

# CITY OFFICIAL HANDBOOK

Effective July 1, 2019

City of Tenino



**Resolution 2019-01, Exhibit A**  
**CITY OF TENINO “CITY OFFICIAL HANDBOOK”**

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**DISCLAIMER**



**This handbook is not a contract. This handbook is not intended to, nor does it, create any type of contractual relationship. Nothing herein modifies the “at-will” relationship of the parties. The City of Tenino reserves all rights to modify, revoke, suspend, terminate, or change anything contained herein at any time, with or without notice.**



# **CHAPTER 1**

## **GENERAL**

## I. PURPOSE/SCOPE/APPLICABILITY

- A. As a Municipal Corporation, the City of Tenino is bound by the Statutes of the State of Washington as set forth in the Revised Code of Washington (RCW) and as amplified by the Washington Administrative Code (WAC), as well as federal law. As a result, these policies are subordinate to all applicable federal and state laws. In the event there is any conflict between these policies and any statute, the statutory provisions will take precedence. ***By accepting employment with the City, you understand and acknowledge the foregoing.***
- B. These personnel policies are not intended to be, nor should they be, construed as a contract, express or implied, or as a guarantee of employment for any specific duration. No Supervisor or representative of the City of Tenino has the authority to enter into any agreement with an individual employee for employment for any specified period or to make any written or verbal commitments contrary to the foregoing, unless such agreement is in a written employment contract signed by the Mayor, with appropriate authorization of the Council. The City also reserves the right to deviate from these regulations in individual situations, particularly in an emergency, in order to achieve its primary mission of providing orderly and cost-efficient services to its citizens.
- C. These personnel policies shall apply to all City employees and volunteers. They shall not apply to elected officials or independent contractors unless specifically indicated. In the event of a conflict between any provision of this manual and any provision of a valid and effective collective bargaining agreement or in cases where the application of these regulations would conflict with applicable Civil Service rules and regulations, the provisions of the labor agreement and/or the Civil Service rules shall govern. In all other cases, these regulations shall govern. As a condition of employment all employees are required to read these personnel regulations and indicate by their signature that they understand these regulations and will comply with them.
- D. With the exception of Civil Service employees, all other employees and volunteers of the City of Tenino are considered "at-will" employees. Their employment with the City of Tenino and compensation may be terminated, with or without cause and with or without notice at any time. The termination of employment for Civil Service employees is governed by the Washington State Civil Service Law, RCW § 41.06 and WAC 357.
- E. To the extent that any collective bargaining agreement or civil service rules do not address the issues of employee conduct outlined herein, these policies govern.

- F. By publishing this document, the City is not intending to create any new rights, nor abrogate any existing rights. The City reserves all rights not herein mentioned.

## II. DEFINITIONS

- A. Anniversary Date: The yearly return of the day and month corresponding with the employee's date of hire. This date may be adjusted when an employee departs for any reason and then later returns to City employment.
- B. Applicant: A person who has made formal application of employment with the City.
- C. Appointment: A position (authorized by the City Council and Mayor) filled by the Appointing Authority. Appointments include full-time, trial and part-time.
- D. At-will: The State of Washington is an "at-will" state. All employment with The City is voluntarily entered into and employees are free to resign at any time. Similarly, The City is free to terminate an employment relationship with or without cause and with or without notice at any time. While we hope our relationship will be long and mutually beneficial, it should be recognized that neither employees nor The City have entered into any contract of employment, express or implied. Neither this handbook nor any of its contents, nor any other written or oral communication by any management representative made at the time of hire or during the course of employment, is intended in any way to create contractual employment rights. Our relationship is and always will be one of voluntary employment "at will." No representative of The City has authority to enter into any agreement contrary to the foregoing." If discharged by the City, the employee may request, in writing, an explanation for the termination and the City must reply within 10 working days..
- E. Authorized Position: A position authorized through the budget process by the City Council and approved by the Chief Administrative Officer.
- F. Call back. After departing the workplace at the end of a regularly scheduled shift, an employee may be called back to work at the direction of a Department Head or the Mayor.
- G. Chief Administrative Officer: The Mayor is the Chief Administrative Officer and responsible for the proper administration of all City departments and programs.

- H. City Credit Card: A credit card issued to the City of Tenino by a financial institution for the purpose of conducting City business. These include, but are not limited to, VISA, MasterCard, American Express, and Discover cards.
- I. City Official: A City Official is someone who was elected or appointed to serve, and who actually does serve, on any Council, Commission, Committee, Board, Bureau, or Working Group of the City; a City Employee of any type; or a bona-fide Volunteer in actual service to the City.
- J. Council: The City Council is the legislative body of the City government.
- K. Department Head: An at-will employee who has responsibility for the management of one or more departments on behalf of the City, generally FLSA exempt.
- L. Employee's Relatives: An employee's relative means the spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-children, step-father, step-mother, step-brother, step-sister and grandparents on both sides.
- M. Engaged to be waiting. When placed on standby, employees are "engaged to be waiting" and must be fully capable of performing any of their normal workday duties. Because they must remain within certain geographical bounds, abstain from consuming alcohol, cannabis, or other forms of intoxicants, and otherwise be readily available for work, whenever an employee is in a standby status, it is considered "hours worked."
- N. Exempt Employee: An employee who is exempt from all overtime laws and regulations. Exempt employees are paid a fixed amount regardless of the number of hours worked. Exempt employees are expected to work not less than 40 hours per week and may have their pay adjusted for working less than the expected number of hours, but will never receive more than the agreed amount.
- O. FLSA: The federal Fair Labor Standards Act. The foundational statute underlying employer/employee relationships across the United States.
- P. Immediate Family Member: The employee's spouse, mother, father, brother, sister, son or daughter, mother-in-law, father-in-law, daughter- or son-in-law, including step and adoptive relationships.
- Q. Information Management Officer: The Mayor designates the City's Information Management Officer based on the knowledge, skills, and abilities of existing Employees. The Information Management Officer is a

City Official whose responsibilities include managing the City's Information Technology infrastructure on a daily basis and who acts as the interface between any user of City Information Technology and the System Administrator.

- R. Job Description: The written description of a position containing title, responsibilities and minimum qualifications, to include knowledge, skills, abilities, training, experience and possible licensing. Also known as a Position Description.
- S. Just Cause: A fair and honest cause or reason, regulated by good faith on the part of the City. A discharge for "just cause" is one which is not for any arbitrary, capricious, or illegal reason and which is one based on facts (1) supported by substantial evidence and (2) reasonably believed by the City to be true.
- T. Mayor: The elected Chief Administrative Officer of the City.
- U. Non-exempt Employee: An employee who is subject to all provisions of the FLSA. Non-exempt employees must either be paid overtime or granted compensatory time at the rate of one-and-one-half times their regular pay for any amount of time in excess of the maximum number of hours allowable under the FLSA (including the 7k exemption).
- V. Personnel Action: Any action taken with reference to appointment, compensation, promotion, demotion, transfer, layoff, dismissal or any disciplinary action affecting status of employment.
- W. Personnel File: Confidential personnel records of every City employee maintained and controlled by the Clerk/Treasurer, or his/her designee, at City Hall.
- X. Position: A grouping of current duties and responsibilities assigned by the appointing authority requiring the employment of one person that is established by the legislative body of the City.
- Y. Promotion: The movement of an employee from a position in one class to another class requiring increased duties and responsibilities, requiring greater pay and qualifications, and providing a higher maximum rate of pay.
- Z. Provisional: A limited civil service appointment of a certified person to either a classified position which is not vacant but is currently unfilled due to an authorized leave-of-absence or classified position for which there is no current eligible register. Provisional appointments are not eligible for civil service protections.

- AA.** Reclassification: Change in allocation of an individual position by raising it to a classification having a lower salary range, or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty or responsibility of work performed in the position.
- BB.** Regular Full-Time Employee: An employee who has completed his or her trial period and who regularly works more than 32 hours a week on a continuing basis.
- CC.** Regular Part-Time: An employee who works less than 32 hours per week and is eligible for pro-rated City benefits if they work more than 70 hours a month.
- DD.** Reinstatement: The return of an employee to his/her former position in the service of the City within five years after layoff or at any time after successful appeal of a suspension, reduction in rank or termination. If the employee is a union employee, the reinstatement (recall) shall be strictly on the basis of seniority to any previously held classification if a vacancy occurs because of a layoff or reclassification.
- EE.** System Administrator: The City contracts with commercial vendors for the administration and maintenance of its Information Technology (IT) infrastructure. The System Administrator is the holder of the City's current IT Service Provider contract.
- FF.** Temporary Employee: An employee who hold jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary employees are not eligible for City's benefits if the expected duration of the project is less than 6 months.
- GG.** Trial Employee: A full-time employee who is performing in a working test period, during which time the employee serves at the pleasure of the City. Also known as a "Probationary Employee."
- HH.** Trial Period: The final phase of the selection process or a working test period during which an employee is required to demonstrate his/her ability and capacity to perform the duties of the position to which he/she has been appointed.
- II.** Volunteer: An individual who has executed a "Volunteer Service Agreement" and who is performing services for the City who does not receive compensation, other than reasonable reimbursement or allowance for expenses actually incurred, or any other thing of value, in excess of five hundred dollars per year.



- JJ. Waiting to be engaged. Whenever an employee has been scheduled to be “on call,” they are “waiting to be engaged.” Because they are not subject to any work-related restrictions they are not generally entitled to compensation. In the event an on-call employee is called in to work in an unscheduled manner, the employee is not thereby performing in a Standby status and is not entitled to be paid for the time they were waiting; rather, they are entitled to be paid as explained under the Call Back provisions, above.

### **III. EQUAL EMPLOYMENT OPPORTUNITY**

- A. The City of Tenino is an equal employment opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of merit; job related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, familial status, military status, sexual orientation, gender identification, medical condition, physical handicap or disability, honorably discharged veteran status, or any other basis prohibited by local, state, or federal law.
- B. The City will not discriminate against qualified applicants or employees with disabilities. Disabilities will be reasonably accommodated, if possible, unless the disability prevents proper performance of an essential element of the job.
- C. All recruitment, selection, placement, training and termination decisions made by the City will be based solely upon job-related qualifications and abilities. In some cases (a commissioned law enforcement officer position, for example) seniority may be treated as a factor to be considered.
- D. Employees who have Equal Employment Opportunity related questions; problems or complaints should first communicate their concerns to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint by using the City's complaint procedure.
- E. The City identifies itself as an equal opportunity employer in advertising for employees, in recruiting literature, in employee information, and in all day-to-day operations.

### **IV. ANTI-DISCRIMINATION POLICY**

- A. It is the City of Tenino's intent to provide a work environment free from all forms of unlawful harassment or discrimination. All City of Tenino

employees are responsible for ensuring that the workplace is free from harassment and discrimination. Employees are expected to show respect for each other and towards those with whom the City does business at all times, despite individual differences.

- B. Unlawful harassment generally includes, but is not limited to, offensive comments or actions, such as slurs, offensive jokes, graffiti, vandalism, and/or abusive or demeaning treatment relating to race, ethnic background, gender, sexual preference or identification, religion, age, disability, or any other lawfully protected status.
- C. In some cases, conduct which constitutes unlawful harassment may lead to personal liability for the harasser.
- D. See Harassment/Discrimination Complaint Procedures, Section VI below, for guidance on what to do if you experience harassment.

## **V. ACCOMMODATION / DISABILITY POLICY**

- A. Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. The City makes employment decisions based on the merits of situation in accordance with defined criteria, not the disability of the individual.
- B. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists.
- C. The City makes all types of leaves of absence available to all employees on an equal basis. The City is committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The City follows all state or local laws that gives more protection to a person with a disability than does the Americans With Disabilities Act (ADA).
- D. The City is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, or local laws.

