many hours you are requesting and return to their Department Head.

4. Administration:

A. Donated leave shall be credited to the receiving employee’s sick leave account and used on an “as needed” basis in the order Voluntary Donated Leave Forms are received.

B. Voluntary Donated Leave Forms will be sent to the Department Head and date/time stamped when received.

C. The Department Head or their payroll designee is responsible for adjusting the accrued leave balances of both the donor employee and the recipient employee.

D. Donated leave hours are excluded from any payout provisions contained in the relevant provisions of collecting bargaining agreements.

E. When an employee has been granted donated leave and the basis for the leaves ceases to exist or qualify, no additional hours will be made available and any unused hours will be returned to donating employees on a last in, first out basis. This will be determined by the date stamp on the Donated Leave Form. The Department Head will notify the employee if their leave was not used and return the hours in the order received beginning with the last form received.
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Grays Harbor Board of Commissioners that these policies and practices be adopted and upon adoption of this resolution, this policy shall supersede and replace any other policies and agreements relating to the donation of leave.

ADOPTED this 10 day of April, 2017.

BOARD OF COUNTY COMMISSIONERS
GRAY'S HARBOR COUNTY

Wes Cormier, Chairman
Vickie Raines, Commissioner

Attest:
Jenna Amsbury, Clerk of the Board
Randy Ross, Commissioner
GRAYS HARBOR COUNTY RESOLUTION NO. 2007- 54

A RESOLUTION of the Grays Harbor County Board of Commissioners rescinding Resolution No. 97-36, and reissuing amended regulations for reimbursement of employee travel and other necessary expenses.

WHEREAS, the Board of Commissioners adopted Resolution No. 97-36 pursuant to the authority of RCW 42.24, on May 19, 1997, establishing regulations for reimbursement of employee travel and other necessary expenses for official county business; and

WHEREAS, the Board of Commissioners finds that it is necessary and appropriate to rescind Resolution No. 97-36, and by further resolution amend and reorganize regulations for reimbursement of employee travel and other necessary expenses for official county business,

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Grays Harbor County, Washington, as follows:

Section 1. Application of regulations. Unless otherwise provided by law, the regulations contained in this resolution shall govern all county reimbursement for travel and other necessary expenses of county officers and employees for official county business.

Section 2. Definitions.

A. "Employee" includes, but is not limited to, elected and appointed county officials.

B. "Vehicle" means all motor vehicles, including but not limited to automobiles, pick-up trucks, sport utility vehicles and motorcycles.

C. "Official station" means the city, town or other location where the employee's office is located or the city, town or location where his or her work is performed on a permanent basis. An employee's official station shall be designated by the appropriate county department.

Resolution No. 2007- 54
Page 1 of 6
D. "Official residence" means the location where an employee owns or leases a house, apartment or other abode used as the employee's or employee's family's domicile, and not co-located with his or her official station.

E. "Official county business" means all employee activities directly related to the county's business and the employee's work responsibilities.

Section 3. Control of travel.

A. Authorization to travel and for reimbursement of travel expenses shall be obtained prior to commencement of the travel activity. Officers and employees will exercise prudent judgment to avoid unnecessary expense while on official county business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of county employees attending an authorized meeting or event should be the minimum necessary consistent with the benefit to the county derived there from.

B. The employee's itinerary shall be planned to eliminate unnecessary travel in the performance of county work assignments. Two or more employees utilizing a vehicle for official travel should travel together, if feasible. Use of county vehicles for official county travel is encouraged, subject to the policies and procedures contained in Resolution 93-37.

C. The employee's department head should determine whether it is more economical to reimburse the employee for subsistence and/or lodging, or require the employee to return to his or her official station or residence daily or on weekends before placing the employee on travel status.

D. Commercial air, rail or ship transportation shall be by tourist class. All exceptions must be approved in writing, including justification for other than tourist-class travel, by the appropriate department head.

E. Unless advance approval or authorization is required by law or other provision of this resolution, department head general approval indicated on the monthly Travel Expense Voucher is sufficient.