## **VI. ANTI-SEXUAL HARASSMENT POLICY**

- A. Sexual harassment is a form of sex discrimination and is an “unlawful employment practice” under Title VII of the 1964 Civil Rights Act and the

Washington Law Against Discrimination (RCW 49.60). Sexual harassment will not be tolerated by the City of Tenino.

- B.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitutes sexual harassment when:
  - 1. Submission to or rejection of such conduct is used as a basis for making employment decisions affecting the recipient; or
  - 2. The conduct unreasonably interferes with the recipient's work performance; or
  - 3. The conduct creates an intimidating, hostile, or offensive work environment. Examples include, but are not limited to, comments, suggestions, or jokes of a sexual nature.
- C.** For the purpose of providing a workplace free from sexual harassment, the City of Tenino prohibits all conduct and comments of a sexual nature in the workplace, such as sexual jokes, discussion of personal or private sexual activities, graphic sexual material that is unrelated to work and other communications or depictions of sexual acts others may find offensive, that is not strictly work related, such as discussions of alleged criminal activity that the City may be investigating. This prohibition extends beyond what the law currently requires but will ensure that our employees are in a workplace free of embarrassing or potentially offensive conduct that is unrelated to the work our employees are asked to perform.

## **VII. HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE**

- A.** Employees who believe they are being subject to discrimination or unlawful harassment should identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or intimidating, the employee should discuss his/her concerns immediately with a supervisor. If the harassment involves the employee's supervisor, the employee should notify the City Clerk/Treasurer or the Mayor. If the harassment involves the Clerk/Treasurer, the Mayor should be notified. If the harassment involves the Mayor, the City Attorney should be notified.
- B.** Employees are strongly urged to report all instances of perceived harassment or discrimination as soon as possible. It is the City of Tenino's goal to provide its employees with a professional and productive working environment. However, the City cannot address employees' concerns if those concerns are not brought to the City's attention.

- C. No employee will suffer retaliation for reporting a concern or participating in the investigation of a complaint made under this policy. To the extent possible, complaints will be handled confidentially. Employees are expected to use this complaint procedure in good faith, since false accusations may cost an employee their job or career, undermine the City's interest and permanently damage the work environment. No employee shall knowingly bring forward a false accusation of harassment or discrimination. Knowingly bringing a false accusation will result in disciplinary action, up to and including termination, and does not fall within the City's prohibition on retaliation.
- D. If an investigation shows the accused employee(s) did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Because employee discipline is a confidential matter, the complaining party may not always know of the specific action taken in response to their complaint. Disciplinary actions may include warnings, verbal and/or written reprimands, a permanent letter to the employee's file, transfer, demotion, suspension or termination.

## **VIII. EMPLOYEE PERSONNEL RECORDS (Appendix B)**

### **A. Elected and Appointed Officials.**

- 1. The Clerk/Treasurer shall establish a Personnel File for Elected and Appointed Officials that shall be maintained as prescribed in Appendix B to this Handbook.
- 2. Personnel Records for elected and appointed officials shall contain only the following:
  - (a) All materials submitted as part of the appointment and confirmation (if required) of the official concerned.
  - (b) A fully executed copy of the official's Oath of Office.
  - (c) Records of training attendance, especially those that prove meeting the requirements of both the Open Public Meetings Act (RCW 25.30) and the Public Records Act (RCW 42.56).
  - (d) Payroll documents, if the position receives a stipend.
- 3. Personnel Records for elected and appointed officials shall be maintained in a secure container within the Clerk's office and access is limited to the Mayor, the Clerk/Treasurer, and the Payroll Clerk.

**B. Employees.**

1. The Clerk/Treasurer shall establish a personnel file for each employee as prescribed by Appendix B to this Handbook.
2. Personnel files shall be kept in a secure container within the Clerk's office, and access is limited to the employee's immediate supervisor, the Department Head, the Mayor, the Clerk/Treasurer, and the Payroll Clerk.
3. An employee's personnel file contains, but is not limited to, the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, tax withholding information, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.
4. An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.
5. Personnel files are kept confidential to the maximum extent permitted by law and business necessity, however, by State common law, records relating to employee misconduct may be subject to public disclosure laws. Except for verifications of employment, information from an employee's personnel file will not be released to the public, including the press, without a request for specific information and either a release signed by the employee or after the employee has had the opportunity to respond to a "third party notice" issued at the time the City initially responded to the request for public records received by the City.

**C. Police Personnel Training Record**

1. Police personnel have unique training requirements, many of which require annual refresher training. They also, relative to non-public safety employees, have a greater number of training requirements.
2. Police personnel also have unique personnel requirements, often involving in-depth investigations into the personal background, history, finances, and legal dealings.



3. Because of these unique requirements, each public safety employee will have a separate "Police Personnel Training Record" that, while overall a part of the employee's "Personnel Record," is maintained by the Chief of Police, or his or her designee, within the confines of the Police Department.
  - (a) These records are required to be maintained at the same level of skill and confidentiality as all other Personnel Records. Accordingly, they shall be stored in a secure cabinet to which access is controlled in the manner prescribed by the Chief of Police, but in no event at a lesser level of security than is required by State Law.
  - (b) In the event of separation, for any reason, the Police Personnel Training Record shall be included in the employee's Official Personnel Record for disposition in accordance with the most current Retention Schedule published by the Office of the State Archivist.

**D. City of Tenino Official Identification Card**

1. Identification cards have many important benefits, but the City requires each employee to possess and display a City-issued Identification card in order to:
  - (a) Prove that the person carrying the card works for the city, and
  - (b) The card provides a ready means of access control.
2. Cards are issued by the Tenino Police Department.
  - (a) New employees shall be escorted by the applicable Department Head to the Police Department once coordination has been made to issue a card to a new employee.
  - (b) Existing employees may make appointments directly with the Police Clerk to obtain new or replacement cards.
3. Cards do not automatically grant access to all City facilities, particularly, the Police Department. Access to the Police Department shall be as prescribed by the Chief of Police in the Tenino Police Department Policy Manual.

4. Once issued, employees are required to display the card prominently upon their person during all times that the employee is conducting City business within the City Limits.
5. Cards may be displayed while traveling on City Business or during training while outside the City Limits.
6. While not required, elected or appointed officials are eligible to receive a City of Tenino Official Identification Card.
7. Lost or stolen ID cards must be reported:
  - (a) Within 24 hours of discovering the card has been lost or stolen if City offices are open.
  - (b) Immediately upon reporting for work If the card is lost or stolen during a period when City offices are closed.
  - (c) The employee shall make the initial report to the Police Clerk and a follow-up report shall be made to the employee's supervisor or Department Head.

## **IX. LETTERS OF REFERENCE**

- A. Only the City's Management, including Department Heads and the Mayor, will provide employment references on current or former regular City employees. Employees who receive a request for a reference from or pertaining to a former employee should refer the request to the City Clerk/Treasurer.
- B. Pursuant to RCW 4.24.730, any employer providing information about a former employee, who acts in good faith, is immune from liability if the information relates to the individual's ability to perform the job, diligence, skill, reliability, attendance, and or any misconduct that occurred while the employee was employed. The City will only provide dates of employment, positions held, and rate of pay in the absence of a complete release of liability signed by the former employee.

# **CHAPTER 2**

## **HOURS & ATTENDANCE**

## **I. DAYS AND HOURS OF OPERATION**

- A.** As required by RCW 35.21.175, the days and hours of normal operation for all City offices are set by ordinance. The City Council may change those dates or times in order to meet the needs of the City's residents in the most cost-efficient manner. When required by local conditions however, the Mayor may authorize a temporary deviation from the requirements of the ordinance. When this occurs, a notice outlining the reason for the deviation along with the temporary dates and hours of service and the expected duration of the deviation shall be posted on the City's website. Such notice shall also be placed on or near the main entrance of City Hall, the Police Department, and the Public Works shops.
- B.** For the purpose of computing overtime, the City's work week is Sunday through Saturday, except for commissioned police officers.
- C.** For the purpose of computing overtime for commissioned Police Officers (except the Chief), the City uses the 28-day 7K schedule. The first day of the 28-day schedule begins on January 1 of each year. Each 28-day period begins on the day after the immediately preceding 28-day period ends (regardless of calendar day) and continues so running until December 31 of each year. The schedule and cycle will not change mid-year.

## **II. WORKING HOURS**

- A.** Exempt employees. The City's three Department Heads are salaried FLSA-exempt employees. They are salaried because Department Heads are expected to spend the amount of time required to ensure the safe, effective, and efficient operation of their Department, which usually exceeds 40 hours per week. Each Department Head is expected to work a minimum of 40 hours per week and their pay is subject to downward adjustment whenever their absence from work is adjudged improper (see Chapter 7.)
- B.** Non-exempt employees. All other City employees are "hourly" employees and subject to the provisions of both the federal FLSA and Washington State's Minimum Wage Law. There are two subcategories of non-exempt employees: Public Safety Employees and all others.
  - 1.** Public Safety Employees. The City's only "Public Safety" employees are its commissioned Police Officers (but for the purpose of overtime, does not include the Chief.) Since Tenino operates a very small Police Department, the City can take advantage of the "Public Safety" exemption afforded under the FLSA. This exemption is commonly known as the "7k" exemption,

referring to the fact that the exemption is contained in Section 7 (k) of the FLSA. The most prominent feature of the 7K exemption is in the number of hours that Public Safety employees must work before becoming entitled to overtime pay, which is 171.5 hours in a 28-day period. The City safe-sides this requirement by requiring one/half hour less (171 hours) as the overtime threshold. However, it is the City's policy that any amount of time worked over 12 hours in a single day will be paid at the overtime rate, regardless of the total number of hours having been worked, or to be worked, within any 28-day period.

2. All Others. All other non-exempt City employees are required to be paid overtime whenever they exceed 40 hours in any given week or longer than the regular number of hours scheduled on any particular day.

- C. Part-time and Temporary employees will work hours as specified by their supervisor or the Mayor.

### **III. SCHEDULED HOURS OF WORK AND OVERTIME**

#### **A. Statutory Requirements.**

1. Non-exempt, non-Public Safety Employees are generally entitled to overtime compensation for hours worked in excess of 40 per week.
2. There is generally no limitation on the number of hours an employee may be scheduled to work in a workweek.
3. The City can require mandatory overtime but must compensate employees accordingly. Overtime compensation is due when an employee:
  - (a) Works more than 40 hours in a workweek or more than their scheduled number of hours on a particular day, regardless of whether the hours are worked on a Saturday, Sunday or holiday. Applicable to non-Public Safety employees only.
  - (b) Or, in the case of a Public Safety Employee only, works more than 171 hours in a 28-day period or more than 12 hours on a particular day, regardless of whether the hours are worked on a Saturday, Sunday, or holiday.



**B. Overtime Policy.**

1. City Policy is that overtime must, to the degree possible, be authorized in advance and in writing (scheduled).
2. Department Heads include overtime in their annual budget submissions because history has proven that the City will incur overtime and therefore, it is incumbent upon the Department Heads to make reasonable attempts to project these overtime requirements and program such overtime into their Departmental Work Plans. This is known as “scheduled overtime.”
3. When an unforeseen requirement for overtime presents itself, Department Heads may offer Compensatory Time (see Section IV, below) to the employee(s) who will be required to perform the extra work to the extent allowed by law.
  - (a) If the extra work may be performed by anyone within the applicable Department, the work shall be offered first to the employee who will agree to compensatory time.
  - (b) If the nature of the extra work requires an employee who possesses unique training, skills, experience, or licensure and such employee does not consent to compensatory time, or if no employee will agree to compensatory time, then the Department Head must inform the Mayor of the situation and the Mayor must either approve the overtime or direct that the work be deferred.

**IV. COMPENSATORY TIME**

- A. Non-exempt employees that are entitled to overtime pay may elect to receive compensatory time off instead of cash payment. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as compensatory time.
- B. Accrual of compensatory time is limited to 40 hours, which may be carried over into a succeeding year. Once an employee has accrued 40 hours of Compensatory Time however, overtime compensation shall be paid.
- C. Accumulation of compensatory time as a substitute for vacation time is not permitted. All accrued compensatory time must be used prior to any vacation time.
- D. As with all other types of leave, once accrued, an employee may request use of compensatory time through their supervisor. The granting of

Compensatory Time use is governed by the same considerations as for all other types of leave.

- E. Employees must use accrued compensatory time in a way that does not unduly disrupt City operations. All arrangements to use compensatory time must be approved by the employee's supervisor or Department Head. If an employee is in a leave status, where all accrued benefits are paid prior to the employee remaining on unpaid leave status, accrued compensatory time will be paid prior to paying out sick and/or vacation time.
- F. FLSA-exempt employees shall be granted a period of time, not to exceed eight (8) hours per month, subject to approval by the Mayor in writing, in recognition of the time demands of these positions. This time is not intended to be, nor will the City allow the accrual of such time as another category of "banked" leave. These hours shall not accrue but will expire on the last day of each month when not actually used.

## **V. CALL BACK**

- A. All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination.
- B. Employees called back to duty will be paid their appropriate rate of pay for hours worked (including the overtime rate, if applicable.) A minimum of one (1) hour of compensation will be paid for each call back assignment.

## **VI. ON CALL AND STANDBY**

- A. When prudence would indicate it to be necessary, employees may be placed in either a "standby" or an "on call" status.
  - 1. Standby. Whenever an employee is scheduled to "standby," they are engaged to be waiting and shall be paid their full salary and benefits. Employees scheduled to perform in a standby status do not have to report to their normal workplace, but must:
    - (a) Carry a beeper and/or a City-issued cellular telephone; and
    - (b) Remain within 15 minutes of their normal workplace; and
    - (c) Abstain from ingesting any substance that would prevent them from performing any of their normal workplace duties.

2. On call. Whenever an employee is scheduled to be “on call,” they are waiting to be engaged. They are not confined to any particular place but are required to leave word where they may be reached, or must wear a beeper or carry a City-issued cellular phone. While not considered “hours worked,” the City’s policy is that “on call” employees shall be compensated at the rate of one hour of normal rate of pay for every four (4) hours of on call time.

## VII. ATTENDANCE

- A. Punctual and consistent attendance is a condition of employment. Once submitted by the Department Head, The Payroll Clerk is responsible for maintaining the official attendance records for all employees.
- B. Attendance on a regular and consistent basis is considered an **essential function of the job** for all City employees. The flow of City business and services to the public, including our public safety responsibilities, depend on reliable employees to attend to their assigned duties on a regular and consistent basis. All employees are expected to report to work as scheduled by their supervisor and perform productive work for the City during their scheduled work shifts. All City employees provide services to the Public, therefore, no City employee may “work from home” in a routine manner. The Mayor may make a temporary (not to exceed 21 consecutive calendar days) exception to this policy for cogent reasons.
- C. Employees unable to work or unable to report to work on time should notify their supervisor, Department Head, the City Clerk/Treasurer, or the Mayor as soon as possible, ordinarily before the work day begins or within 30 minutes of the employee’s usual starting time. If the absence continues beyond one day, the employee is responsible for reporting in each day, stating the reason for being late or inability to report for work.
- D. The City will normally continue to operate even during times of inclement weather, natural or man-made disasters or other emergencies. Unless the City notifies employees otherwise, employees are expected to be at work, even during such times. An employee who is unable to get to work or who, with authorization, leaves work early because of unusual weather conditions may charge the time missed to: compensatory time, vacation, sick leave, or, if the employee has no time available on the books, leave without pay.
- E. Tardiness for work includes any failure to report to or be ready for work at the employee’s designated starting time for all employees. Absences during the work day, or handling of personal business during working hours, or neglecting work duties during working hours will be treated

similarly. Excessive or chronic unauthorized absences or tardiness will result in disciplinary action, up to and including termination from employment.

- F. If you are unable to meet the City's attendance requirements due to a medical condition, you may qualify for an accommodation for that condition, if you notify your supervisor of that need. All employees who may qualify for an accommodation are expected to discuss their needs with the City, before their attendance results in potential disciplinary action.
- G. An employee who is absent without authorization or notification for 3 consecutive days is considered to have abandoned their job and their employment will be terminated.
- H. A leave form must be submitted to the Payroll Clerk for any absence or request for leave. All leave forms will be signed by the employee and approved by the Supervisor. The employee's supervisor is responsible for making sure that the form is turned in for payroll.

## **VIII. BREAKS AND MEAL PERIODS**

- A. Employees may take one (1) 15-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public.
- B. Meal periods shall be scheduled by the Supervisor and may vary depending on the workload. Meal periods are unpaid, unless you are required by your supervisor to remain on the job site during that time. Meal periods are usually one hour in length depending on your work schedule and the direction of your supervisor.

## **IX. LACTATION POLICY**

- A. The City will accommodate employees who desire to express breast milk during working hours by providing a reasonable amount of break time to be used for this purpose.
- B. In the event that an employee requires additional time, other than the scheduled rest or meal periods, additional unpaid time off will be provided for this purpose.
- C. When an employee request accommodation for lactation, the applicable Department Head will ensure an appropriate area is reserved for the purpose. Restrooms and any room under constant video surveillance may never be designated for this purpose.

## **X. PAYROLL RECORDS**

### **A. Timesheets.**

1. Every employee, regardless of status, and volunteers shall record their hours of work using the appropriate Timesheet.
2. Each employee is responsible to record hours worked and leave taken by category on a daily basis. The employee's signature on the timesheet constitutes verification that the time reported as work, or leave taken away from work, is in accordance with the policies of the City of Tenino and that all time has been recorded accurately. No timesheet shall be accepted without the employee's signature.
3. Department Heads shall review each timesheet with the applicable employee. Discrepancies, if any, must be resolved by the Department Head prior to signing the timesheet.
4. Each timesheet shall be signed by the Department Head prior to submission. By signing the timesheet, the Department Head is certifying the employee has accurately recorded their time, by category. No timesheet shall be accepted unless it has been signed by the Department Head.
5. Timesheets are due not later than close of business the day after the close of the payroll cycle (see Chapter 4).
  - (a) When the close of the payroll cycle lands on a non-work day, timesheets are due not later than 3:00 p.m. on the last working day of the payroll cycle in order to meet payroll processing timelines.
  - (b) Where timesheets must be delivered early in order to meet payroll processing timelines, the employee will enter the number of hours they are scheduled to work on their timesheet and submit the timesheet as described above. If the employee actually works more or less hours than scheduled, the employee will submit a "corrected" timesheet within 24 hours of returning to work during the next payroll cycle. The corrected timesheet must be processed as outlined above.

- B.** The Payroll Clerk keeps the official payroll records in accordance with the most current Retention Schedule published by the Office of the State Archivist.



# **CHAPTER 3**

## **RECRUITING & HIRING**

## **I. RECRUITING**

- A.** Recruiting practices are conducted solely on the basis of ability, merit, qualifications, and competence, without regard to race, color, religion, national origin, marital status, military status, sexual preference, gender, pregnancy, physical handicap, disability, or age.
- B.** Each applicant shall complete and sign an application form prior to being considered for any position. Résumés may supplement, but not replace, the City's official application.
- C.** Any applicant supplying false or misleading information is subject to immediate termination, if they have been hired.
- D.** While there is no requirement for the City to advertise job openings, it is an acknowledged "best practice" that the City uses often. However, the City can, and does, sometimes hire without advertising the vacancy.

## **II. IMMIGRATION REFORM / E-VERIFY**

- A.** The City fully complies with the regulations of the Immigration Reform and Control Act of 1986 (as amended) as enforced by the Department of Homeland Security. The City hires only those who are authorized to work in the United States. The law requires that:
  - 1. All new employees must complete Section 1 of the I-9 Form within three business days of hire.
  - 2. The City must check documents establishing an employee's identity and eligibility to work.
  - 3. The City must complete Section 2 of the I-9 Form and the Certification Section.
  - 4. The City must retain the form for at least three years. If an employee remains employed by the City's beyond the three-year minimum retention period, the City must retain the form for at least one year after the employee departs the City's employ.
  - 5. The City present the form for inspection to the Department of Homeland Security or Department of Labor upon request.
- B.** If an employee is hired for less than three days, Form I-9 must still be completed before the end of the employee's first working day. The I-9 form contains instructions for completion and the forms must be kept separate from all other personnel records.

### **III. OFFERS AND CONDITIONAL OFFERS**

- A.** The City memorializes the terms and conditions of employment in a writing known as an Offer of Employment, or a Conditional Offer of Employment.
- B.** An Offer of Employment is designed to ensure the potential employee is under no illusions about which position they are being offered, what the rate of pay will be, and the start date. The Offer Letter also contains mandatory disclosure items such as whether the position is FLSA-exempt or non-exempt, the fact that the City is an “at-will” employer, and so forth.
- C.** A Conditional Offer of Employment differs only in that the offer is “conditioned” upon the applicant successfully completing a required test, background check, or other process that neither the applicant nor the City is in control of.

### **IV. HIRING**

- A.** When a position becomes vacant and prior to any posting or advertisement of the vacancy, the department head shall review the position, its job description and the need for such a position. The department head will submit a written request to fill the position to the Clerk/Treasurer or Mayor. The position may be posted and/or advertised only after the need for the position has been determined and the request has been approved by the Mayor, or his designee.
- B.** Residency within the City shall not be a condition of initial appointment or continued employment; provided however, that the employee’s selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.
- C.** Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid state-issued driver’s license with any necessary endorsements. If selected for the position, background, credit, and driving records of applicants will be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.
- D.** The City may administer pre-employment examinations to test qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations. Civil Service positions require competitive examination.

- E. After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination 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 that his/her 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.
- F. 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; or
  - 2. The candidate refuses to submit to a medical examination or complete medical history forms; or
  - 3. If the examination reveals use of alcohol and/or controlled substances and the job for which the applicant is applying for precludes the use of alcohol and/or controlled substances.

## **V. TEMPORARY EMPLOYEES**

- A. With approval of the Mayor, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leaves, or to temporarily fill a vacancy until a regular employee is hired.
- B. Temporary employees may be hired without competitive recruitment or examination.
- C. Temporary employees may not work more than 70 hours a month for more than five months in a twelve month period.
- D. Temporary employees are eligible for overtime pay and WPSL as required by law. They are not eligible for and do not receive vacation, City sick leave, health insurance, retirement, holidays, or any other benefits during their employment (provided the anticipated period of employment is less than 6 months).

## VI. TRIAL PERIOD

All newly hired employees, reinstated employees, or employees promoted to a new classification enter a trial period, which is considered an integral part of the selection and evaluation process. During the trial period, an employee is required to demonstrate suitability for the position through actual work performance.

- A. The normal trial period is one year from the employee's date of hire, rehire or promotion; however, longer periods may be established by the Mayor for up to an additional six (6) months for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.
- B. An employee's trial period may be extended for up to an additional six (6) months when necessary because of circumstances such as extended illness or a need to continue to evaluate marginal performance, to properly evaluate the employee's performance. The trial period will not be shortened for any reason, but the City may terminate the employee prior to the completion of the trial period.
- C. New employees on the trial period will accrue vacation and sick leave but are not eligible to use vacation leave until after having completed six (6) months of employment. Employees who are on a trial period as a result of promotion or reclassification may use accrued vacation as they normally would.
- D. Employees in a trial period status remain at will. During the trial period, the employee may be terminated at any time without cause, including Public Safety employees.
- E. When the employee's supervisor determines that an employee has satisfactorily completed the trial period, the supervisor shall prepare a written performance evaluation, which will be reviewed by the Mayor. If the trial period is satisfactorily completed, the employee may be certified to regular employment status.
- F. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for any specified duration, nor does completion of the trial period guarantee the employee "permanent" employment. All employees of the City, except those covered by civil service or a collective bargaining agreement, are employed "at-will" as set forth in these policies.