Section 4. Subsistence and lodging. Subject to the limits herein, reimbursement for subsistence during official county business is made on a per-meal basis for single day travel and on a per diem basis for overnight travel. Lodging expenses incurred on official county business is reimbursed on an actual expense basis and written receipts are required as provided in Section 7(E)(1) below. Reimbursement will be made for all authorized official travel and expenses, subject to the restrictions provided in this resolution, but shall not be approved for expenses incurred at the official station or official residence of the traveler unless such expenses are required or are necessary in the performance of official county business. The individual meal and daily subsistence rate is limited to the following:

Resolution No. 2007-54
A. Breakfast: $10.00  
B. Lunch: $13.00  
C. Dinner: $22.00

Daily per diem subsistence amount: $45.00

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

Section 5. Other travel expenses.

A. Reimbursable transportation expenses. Reimbursable transportation expenses include expenses incurred by an employee for all necessary official travel on railroads, airlines, ships, buses, privately owned vehicles or other usual means of transportation.

B. Reimbursement for use of privately-owned vehicle.

(1) Reimbursement for use of privately-owned vehicles shall be allowed at a rate set pursuant to federal government standards for official travel.

(2) Reimbursement shall be payable to only one or more employees traveling on the same trip and in the same vehicle.

(3) All county employees operating a motor vehicle for travel on official county business must have in their possession a valid Washington State Drivers License and written proof of insurance and have previously completed a current county-approved defensive driving class.

C. Miscellaneous travel expenses

(1) Miscellaneous travel expenses essential to the transaction of official county business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

   (a) Taxi fares, car rentals, parking fees, and ferry and bridge tolls.

   (b) Registration fees required in connection with attendance at conventions, conferences and official meetings.

   (c) Hotel or other room rental charges when authorized by the appropriate department head and used to conduct official county business. Such room rental must be itemized and identified separately from employee lodging expenses.

   (d) Charges for necessary stenographic, fax, or copying services in connection with the preparation of reports and/or correspondence, when authorized by the department head.
(2) Certain travel expenses are considered as personal and not essential to the transaction of official county business. Such nonreimbursable expenses include, but are not limited to:

(a) Laundry, valet service and entertainment expenses, video or television rental.

(b) Taxi fees, car rentals and other transportation costs to places of entertainment and other similar facilities. Reimbursement of transportation expenses for travel between an employee’s official residence and official station is not allowed except when performing official county business outside the employee’s normal working hours.

(c) Costs of personal “trip insurance,” and medical and hospital services.

(d) Personal telephone calls to the home of an employee except for a brief call made to advise the employee’s family of a change in travel plans.

Section 6. Miscellaneous requirements.

A. Leave of absence during travel. If an employee, while on official travel, takes a leave of absence of any kind due to illness or injury and not due to his or her own misconduct, the authorized reimbursement for subsistence and lodging may be continued during the leave period, but such reimbursement shall not exceed the total reimbursable amount authorized for privately-owned vehicle mileage or common carrier expense in returning the employee to his or her official station and then back to the assignment, provided the employee is capable of making the trip.

B. Travel for convenience of employee.

(1) If an employee elects to return to his or her official station or residence after the close of a regularly scheduled working day, the maximum reimbursement shall be the lesser of either:

(a) The travel expense incurred in returning to his or her official station or residence, or

(b) The amount which would have been allowable had the employee remained at his or her temporary station.

(2) If an employee elects to return to his or her base, as set forth above, he or she shall return to his or her temporary duty station in time to observe the regularly scheduled working hours.

(3) No reimbursement for lodging or subsistence shall be paid to an employee for extra field time incurred traveling to a destination for his or her own convenience in advance of the necessary time for arrival, nor shall he or she be paid for
extra field time incurred if he or she remains at the destination following an official meeting or other work assignment whenever it is for his or her own convenience.

Section 7. Preparation of travel expense vouchers.

A. Submission of Vouchers

(1) All travel expense vouchers must be completed in accordance with the instructions contained herein and in the detail required on the Travel Expense Voucher furnished by the county.

(2) Written receipts are not required for subsistence (meal) expenditures reimbursed on a per diem basis, as provided in Section 4 above and subject to the limits provided therein.

B. Receipts and information required in support of travel expense vouchers.

(1) Where reimbursement is for actual cost of lodging, each claim must be supported by a valid receipt.