## **VII. EMPLOYMENT OF RELATIVES (NEPOTISM)**

- A.** The City will consider hiring immediate family members except we will not employ members of an employee's immediate family if any of the following would occur:
  - 1. One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
  - 2. One of the parties would be responsible for auditing the work of the other;
  - 3. Both parties would report to the same immediate supervisor;
  - 4. One of the parties is a member of the Tenino City Council.
- B.** For purposes of this policy, "relatives" are defined as an employee's spouse, fiancé, live-in partner, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-children, step-father, step-mother, step-brother, step-sister and grandparents on both sides, aunt, uncle, first cousin or any member of the employee's household.
- C.** If a nepotism situation occurs and the City cannot make accommodations (such as a transfer), only one of the employees is eligible to remain in the City's employment. The employees involved make the decision as to which employee will resign. If this decision is not made by the employees within 30 days of notice from the City, the Mayor will make the decision on the basis of operational necessity and terminate one of the employees.

## **VIII. PROMOTIONS AND TRANSFERS**

- A.** The City of Tenino encourages current employees to apply for vacant positions for which they are qualified. Promotions and transfers are based on the Supervisor and or Mayor's recommendation, work force requirements, performance evaluations, job descriptions and related City requirements.
- B.** Employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed his/her trial period and possess the qualifications for the vacant position, unless the Mayor, in the best interest of the City, waives such requirements.

# **CHAPTER 4**

# **COMPENSATION**

## **I. COMPENSATION**

Each job title within the City is classified into one of the City'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 City's salary and wage schedule, which is approved annually in the City's budget by the City Council.

## **II. EMPLOYEE PAY RATES**

- A.** Employee compensation is based on a variety of factors including, but not limited to, job performance, experience, training or proven capability, initiative, team work, reliability and the City budget. Employees shall be paid within the limits of the wage range to which their positions are assigned.
- B.** Usually, but not always, new employees will start their employment at a lower rate than that paid to an existing employee. However, a new employee may be employed at a higher rate than the existing employee when the new employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum. In no case shall the pay rate be higher than the wage schedule included in the annual budget and adopted by ordinance.
- C.** Pay increases are contingent on satisfactory performance and the availability of funds. 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.
- D.** When funds are available the Mayor may propose, and the City Council 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 or classifications. Such adjustment, if any, must be approved by the City Council through ordinance and will not change an employee's pay anniversary date.

## **III. PAYDAYS**

Full-time City employees are paid on the 5th and on the 20th day of each month. If payday is on Saturday, Sunday, or a Holiday, paychecks will be distributed on the last regularly scheduled working day before the payday. For non-Public Safety employees, pay periods are the 1st through the 15th and the 16th through the 31st. Public Safety employees under the 28-day 7k schedule are also paid

on the 5<sup>th</sup> and the 20<sup>th</sup>, but each such check will represent one-half of the scheduled 28-day period insofar as is practicable. Employees may choose to be paid on a monthly basis if they prefer.

#### **IV. DEDUCTIONS**

- A.** The law requires some regular deductions from the employee's earnings; the employee may specifically authorize other deductions. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.
- B.** City employees who incur personal expenses which are billed to the City, such as through municipal/governmental employee cell phone programs, are required to sign a written agreement authorizing deductions from employee pay for any amounts the employee fails to pay on a timely basis, including any payments due prior to or coming due after issuance of the employee's final paycheck.

#### **V. PAY INCREASES**

- A.** No employee may receive more compensation than is authorized by the Salary Schedule which is included with each year's budget and adopted by ordinance.
- B.** Individual Pay Increases. Individual Pay increases are contingent upon satisfactory performance and the availability of funds. A City of Tenino "Payroll Action Request" is used to initiate and approve an individual pay increase. A Payroll Action Request that has not been approved in writing by the Department Head, Mayor, and Clerk/Treasurer is invalid and will not be honored.
- C.** Cost of Living Adjustments. The Mayor, as part of the annual budget process, may recommend an "across the board" pay increase (also known as a Cost of Living Adjustment, or COLA) if the City's economic conditions will support it. If approved by the City Council, such an adjustment will be reflected in the Salary Table published with the City's Annual Budget.

#### **VI. COMPENSATION UPON TERMINATION**

- A.** When an employee's employment with the City of Tenino is terminated, (whether voluntarily or involuntarily) the employee will receive the following compensation in their final paycheck as required by state law:
  - 1.** Regular wages for all hours worked up to the time of termination, which have not already been paid.

2. Any overtime pay due.
  3. A lump sum payment of any accrued but unused vacation and compensatory time, up to the maximum allowable carry-over (see Chapter 7), less any legally required deductions or deductions authorized by the employee in writing.
- B.** Holiday pay and City sick leave are non-compensable benefits and shall lapse upon termination of employment. Sick leave earned under the WPSL law shall not be paid but will continue to be available to the employee should they be reinstated within 12 months of separation.
- C.** As authorized, unpaid personal expenses that are or may be charged to the City, expenses due to the failure to return City property after termination, or any damage caused by the employee to City property will be subtracted from the final paycheck. In the event a terminated employee does not return all City property which could include, but is not limited to, keys, credit cards, phones, radios or other equipment, they will be charged for all expenses related to the loss or replacement of such items or re-keying of buildings, vehicles or equipment.

# **CHAPTER 5**

## **PERFORMANCE EVALUATIONS, TRAINING AND TRAVEL**

## **I. PERFORMANCE EVALUATIONS**

- A.** Performance evaluations are designed to provide a tool for regular communication between the employee and his/her supervisor. Performance evaluations are normally prepared in writing, and then discussed with the employee by an appropriate supervisory employee. In the event an employee is not performing up to the City and the supervisor's standards, the supervisory employee shall establish a time frame for improvement and identify the tools needed for improvement. If the employee fails to improve in the time frame specified, the employee may be subject to demotion or termination.
- B.** To achieve the City's goal of teamwork, public accountability and efficiency, as well as to educate, train, promote and retain the best qualified employees for every job, the City conducts periodic performance evaluations for all positions. Employees are normally evaluated by their supervisor prior to completion of their trial period and annually thereafter.
- C.** The Mayor is responsible for developing and maintaining the City's performance evaluation program; the Department Heads implement that program within their Departments.
- D.** The evaluation is part of an employee's personnel record and may be a factor in determining, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

## **II. TRAINING POLICY**

- A.** Our employees are the City's most valuable asset and training is the most cost-effective risk-reduction measure the City can undertake to protect those assets. Properly trained employees are both more productive and are less likely to commit errors. Training instills confidence and thereby bolsters employee morale. The willingness to commit to training engenders loyalty among the City's employees, making training an even more cost-effective undertaking because it reduces turnover.
- B.** The City seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge, and abilities directly related to City employment; to obtain or maintain required licenses and certifications; and to develop staff resources or promote cross training of existing employees. Opportunities may include, but are not limited to:
  - 1.** On-the-job training and in-house workshops and seminars sponsored by other agencies or organizations.

2. Conferences and conventions organized around specific subjects, professions, or fields of endeavor.
  3. On line training, such as that made available by the Association of Washington Cities, the Risk Management Services Agency, or other State agencies.
  4. Enrollment in distributive training courses that may use correspondence, web-based training platforms, or interactive video to facilitate learning.
  5. Employees are encouraged to work with their supervisor to identify appropriate training programs to assist employees in improving job performance or expanding their job duties or increasing their accuracy, skills or efficiency.
- C. Employees may be required to cross-train with other specialties within their own or another Department to perform a variety of tasks, in order to allow the City to provide uninterrupted services in the event of an employee's absence, whether such absence is long or short term. Cross-training helps all employees assist each other in times of high work load as well. Each Department Head is responsible for identifying needed cross training functions, and demonstrating their Department is capable of functioning, even while they are away from work.

### **III. TRAVEL POLICIES, REGULATIONS, AND PROCEDURES**

- A. The City of Tenino encourages attendance and participation of City officials at meetings, conferences, and training events where such participation is determined to be in the best interests of the City of Tenino.
- B. City Officials who attend such meetings, conventions, or training shall be reimbursed or shall be provided a City Credit Card for all valid business expenses related to such attendance. Spouses, other family members, or guests may accompany such City Officials (when appropriate), but their attendance shall be at the sole expense of the Official involved and at no cost to the City.
- C. Regardless of purpose, whenever travel is required or desired on behalf of the City, the following policy is applicable:
1. Except as otherwise provided by law, City-owned or leased motor vehicles are to be used only for Official City Business.
  2. When a City-owned or leased motor vehicle is being operated, any person exercising control over and/or operating the vehicle is



expressly prohibited from engaging in the transportation of unauthorized passengers. Unauthorized passengers or those passengers not engaged in performing official city business and/or not specifically authorized by the Mayor or a Department Head. Unauthorized passengers can include, but are not limited to, family members, relatives, friends, or pets.

3. When driving or operating any City vehicle, the driver or operator is required to:
  - (a) Be in possession of a valid Driver's License and present it when requested by any appropriate authority.
  - (b) Familiarize themselves with the manufacturer's handbook pertaining to the vehicle and operate the vehicle at all times in a professional and safe manner, to include compliance with all applicable traffic laws and regulations.
  - (c) Properly use seat belts as required by state law. The driver must ensure compliance by all passengers. Any passenger who refuses to comply with the seat belt requirements shall not be authorized to ride in the vehicle.
  - (d) Adjust driving speed and vehicle equipment to match any change in driving conditions. If, for safety reasons, travel plans must be altered due to environmental conditions beyond the driver/operators control, you must promptly notify your immediate supervisor (or Department Head) and seek guidance before continuing.
  - (e) Ensure the vehicle is ready for the next use prior to returning the vehicle at the completion of a trip by purchasing fuel, lubricants, or other required items and providing the receipts for such purchases to the supervisor or Department Head.
  - (f) Seek supervisor or Department Head approval prior to authorizing any emergency repairs.
  - (g) Promptly report the occurrence of any moving or non-moving violation or infraction the operator has been cited for. It is also the responsibility of the operator to promptly pay the issuing jurisdiction for any fines or fees as a result of any such infraction or violation. Such expenses shall not be reimbursed by the City.

- (h) Follow City policies for reporting vehicle mechanical problems and arranging for repairs or maintenance.
  - (i) Be responsible for maintaining a good appearance of the vehicle.
  - (j) Complete a City of Tenino Vehicle Accident Report form, or other approved vehicle accident report form, for any accident, regardless of how minor. Such report must be submitted to the Department Head and Clerk/Treasurer within 24 hours of trip completion, or the next business day if the trip ended on a Friday or the eve of a Holiday.
  - (k) Safely organizing and storing equipment/supplies in the vehicle so they are secure in the event of a sudden stop or other violent maneuver.
  - (l) Selecting a well-lit, safe area for parking.
4. The following items are prohibited while driving, operating, or riding as a passenger in a City Vehicle:
- (a) Smoking, chewing, vaping, or otherwise ingesting any tobacco, cannabis, or other intoxicating substance.
  - (b) Driving under the influence of any intoxicating beverage, drug, or other impairment-producing substance as advised by health professionals.
  - (c) The transportation of firearms or other weapons or explosives, concealed or otherwise, unless the transportation of such items are required for the performance of official duties.
5. Drivers or operators are prohibited from the following while driving or operating a City-owned or leased vehicle:
- (a) Using any hand-held electronic devices (such as a cellular telephone or two-way radio), unless such electronic devices are capable of “hands free” operation or are permanently installed as part of the vehicles’ mission-essential equipment (police, fire, and emergency medical response vehicles, for example.)
  - (b) Using any headphones, “ear-buds,” or other device specifically designed to either insulate the wearer from

environmental noises or to convey audio signals such that only the wearer may hear them. For the purpose of this policy, prescription hearing aids are exempted.

- D. If a private automobile is used for business travel away from the City, the employee will be reimbursed operating expenses at the rate specified by the federal General Services Administration. Every effort should be made to car pool, use public transportation, or coordinate with neighboring jurisdictions in an attempt to conserve resources whenever feasible.

#### **IV. TRAVEL EXPENSE REIMBURSEMENT**

- A. Regardless of purpose, all travel to be performed at City expense must be authorized in writing by the Mayor (for Elected or Appointed Officials and Department Heads) or a Department Head (all other employees or volunteers).
- B. The arrangements for any such travel shall be those that are most advantageous to the City of Tenino and not at the whim or personal convenience of the traveler, regardless of the traveler's position with the City. Accordingly, it is preferred that the City make all such arrangements. Reimbursement for transportation provided by a Commercial Carrier shall be no greater than "coach" class (or equivalent) and the maximum reimbursement of lodging costs is limited to the maximum amount for lodging as determined by the federal General Services Administration for the destination under consideration. If personal travel is combined with City-related travel, the traveler is personally responsible for any expenses not related to the purpose of the travel.
- C. When authorized to travel at City expense, City officials will be reimbursed per diem expenses up to the maximum allowable amount as determined by the federal General Services Administration for the destination under consideration.
  - 1. The per diem allowance is designed to cover the costs of being away from home, such as food, laundry, toiletries, tips, and other incidental expenses. In general, the per diem allowance may be used in any manner the traveler wishes, except that the City specifically will not reimburse any expenses related to alcohol, cannabis, pornography, or the procurement of any personal services not directly related to the purpose of the travel.
  - 2. When the cost of training (or conference attendance) includes meals, the per diem rate will be adjusted accordingly. The amount of the adjustment will be the cost for the meal (Breakfast, Lunch, or

Dinner) established by the federal General Services Administration for the destination under consideration.

- D. Requests for reimbursement shall be submitted on a City of Tenino Employee Reimbursement form completed and signed by the employee and the Department Head. All receipts must be attached.
1. Receipts are required for:
    - (a) Any transportation via Commercial Carrier.
    - (b) Lodging.
    - (c) Any item purchased with a City credit card.
  2. Receipts are not required for any meals, tips, or other personal items not purchased with a City credit card. As explained above, reimbursement for such items will not exceed the Per Diem rate established by the federal General Services Administration for the destination under consideration.
- E. Reimbursement will be made in the next regular accounts payable claims cycle and the Travel Expense Voucher will be audited by the Clerk/Treasurer prior to presentation to Council for approval.
- F. Travel Using a City credit card.
1. For the convenience of the traveler, travel may be conducted solely through the use of a City credit card, when approved by the appropriate Department Head.
  2. When the expected form of payment for all travel-related expenses is a City credit card, all of the policy provisions related to the travel are in full force and effect, including:
    - (a) All travel is to be performed at the least cost to the City and the maximum amounts payable for lodging and per diem are those amounts established by the federal General Services Administration for the destination under consideration.
    - (b) The traveler is responsible for any amounts over and above the established limits that were charged to the City credit card.
    - (c) The City credit card shall not be used to purchase anything on behalf of anyone other than the authorized traveler.

- (d) The traveler is responsible to provide the receipt for any purchase made using the City credit card.
- (e) The traveler shall not use a City credit card to purchase anything not related to the purpose of the travel.
- (f) If the City credit card is lost or stolen while travelling, the traveler shall immediately notify the credit card company and file a lost/stolen credit card report. The traveler shall then notify the City Clerk/Treasurer, who will notify the appropriate Department Head.

# **CHAPTER 6**

## **BENEFITS**

## **I. RETIREMENT BENEFITS**

- A.** The City of Tenino makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA and Medicare payroll deductions.
- B.** The Law Enforcement Officers' and Firefighters' Retirement System (LEOFF) covers all regular full-time uniformed employees in the police department. The State of Washington sets benefit levels and contribution rates.
- C.** The Public Employees' Retirement System (PERS) covers all eligible employees. The State of Washington sets benefit levels and contribution rates.
- D.** Employees intending to retire should notify their Supervisor at least three months prior to the date of retirement, to assist the City in the transition of responsibilities, hiring, and training of a replacement and to ensure a smooth transition for both the City and the employee.

## **II. WORKERS COMPENSATION**

- A.** All current employees 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 must be reported immediately to the employee's Supervisor and the City Clerk-Treasurer.
- B.** When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Worker's Compensation.
- C.** If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary, pending receipt of Worker's Compensation benefits. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred.
- D.** Failure to repay the City for any duplication of benefits as required by this policy will be considered fraudulent and will subject the employee to discipline, including termination and continuing obligation to repay the benefits duplicated between sick or personal leave payout and wage compensation paid by the State.

- E. A Doctor's Certificate authorizing return to work and specifying any limitations will be required prior to the employee returning to work. Such medical return to work evaluations are to ensure the safety of the returning employee, the City and public and will be required in any situation where a leave occurs which indicate the employee's leave from work was due to a condition that was inconsistent with or has impacted the employee's job duties, particularly the employee's essential job functions.
- F. The City may require an examination at the City's expense, performed by a physician of the City's choice, to determine when the employee can return to work and if he/she will be capable of performing the duties and responsibilities of the position.

### **III. INSURANCE BENEFITS**

- A. Full-time employees are eligible to participate in the City of Tenino's insurance programs. Insurance coverage will begin on the first of the month following date of hire. The programs and criteria for eligibility will be explained upon hire and are outlined in these policies. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.
- B. Temporary and Provisional employees are not eligible for health insurance benefits.
- C. Unless otherwise required by law, the City does not pay health insurance coverage for employees who are on unpaid leaves of absence after the premium is paid for the initial first month of the unpaid leave. This includes employees requesting or placed on family leave and who are on worker's compensation leave. This includes employees requesting or placed on family leave and who are on worker's compensation leave, once all accrued compensation is exhausted.
- D. If permitted by the insurance provider, an employee on approved unpaid leave of absence may elect to continue to self-pay the health insurance premiums to maintain coverage during the period of their leave.
- E. Except in cases of termination for gross misconduct, upon an employee's termination from City employment, the former employee may elect, at his/her option and expense, to continue City health insurance benefits to the extent permitted by the insurance policy, up to a maximum of one year or any other applicable statutory period where coverage can be extended under COBRA.



- F. An administrative handling fee over and above the cost of the insurance premium may be charged the employee or his/her dependents who elect to exercise their COBRA continuation rights.

#### **IV. UNEMPLOYMENT COMPENSATION**

- A. City employees may qualify for Washington State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met. An employee is not eligible for benefits if they voluntarily resign their position without good cause. Employees who are terminated for misconduct are not entitled to benefits. Under Washington's Employment Security Act, an employee's intentional violation of an employer's rule which harms the employer's interest can be considered misconduct. Refer to the unemployment statutes for additional information on eligibility.
- B. The City is not able to negotiate with employees as to their eligibility or ineligibility for unemployment benefits, as this decision is made by Washington's Employment Security Department. The City is obligated to respond to each application for benefits accurately, providing the Department with specific reasons for the employee's separation, to make certain these benefits are administered properly.

# **CHAPTER 7**

## **LEAVES OF ABSENCE AND TIME OFF**

## I. LEAVE TYPES

### A. Vacation Leave.

1. Vacation time is accrued monthly. Part-time employees will receive vacation on a pro-rata basis, provided they normally work at least 70 hours per month.
2. Temporary and Provisional employees are not eligible for any vacation benefits. Employees do not accrue vacation leave during leave without pay.
3. Whenever an employee accrues and carries-over into a succeeding year more than 120 hours of vacation leave, Supervisors shall ensure each such employee schedules a minimum of one continuous 40-hour block of vacation leave sometime in that succeeding year.
4. Unless the result of a bona fide emergency, leave requests shall be submitted at least two weeks prior to taking vacation leave if such leave will be in excess of two (2) consecutive days.
5. The maximum number of vacation days which may be carried over from December 31 of one year to January 1 of the next year is 120 hours. Vacation hours will be utilized on a first-in-first-out basis. Where a vacation had been previously scheduled, but City operations have made it impractical for an employee to take such scheduled vacation time, the Mayor may authorize additional carryover. Such authorization must be in writing and the vacation must be taken as soon as possible after City operations permit.
6. In the interest of employee health and well-being, even where there is no carry over from a previous year, all eligible employees shall be encouraged to take a minimum of 40 consecutive hours per year of vacation leave, if accrued hours are available.
7. Employees will be paid for unused vacation time upon termination of employment, up to the maximum of 120 hours that may be carried over from year to year.
8. Each regular full-time employee is entitled to vacation leave as follows:

Length of Employment	Vacation Earned per month
1 – 12 Months	8 hours

13 – 48 Months	9.33 hours
49 - 84 Months	10 hours
85 - 120 Months	10.67 hours
121 - 156 Months	11.33 hours
157 - 192 Months	12 hours
193 - 228 Months	12.67 hours
229 + Months	14 hours

**B. Sick Leave.**

1. Washington Paid Sick Leave Law. Under the WPSL, all workers, whether full-time, part-time, permanent, temporary, or provisional, sick leave is accumulated at the rate of one (1) hour of paid sick leave for every 40 hours worked. Sick leave may carry over at the end of each year, and employers may limit the amount of carry-over to 40 hours. If a separated employee is reinstated within 12 months, the employee's former accrued sick leave balance is restored up to a maximum of 40 hours.
2. However, the City of Tenino provides a more generous sick leave program to its full-time employees than that made mandatory by the WPSL law. All full-time regular employees will accrue sick leave benefits at the rate of eight hours for each calendar month of continuous employment. The City allows accrual of up to 720 hours.
3. Employees accrue and may use sick leave during their trial periods. Temporary employees do not earn City sick leave benefits but will earn WPSL sick leave. Employees do not accrue sick leave benefits during leave without pay.
4. The City's sick leave covers those situations in which an employee is absent from work due to:
  - (a) Physical injury to or illness of the employee (not due to a workplace injury);
  - (b) The need to care for the employee's dependent children under the age 18 who are ill;
  - (c) To care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious or emergency health condition; Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;

- (d) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
  - (e) Use of a prescription drug which impairs job performance or safety;
  - (f) Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability. Vacation leave, compensatory time, or leave without pay may be used for this addition time off.
5. A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated 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 City.
6. Employees who use all their accumulated sick leave and require more time off work due to illness or injury are eligible to utilize the Family Medical Leave Program. Employees may not use sick or vacation leave in advance of accrual.
7. Employees will not be paid for any unused sick leave upon leaving City service for any reason. As mentioned above, up to 40 hours of sick leave will remain available to an employee who is reinstated within 12 months of separation.
8. The City may require a doctor's certificate to verify a family member's condition and the need for treatment, supervision or care.
9. Any conflict between the WPSL and the City's sick leave policy will be decided by the requirements of the WPSL.
10. Sharing of Sick Leave.
- (a) The purpose of shared leave is to permit City employees, at no additional employee cost to the City other than the

administrative cost of administering the program, to come to the aid of a fellow employee who is suffering from illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to either take leave without pay or to terminate their employment with the City.