(2) Written receipts are not required for the following:

(a) Day parking fees;
(b) Transit fares, ferry fares, bridge and road tolls, and taxi and limousine fares when necessary and on official business;
(c) Telephone calls where it is necessary to use a coin box telephone or where the telephone call cannot be charged to the employee’s official telephone extension.

(3) When a privately-owned vehicle is used and reimbursement requested, the voucher shall show approval or authorization for its use. Unless advance approval or authorization is required by law or other provision of this resolution, the general approval indicated on the monthly Travel Expense Voucher shall be sufficient to satisfy this requirement.

Section 8. Previous resolution rescinded. Resolution No. 97-36 is hereby rescinded.
ADOPTED this 21st day of May, 2007.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

Albert A. Cartor, Chairman
Commissioner, District 3

Bob Beerbower
Commissioner, District 1

Mike Wilson
Commissioner, District 2

ATTEST:

Donna Caton
Clerk of the Board

APPROVED AS TO FORM:

James K. Baker
Deputy Prosecuting Attorney

Resolution No. 2007-54
Page 6 of 6
RESOLUTION NO. 2007-67

A RESOLUTION of the Grays Harbor County Board of Commissioners amending Resolution No. 2007-54 with respect to employee meal reimbursement.

WHEREAS, the Board of Commissioners adopted Resolution No. 2007-54 pursuant to the authority of RCW 42.24, on May 21, 2007, establishing regulations for reimbursement of employee travel and other necessary expenses for official county business; and

WHEREAS, the Board of Commissioners finds that it is necessary and appropriate to amend Resolution No. 2007-54 to further clarify reimbursement of employee meal expense while traveling on official county business,

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Grays Harbor County, Washington, as follows:

Section 1. Amendment. Section 4 of Resolution 2007-54 is amended to read as follows:

Section 4. Subsistence and lodging.

A. Single, First, and Last day of travel: Subject to the limits herein, reimbursement for subsistence during official county business is made on a per-meal basis for single, first, and last day of travel and are not payable when:

1. The expense of the respective meal is included in a registration fee, hotel, or another county expense, or
2. Meals are incurred in the normal course of the employee's job, including staff meetings and consultation with subordinates or between employees, or
3. The meal occurs in the approximate location of the employee's normal place of work where the employee's normal means of subsistence can be reasonably accommodated, or
4. The county, other government agency or non-government agency or entity, at its option, provides a meal.

B. Overnight Travel (other than single, first, or last day): Daily per diem subsistence amount shall be $45.00.

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

1. Breakfast: $10.00
2. Lunch: $13.00
3. Dinner: $22.00
D. The individual meal and daily per diem subsistence amounts provided herein include all tips and applicable taxes, if any.

Section 2. Effective date. This resolution shall be effective on July 1, 2007.

ADOPTED this 18th day of June, 2007.

BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY

Albert A. Carter, Chairman
Commissioner, District 3

Bob Beerbower
Commissioner, District 1

Mike Wilson
Commissioner, District 2

ATTEST:

Donna Caton
Clerk of the Board

APPROVED AS TO FORM:

Deputy Prosecuting Attorney

Resolution No. 2007- 67
Page 2 of 2
NO. 92-3

CODE OF CONDUCT FOR GRAYS HARBOR COUNTY

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with federal Office of Management and Budget (OMB) Circular A-102, Attachment 0, Paragraph 7 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of Grays Harbor County engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of Grays Harbor County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

a. the employee, officer, or agent;

b. any member of his/her immediate family;

c. his/her partner;

d. an organization which employs, or is about to employ any of the above has a financial or other interest in the firm selected for award.

Grays Harbor County officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

REMEDIES

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions.

Dated this 24th day of January, 1992.

GRAYS HARBOR COUNTY COMMISSIONERS
GRAYS HARBOR, WASHINGTON

Robert W. Paylor, Chairman

Dick Dixon, Commissioner

William S. Pine, Commissioner

ATTEST:
WORKPLACE BULLYING POLICY

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

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

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

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

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

ADOPTED this 24th day of February, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR GRAYS HARBOR COUNTY

Frank Gordon, Chairman

Wes Cormier, Commissioner

Herb Welch, Commissioner

ATTESTED:

Clara McCallum
Clerk of the Board