- (b) Employees with a medically documented illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to either be in a leave without pay status or to terminate employment with the City, may, subject to the provisions of this section, request and be permitted to receive donations of sick leave from other employees.
- (c) The Mayor may authorize sick leave donations if:
  - (i) The employee requests to receive donations of sick leave.
  - (ii) The employee's request is consistent with the purpose of this section and the employee has depleted, or is about to deplete, his or her annual leave and sick leave accruals.
  - (iii) The employee has been employed by the City for 24 consecutive months and is not under disciplinary action at the time the request for donated sick leave is made.
  - (iv) The employee is currently eligible for sick leave and has no documented record of sick leave abuse.
  - (v) The employee has diligently pursued and is found to be ineligible for state industrial insurance benefits, or such benefits have been exhausted.
  - (vi) There are other City employees who are willing to donate sick leave.
  - (vii) The total amount of sick leave that can be donated to any single employee will be determined by the Mayor on a case-by-case basis. In no case will the amount of donated sick leave exceed 600 hours (75 working days) during an employee's career.

- (viii) While an employee is on shared leave, he or she will continue to be classified as a City employee and shall receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation leave.
- (d) Leave shall be transferred on an hour-for-hour basis, regardless of the hourly wage of either the transferor or the transferee.
- (e) Any employee with more than 120 hours of accrued sick leave may donate any of the amount over 120 accrued hours, up to a maximum of 600 hours. There is no limit to the number of times any single employee may donate sick leave during their employment with the City.
- (f) Any leave donated under this section that is not used will be returned to the donating employee(s), provided that there is no reasonable expectation that the leave will be needed in the near future in connection with the illness or condition for which the donation was permitted.
- (g) This program is a voluntary program and creates no vested rights for any employee. It may be amended, suspended, or terminated at any time by the City Council.

**C. Family Medical Leave Program**

1. Washington's Paid Family and Medical Leave Program is designed to offer a partial wage replacement while on leave to recover from an illness or injury, to bond with a new child, to take care of a sick or injured family member, or for absences resulting from certain military obligations.
  - (a) Beginning January 1, 2019, employees will begin monthly deductions to pre-pay for WPFML benefits.
  - (b) Beginning January 2, 2020, employees may apply for benefits.
  - (c) Employees who have been with the City for at least 12 months and who work at least 1,250 hours in the prior year, PFML leave is job-protected, meaning an employee must be returned to the same or comparable position at the end of the leave period.

2. The City of Tenino also offers its own Family Medical Leave Program and will provide up to 12 weeks of unpaid leave during a 12-month period to any eligible employee who needs the time off:
  - (a) For a serious health condition of the employee that prevents him/her from performing the essential functions of his/her job; or
  - (b) To care for the employee's spouse, child or parent where that family member has a serious health condition; or
  - (c) For the birth of a child of the employee, in order to care for the child; or
  - (d) For the placement of an adopted or foster child with the employee.
3. To be eligible an employee must have been employed for at least 12 months and have worked for at least 1600 hours during the previous 12-month period.
4. The employee must provide the City with reasonable notice of his/her intention to take leave when possible.
5. The City of Tenino requires that employees utilize all their available paid leave, regardless of type, prior to taking any unpaid leave.
6. The City may require certification from the health care provider of the employee or employee's ill family member in support of the employee's request for leave. This certification should state the date on which the serious health condition commenced, the probable duration of the condition, and the appropriate medical facts known by the provider regarding the condition. If the leave request concerns a family member, the certification should state that the employee is needed to care for the family member, and provide an estimate of the length of time that the employee's care will be necessary.
7. The City may request subsequent re-certification of a medical condition at reasonable intervals, not to exceed once every thirty days.
8. The City may grant intermittent leave or a flexible work schedule, specific schedules will be set up to accommodate the needs of both the City and the employee, this schedule must be followed.



9. In the event of the death of an immediate family member, not to exceed three (3) consecutive days to attend the funeral or memorial service (maximum 24 work hours). The phrase "immediate family" for the purpose of the bereavement policy includes the employee's spouse (or domestic partner), brother, sister, father, mother, step-father, step-mother, grandparent, children, step-children, grandchildren, father-in-law, mother-in-law, grandparent-in-law, sister-in-law, brother-in-law, son-in-law and daughter-in-law.
10. Two additional consecutive days off with pay will be approved for travel from the employee's home to the funeral or memorial service if the travel exceeds 200 miles each way (maximum 16 hours).

**D. Pregnancy Leave**

1. Pregnant employees are permitted to work as long as they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, she will be able to return to work.
2. The City shall hold the position open for a pregnancy-related absence as required by law.

**E. Leave without pay**

1. The Supervisor, with the approval of the Mayor, may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of twenty-one (21) days per year (unless eligible for WPFML.)
2. Only full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:
  - (a) Leave may be granted to an employee for a period of up to thirty days at the discretion of the Supervisor and with the approval of the Mayor. Further extensions are at the discretion of the Mayor.
  - (b) Accrued compensatory time, if any, sick leave and vacation leave must be exhausted prior to taking any leave without pay.

- (c) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
  - (d) In certain circumstances, self-payment of insurance benefits may apply. See Section 6.3 on Insurance Benefits.
- 3. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the City's option, return to the same position or to a similar position at a comparable rate of pay.
- 4. If the leave without pay is due to an illness, the City may 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.
- 5. The City may require verification of the reason for the leave. If the leave is due to a medical condition, whether of the employee or of the employee's family member, the City may require a doctor's certificate verifying the need for leave and estimated length of time for the leave, as set forth above. For military leave, a copy of the employee's orders must be provided.
- 6. The City may require verification that the employee is entitled to reinstatement, such as copies of discharge papers or proof of attendance at jury duty. If the leave without pay is due to the employee's serious medical condition the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the essential duties, and responsibilities of the employee's position safely.

**F. Jury and Witness Leave / Voting**

- 1. The City of Tenino provides all employees with leave for the full period of jury duty service. Jury duty for the first two weeks is paid; thereafter it is unpaid. The employee must provide a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, the employee is required to provide proof of jury service and to reimburse the City for any additional jury pay received for the time period that the City was paying the employee for jury duty. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

2. All full and part-time employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless the employee is testifying as a witness for the City or as part of their job duties. Employees may utilize their available paid leave during this type of leave.
3. Voting.
  - (a) The City encourages employees to fulfill their civic responsibilities by voting in elections. Generally, the polls are open for several hours in the morning and evening and the City expects that employees will be able to vote either before or after work hours.
  - (b) If an employee's schedule does not permit sufficient time for an employee to vote either prior to or after their scheduled shift, the City shall allow up to two hours without loss of pay to vote. This time is only available when requested in advance and must be taken either before or after the scheduled shift.

**G. Administrative Leave**

On a case-by-case basis, the City may place an employee on administrative leave with pay for an indefinite period of time. Administrative leave may be used in the best interest of the City as determined by the Mayor during an investigation or other administrative proceeding

**H. Military Leave**

1. Employees who are members of the National Guard or Federal Reserve Military Units may be absent from their normally scheduled duties, for a period of up to 21 days per calendar year when they are ordered to perform active military duty or inactive training duty.
2. The employee must provide a copy of their orders (or duly approved Training Schedule) for the time period the employee is on military leave and, in accordance with Washington State Law, such employee will continue to receive their regular City wages while performing such duties.
3. Employees who are members of the National Guard or Federal Reserve Military Units who are ordered to deploy in support of contingency operations (whether overseas or within CONUS) will not continue to be paid their regular City wages, but will be granted

Military Leave for the duration of such deployment. Upon completion of military duty, the employee shall be returned to the same, or similar (in terms of duties and compensation), position.

**I. Early Cash-Out**

1. An employee may request an early cash-out of either vacation leave or compensatory time under the following conditions:
  - (a) The employee must have taken, or be scheduled to take, a minimum of 40 consecutive hours of either vacation leave or compensatory time within the previous 320 days; and
  - (b) The employee has accrued the maximum amount of vacation leave or compensatory time that may be carried-over into a succeeding year, or would exceed the maximum carry-over amount if not cashed-out early; and
  - (c) There are at least 45 calendar days remaining in the current fiscal year; and
  - (d) If not cashed-out, the employee would have to forfeit some amount of leave; and
  - (e) The dollar amount of any such cash-out must be within the means of the existing budget.
2. If the employee has both vacation leave and compensatory time that would be forfeit, the compensatory time shall be cashed-out first.
3. Early cash-out of vacation leave is limited to 120 hours in an employee's career with the City. There is no limit regarding compensatory time.
4. The employee must submit a request for early cash-out in writing. The Mayor is the approval authority for the request, which approval shall not be unreasonably withheld. If approved, an early cash-out shall be processed with the current payroll cycle for disbursement with the employee's normal pay check. No request for early cash-out will be processed as a "supplemental payroll" or under any other guise to effect payment outside the current payroll cycle.

## II. HOLIDAYS

**A. The following holidays are recognized by the City:**

New Year's Day	January 1
Martin L. King's Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25th
Floating Holiday (2)	

- B.** Any holiday falling on a Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.
- C.** Non-exempt regular full-time employees scheduled to work over any holiday will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday.
- D.** Temporary employees will be paid at their regular straight time rate for hours worked on a holiday.
- E.** Employees hired prior to July 1 will be entitled to two floating holidays for that year. Employees hired after that date receive one floating holiday in the year hired.
- F.** If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may negotiate a substitute day off using vacation, compensatory time, or leave without pay; provided however, any such arrangement may not interfere with City operations.

# **CHAPTER 8**

## **EMPLOYEE RESPONSIBILITIES & CONDUCT**

## **I. EMPLOYEE RESPONSIBILITIES & CONDUCT**

### **A. General Code of Conduct**

1. All City employees are expected to represent the City 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 supervisor.
2. Because the City of Tenino's success in serving its citizens depends upon each employee's performance, the City has established certain minimum standards of personal conduct. Among the City's expectations are:
  - (a) Use of basic tact and courtesy toward the public and fellow employees, at all times;
  - (b) Adherence to City policies, procedure's, safety rules and safe work practices;
  - (c) Compliance with directions from supervisors;
  - (d) Preserving and protecting the City's equipment, grounds, facilities and resources;
  - (e) Providing orderly and cost-efficient services to citizens;
3. When in public all employees will refrain from any conversation or action that could discredit or distract from the City's objectives.
4. 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 City. Acts, errors, or omissions that discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline, including termination.
5. The City of Tenino is a relatively small organization. To make the most efficient use of personnel, the City reserves the right to change an employee's work conditions and duties as originally assigned to the extent allowed by law. When these arrangements become necessary, the City expects the employee's cooperation.

**B. Response to Citizen Complaint**

1. When a complaint is received it will be distributed to the appropriate Department Supervisor, the Clerk/Treasurer, and the Mayor.
2. If the complaint is not received on a City of Tenino Citizen's Action Request, the Department Head of the department that received the complaint will complete that form. A copy of the completed Citizens Action Request will be delivered to the City Clerk/Treasurer within three (3) working days of receipt of the original Complaint.
3. The Clerk/Treasurer will coordinate with the appropriate Department Head to determine an estimated date or time by which the complaint should be resolved, or why the City should take no action on the complaint. The Clerk/Treasurer will inform the complainant of the results of this coordination and will track the complaint through to resolution.

**II. PROHIBITION OF WORKPLACE VIOLENCE**

- A. The safety of the City's employees and the public is the City's paramount concern when dealing with issues of violence or threatened violence in the workplace. Acts of violence, threats, aggressive behavior, or intimidation will not be tolerated by City employees. This includes verbal or physical threats made while on duty or on City property. This includes communications through electronic means or through a third party. Destruction of property is also prohibited.
- B. Threats or intimidation of public officials is prohibited. Any such conduct by members of the public directed at a City employee or City official will be grounds for refusing City services or access to services, or legal action, including criminal action, when appropriate. Any such conduct by a City employee is grounds for disciplinary action up to, and including, termination.
- C. If any City employee is aware of such conduct being directed at a City employee or City official, whether the source is another City employee or member of the public, they are encouraged to report such conduct immediately to the City Clerk/Treasurer, Mayor or law enforcement. The City will take police action when needed to meet these safety goals.
- D. An employee, who participates in, commits or threatens to commit an act of violence in the course of his or her employment or directed toward a co-worker will be subject to discipline, most likely immediate termination, as a means of protecting the work environment from this type of conduct.



### **III. OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST**

- A.** Employees shall not, directly or indirectly, engage in any outside employment or financial interest, which may, in the City's sole opinion, conflict with the best interests of the City or interfere with the employee's ability to perform his/her assigned City job. 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 City 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 city; or may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits the City.
- B.** An employee, who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior approval from his/her immediate supervisor.
- C.** Employees may not wear City uniforms or use City equipment, including vehicles, in ways which indicate, or could be interpreted to indicate, that the City is sponsoring or endorsing activities. To avoid conflicts of interest, each employee must:
1. Maintain a high standard of conduct and disqualify him or herself from exerting influence in any transaction where his or her own interest may conflict with the best interest of the City, or where the employee may gain or be perceived to gain any financial or other personal benefit.
  2. Report to the City Clerk/Treasurer any financial interest the employee or any member of his or her family may have in any entity, agency or concern doing business with the City.
  3. Refuse to accept any remuneration, gift or promise of a benefit received from anyone who has a business relationship with the City, and report all such conduct to the City Clerk/Treasurer or Mayor.

4. Accept no cash, merchandise or any item of more than a de minimis value from anyone who has a business relationship with or interest in dealing with the City. Items that are donated to use as a door prize for a fundraiser or to be auctioned or raffled off for the benefit of the City are not considered gratuities to the employee if used strictly for the purpose intended.
  5. Refrain from using information or knowledge acquired by virtue of the employee's position in the City for any personal gain or advantage by divulging such information to anyone who could use it in a manner detrimental to the City or detrimental to the fairness of the process, such as a competitive bidding process.
  6. Report to the Mayor or City Clerk/Treasurer any knowledge the employee has of a potential violation of this policy.
- D. Any employee who serves as a consultant to, or a director, officer or part-time employee of a business or agency that does business with the City, when that relationship has not been fully disclosed to the City has a conflict of interest. This is true even when the City employee has no direct contact with the City in the course of the business or agency's dealings with the City. This places the City at risk for inadvertent disclosure of confidential information and creates the appearance of impropriety. Thus, all employees must obtain written approval from the Mayor before the employee may accept outside work with a firm or entity that has or may have dealings or a relationship with the City.

#### **IV. POLITICAL ACTIVITIES**

- A. City employees may participate in political or partisan activities of their choosing on their own time provided that City 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 City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.
- B. Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing his/her regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, for a contribution for a partisan political cause.
- C. Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendment rights.

## **V. CONFIDENTIALITY OF BUSINESS INFORMATION**

Employees of the City of Tenino may receive and have access to personal information regarding its taxpayers, rate payers and other employees and officials. Employees are obligated to keep this information confidential. All requests for confidential City records or information must be referred to the City Clerk/Treasurer, Department Head or Mayor. Employees are prohibited from distributing confidential information. This obligation exists during employment and it continues indefinitely after employment with the City ends. Employees who violate this provision shall be subject to discipline up to and including termination.

## **VI. NO SMOKING POLICY**

- A.** Smoking (of any substance) or vaping is prohibited in all areas frequented by the general public and all meeting rooms used by City staff or the public and all work areas.
- B.** Smoking or vaping is prohibited in City Equipment, including but not limited to vehicles.
- C.** Smoking or vaping (of non-intoxicating substances) is permitted only in designated areas outside of the City's buildings.
- D.** This policy is extended to chewing tobacco, snuff, or similar substances.

## **VII. PERSONAL PROPERTY AND EXPECTATIONS OF PRIVACY**

- A.** The City of Tenino does not assume responsibility for any theft or damage to the personal belongings of employees when placed in desks, equipment, lockers, vehicles and other business property belong to the City. Employees have no expectation of privacy when using or granted access to City provided equipment, such as lockers, desks, storage areas, vehicles, computers, phone systems or any other City owned property or equipment. The City reserves the right to search these areas or equipment from time to time, to make certain City policies regarding use of this equipment or the City facilities is appropriate. In addition, if there is a reasonable belief that a criminal act, such as theft has occurred on City premises, the City reserves the right to search employee's personal belongings brought onto City premises, when necessary to confirm whether a crime or theft has occurred or to confirm whether a violation of these policies has occurred.

- B. Improper use of equipment or City owned facilities or an employee's personal property during work hours, including use of personal cell phones for excessive personal phone calls, text-messaging or videotaping, may also result in disciplinary action.

## **VIII. USE OF CITY RESOURCES**

Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited, as are excessive personal calls that increase the City's cost of services. Other City equipment, including vehicles, should be used by employees for City business only. All City vehicles shall remain on City property while not in service, unless specifically authorized by the Department Head. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action, including termination.

### **A. City Credit Cards.**

1. The purpose of City credit cards is to provide flexibility in the procurement of goods and services on behalf of the City. They are an integral part of City operations and shall not be used to procure anything that has not been authorized by the City Council, the Mayor, or a Department Head. Any such authorization is to be made strictly in accordance with the rules for procuring goods and services by a political subdivision of the State of Washington and then only within the constraints of the most recently adopted Municipal Budget.
2. A log is maintained documenting who has possession of City Visa Credit Cards.
3. Department Heads will sign out the credit card.
4. All receipts for credit card purchases will be turned in to the Accounts Payable Clerk office on at least a weekly basis for reconciliation to the statements and payment.

### **B. City Information Technology Resources**

1. Acceptable Use Policy.
  - (a) The City provides information technology resources to employees for the purpose of conducting official city business, advancing and supporting the city's mission and to assist in providing services to its citizens. The purpose of this section is to outline general provisions which must be adhered to while using city owned information technology

resources. Personal use of such equipment and access, including electronic mail, Internet access, and network resources, is authorized only in accordance with this Acceptable Use Policy.

- (b) The City reserves the right to review employee information technology use to determine whether the use of the resources is appropriate and conforms to this policy. If an employee is not complying with this policy, the City reserves the right to remove the employee's access to the information services resources or to proceed with other disciplinary action, including, termination.
- (c) All software installations must be approved prior to acquisition. This includes programs such as screen savers, computer games, weather services, or new updates. This is to avoid system conflicts, anticipate necessary upgrades to hardware, etc.
- (d) Employees are responsible to establish and maintain passwords consistent with City requirements. User accounts and passwords must be unique to each employee and kept confidential.
- (e) Prohibited and Inappropriate Use. Information technology resources are intended for the conduct of City business. The following uses are categorically determined to be inappropriate and, therefore, prohibited:
  - (i) Gaining, or seeking to gain, information for criminal purposes. Seeking access to City passwords belonging to others.
  - (ii) Unauthorized attempts to break ("hack") into any computer or voicemail system whether of the City or another organization.
  - (iii) Using information technology resources or knowingly allowing another to use the resources to advertise or promote a personal business, for commercial product advertisement, for promotion or distribution of information about non-City affiliated organizations when such organizations are unrelated to any activity or professional organization that is necessary for or adjunct to the employee's job or professional certification, or for religious purposes.

- (iv) Using an information technology resource to assist a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except as set forth in RCW 42.17.130.
  - (v) Processing, distributing, transmitting, or displaying inappropriate stored electronic media such as obscene, libelous or defamatory materials. This includes downloading, transmission and possession of pornographic, profane or sexually explicit materials. (Activities of the police department related to criminal investigations, or authorized personnel investigations by a Department Manager, would not constitute a prohibited or inappropriate use.)
  - (vi) Sending messages that constitute criminal activity, including but not limited to threatening or harassing messages.
  - (vii) Sending or posting confidential materials outside of the City or posting City confidential materials inside the City to non-authorized personnel.
  - (viii) Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.
  - (ix) Utilizing City information resources in a manner that potentially reduces the internet bandwidth available for City business such as streaming media for non-work purposes.
  - (x) Installing unauthorized software such as games, internet based services or other personal software on City owned equipment.
  - (xi) Accessing online gambling websites in order to gamble.
- (f) Personal use of information technology is permitted subject to the following limitations:
- (i) Such use shall be at no cost to the City.

- (ii) Such use shall be reasonable, as determined by management, and shall not interfere with the performance of the employee's, or other employee's, official duties.
  - (iii) Such use does not compromise the security or integrity of city information technology resources, nor involve the installation of hardware or software not purchased by the City.
  - (iv) Such use may not involve the storage of personal photos, music, documents, or other type of data on a city-owned computer or storage device.
- (g) Personal use remains subject to the "prohibited and inappropriate use" policies set forth in Section XI B, above.
- (h) No Expectation of Privacy
  - (i) The city reserves the right to access, monitor and audit the activity and use of city information technology resources, communications, data, files and documents of all elected or appointed officials and employees including content sent, received and/or stored through the use of such resources. Users shall have no expectation of privacy when using city information technology resources. Such records may be subject to disclosure under the Public Records Act or may be disclosed for audit or other legitimate city operational or managerial purposes.
  - (ii) Employees are hereby advised that almost any communication on publicly owned equipment is a public record subject to disclosure under Washington state law. Furthermore, any records created while conducting city business using personally owned information technology resources may also be subject to disclosure under Washington state law. All documents, files, communications and messages stored or created on City computers are the property of the City. Accordingly, such documents, files, communications and messages are not private or confidential. The City reserves the right to review the contents of any document or communication, created or stored on a City computer or phone system, including electronic mail and voicemail.

- (iii) Users should be aware that any information technology resource, whether networked or standalone, may be accessible to other users. The City does not guarantee the privacy or confidentiality of e-mail or voicemail communications, whether internal or external.
- (iv) Never assume that e-mail or voicemail can be read/heard by no one except yourself; others may be able to read or access these communications. Users should assume that any communication, whether deleted or unsaved, may be retrieved. This can include copies of documents that were produced on a City copy machine (digital imager) and saved in the memory of the copy machine. All users should compose communications with the expectation that they could be made public.
- (i) All electronic messages, Internet, and network activity must be appropriate to the City's professional environment and consistent with the City's policies prohibiting discrimination and harassment.

## 2. Social Media Policy.

- (a) Scope. This policy pertains to Social Media accounts established by, and for, the City of Tenino.
- (b) Social Media Defined. Social Media is defined as the use of third-party hosted online technologies that facilitate social interaction and dialog. Such third-party hosted services and tools may include, but are not limited to: social networking sites (MySpace, FaceBook, Linked-In), micro-blogging tools (Twitter, RSS feeds), audio-visual networking sites, (YouTube, Flickr), web logs (blogs), and so forth.
- (c) The goal of the City's social media channels is to serve as an online information source focused on City issues, projects, news, and events, and **are not intended as a Public Forum.**
- (d) The City does not endorse any link or advertisements on its social media sites placed on the site by the site owners, their vendors, or partners. The City reserves the right to remove any content from its social media sites at any time.



(e) Policy.

- (i) No Social Media account may be opened in the name of the City without first having obtained the permission of the Mayor, in writing.
- (ii) Social media accounts opened in the name of the City are to prominently identify themselves as the “City’s Official (Insert name of Platform) Site”.
- (iii) While social media, with its use of popular abbreviations and shorthand, does not adhere to standards and conventions of correspondence, the content and tenor of any conversations, correspondence, or posting on any social media/networking site by any City Official must adhere to basic rules of grammar and diction and must be presented in a professional manner.
- (iv) City social media accounts are to be used by City Officials for the purpose of promoting City events and only for the purpose of providing factual information concerning such events.
- (v) Postings shall be made only during normal business hours. After-hours or weekend postings shall only be made with approval of the Mayor or the Information Management Officer.
- (vi) Any City Official authorized to post items on the City website or any City social media account shall not express his or her own personal views or concerns through such postings. Posting to the City website or any City social media account shall only reflect the views of the City.

(f) City social media accounts shall not be used for any of the following purposes:

- (i) To “take action”, as that term is defined in RCW 42.30.020.
- (ii) To promote any policy making decision.
- (iii) For official public noticing (legal notice requirements).

- (iv) To discuss items of political, legal, or fiscal significance to the City (as opposed to simply providing factual information.)
  - (v) To advertise or promote commercial services, entities or products.
  - (vi) To endorse or oppose any political candidate or ballot proposition.
- (g) Social Media and the Public Records Act (RCW 42.56, *et seq*)
  - (i) State records retention laws and schedules apply to any social media post created by the City.
  - (ii) All City social media accounts must adhere to the information retention standards in accordance with the appropriate Retention Schedule published by the Office of the State Archivist. This includes any comments that are generated in response to the original social media entry.
  - (iii) Accordingly, all City social media accounts will prominently display a disclaimer that states: "All content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act, RCW 42.56"
- (h) All comments posted to the City's social media accounts will be monitored. The City reserves the right to remove, in its sole judgement, comments that are inappropriate. Inappropriate comments include those that:
  - (i) Contain obscene language or sexual content.
  - (ii) Threaten or defame any person or organization.
  - (iii) Violate the legal ownership interest of another party.
  - (iv) Support of oppose political candidates or causes.
  - (v) Promote illegal activity.

- (vi) Promote commercial services or products.
- (vii) Are not related to the topic that gave rise to the original post.
- (i) The City's official website at [www.CityOfTenino.us](http://www.CityOfTenino.us) (or any domain owned by the City) will remain the City's primary means of internet communication.
- (j) All content on the City website and all City social media accounts shall be reviewed, approved, and administered by the City's Information Management Officer, or designee.
- (k) The City reserves the right to terminate access to the City website or any City Social Media account at any time and without any notice.
- (l) The City shall retain full permission or rights to any content posted by the City, including documents, pictures, videos, or any other electronic content of any type.

### 3. **Email Management and Retention**

- (a) Electronic mail, or email, is a permanent fixture of 21<sup>st</sup> century America. The City provides email services to increase both the effectiveness and efficiency of all City Officials.
- (b) This policy applies to all users of City-provided email services, regardless of position or status.
- (c) The City of Tenino provides email services for up to 35 subscribers via contract.
- (d) The City has an email addressing scheme that is based on authorized positions, not individual employees.
  - (i) Email addresses are formed by a combination of the position title, followed by the City's domain name. For example, the email address for the Mayor is: [mayor@ci.tenino.wa.us](mailto:mayor@ci.tenino.wa.us)
  - (ii) City Officials assigned to a position have access to the email account for that position for the duration of time they are assigned to the position. Upon transfer,

they will be able to access the account associated with their new position including all previous email history, but will be prohibited from accessing the account for their old position. Upon separation, for any reason, access to all City email accounts will be terminated. The City retains the right to control all emails sent or received by each, and every, City email account.

- (iii) Obviously, with this type of address scheme, there is no expectation of privacy and users should not expect, or assume, any privacy regarding the content of email communications. Users should be aware that it is still possible to examine the contents of individual emails that have been deleted.
  - (iv) The City reserves the right to monitor and inspect the contents of any City email account or individual inbox contained within any City email account.
- (e) City email accounts may not be used for the following purposes:
- (i) Transmitting any material or messages in violation of federal, state, county, or local statutes, codes, regulations, ordinances, or written policies.
  - (ii) Taking any “action” (as that term is defined by RCW 42.20.020.)
  - (iii) Transmitting anything that may be construed as harassment or disparagement of others. This includes, but is not limited to, sending threatening messages, slurs, obscenities, or sexually explicit images, cartoons, or messages.
  - (iv) Distributing sensitive or confidential information as defined by RCW 42.23.070 (Code of Ethics for Municipal Officer, Prohibited Acts.)
  - (v) Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious, or political causes; or other non-job related matters except as provided elsewhere in this policy.

- (vi) Distributing copyrighted materials when the City does not own the copyright.
  - (vii) Distributing any materials that are designed to infiltrate computer systems internally or externally (viruses), or intentionally disrupting network traffic or crashing the network and connected system.
  - (viii) Representing yourself as another user or forging electronic mail messages.
  - (ix) Accessing, or attempting to access, any system or account to which the user is not authorized access (hacking.)
- (f) Emails are Public Records.
- (i) RCW 42.56, the Public Records Act (the Act), defines a “public record” as “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”
  - (ii) Every email generated using the City’s Information Technology infrastructure is, by that definition, a Public Record and therefore must be maintained in accordance with the most current applicable retention scheduled published by the Office of the State Archivist, which is generally seven (7) years.
  - (iii) Unless specifically exempted by another provision in the Act, they are subject to public disclosure and, as pointed out several times above, there is no expectation of privacy such that “A person’s right to privacy, right of privacy, privacy, or personal privacy, as those terms are used in the Act, is invaded or violated only if disclosure of information about the person:
    - (1) Would be highly offensive to a reasonable person, and
    - (2) Is not of legitimate concern to the public.

- (iv) Washington case law is replete with examples of very public figures being extremely embarrassed, not to mention financially, politically, and/or personally devastated, by the fact that very little of what is done as part of governing a City is deemed not "of legitimate concern to the public." The Legislative Declaration that forms the basis for the Public Records Act is instructive:

*The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.*

## **IX. CONTACT WITH NEWS MEDIA**

- A. The Mayor is responsible for all official contacts with the news media, including answering of questions from the media. The Mayor may designate specific employees to give out procedural, factual, or historical information on particular subjects.
- B. Employees who are contacted by the news media regarding the City or City business should remain respectful and courteous, but should attempt to refer the media to the Mayor. If such efforts are unsuccessful, the employee must tell the media they are not authorized to speak on behalf of the City and therefore, anything said does not represent the official position of the City. Any employee contacted by the media must report such contact to their supervisor and the supervisor must report the contact to their Department Head, who must then report the contact to the Mayor.

## **X. SEAT BELT/SAFETY POLICY**

- A. Per Washington law, anyone operating or riding in City vehicles must wear seat belts at all times. Employees using their own personal vehicle while on official City business must also comply with this rule.
- B. All employees are expected to obey all traffic laws and regulations while operating a City vehicle. Any citations issued to the employee while engaging in City business must be paid by the employee as a personal expense. The employee driving in connection with City business is expected to drive safely for the conditions, and be courteous to other drivers. All employees using a personal vehicle for City related business

must provide proof of insurance that provides coverage for the business use of their vehicle. If such proof of insurance is not available, or has not been provided to the City, the employee should request use of any available public vehicle, or arrange for public transportation in connection with any business related travel.

## **XI. DRIVER'S LICENSE REQUIREMENTS**

- A.** As part of the requirements for certain specific City positions, an employee may be required to hold a valid State Driver's License or a Commercial Driver's License.
- B.** Driving records may be checked. While the City may not make inquiry into criminal or driving records prior to selecting an applicant for a position, once selected, driving records will be checked when the position requires the operation of City vehicles and/or equipment.
- C.** If an employee's license is expired, revoked, suspended, lost, or is in any other way not currently valid and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a current, valid license is provided.
- D.** Depending on the duration of the driver's license suspension, revocation or other inability to drive, an employee who is required to drive as one of their job requirements may be subject to disciplinary action, including termination.

## **XII. SAFETY**

- A.** Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The City will make every effort to remedy problems as quickly as possible.
- B.** In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their supervisor. The Department Head shall report the accident to the Risk Manager within 24 hours. The Risk Manager will process the notification to the City's Insurance carrier.
- C.** In any accident that results in serious property loss or bodily injury, it is the City's policy to test the employee for drugs or alcohol use, to confirm that the use of drugs or alcohol was not a factor in the accident. In addition, no City employee is permitted to engage in conduct after an accident occurs,

that will negatively impact the City's or law enforcement official's investigation of the accident.

- D. All insurance information relating to the accident will be provided promptly at the accident scene and City employees will fully co-operate with any investigating officer. If any employee does not have all the information necessary, they shall contact his/her Department Head. In all cases, you must also notify your Department Head of the accident, as soon as possible.
- E. Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons. Violations of this policy may result in termination, or other forms of corrective action as appropriate.

### **XIII. SUBSTANCE ABUSE**

- A. The City of Tenino is committed to providing a safe, healthy, and efficient working environment for all employees. To help with this goal, employees are prohibited from:
- B. Possessing, distributing, selling, manufacturing or being under the influence of any unlawful drugs;
- C. Consuming alcoholic beverages or any cannabis product while on City premises, in City vehicles, or while on City business or time. Reporting for duty or responding to emergency calls under the influence of alcohol, drugs or other controlled substances or bringing them onto City premises;
- D. Abusing prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.
- E. An employee who violates this policy is subject to corrective action up to and including termination of employment. In keeping with this policy, employees may be required to submit to drug and alcohol testing. Employees involved in accidents may be subject to a drug and/or alcohol screen, as referenced above. Refusal to submit to a drug and/or alcohol screen may be grounds for immediate termination.
- F. While the City does not condone the abuse of alcohol or cannabis, prescription drugs, and/or use of illegal drugs, the City of Tenino does recognize that addiction to drugs and/or alcohol can be treated. If an employee voluntarily seeks assistance for a drug and/or alcohol problem



in advance of any impact noted to the employees work performance, the City will assist the employee in seeking treatment through the City's Employee Assistance Program (EAP). If disciplinary action or performance correction has already begun, but the process has not been completed, the employee may forfeit his or her access to the City's EAP services.

- G. Employees using any prescription or over-the-counter drugs that might impair their work performance should notify their supervisor. At the option of the supervisor, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.
- H. Employees must notify the City within five days of any conviction for a drug violation.

#### **XIV. EMPLOYEE COMPLAINT PROCEDURES**

- A. The City recognizes that sometimes situations arise in which an employee feels that he/she has not been treated fairly or in accordance with City rules and procedures. For this reason, the City provides its employees with procedures for resolving complaints. An employee should first try to resolve any problem or complaint with his/her supervisor/department head.
- B. When normal communication between an employee and the supervisor is not successful, or when an employee disagrees with the application of City policies and procedures the employee should attempt to resolve the problem with the City Clerk/Treasurer.
- C. When all other remedies fail employees may make an appointment with the Mayor to discuss their concerns.
- D. These complaint procedures do not modify the employee's at will status.

#### **XV. IMPROPER GOVERNMENTAL ACTION**

- A. In compliance with the Local Government Employee Whistle Blower Protection Act, RCW 42.41.050, the City encourages employees to disclose improper governmental action taken by City employees or elected officials without fear of retaliation. This policy also safeguards legitimate City interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.
- B. **Definitions.** As used in this policy, the following terms shall have the meanings indicated:

- (a) "Improper governmental action" means any action by a City of Tenino employee or elected official that is undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment; and that is in violation of any federal, state, or local law or rule, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.
- (b) "Improper governmental action" **does not include** routine personnel actions (appointments, hiring, promotions, re-assignments, reinstatements, performance evaluations, reductions in pay, dismissals, suspensions, disciplinary notices, violations of collective bargaining or civil service laws, alleged violations of labor agreements, reprimands or internal grievance procedures, for example) that may simply be unfavorable to a particular employee. In addition, employees are not free to disclose matters that are protected from disclosure by state law, such as communications protected by the attorney client privilege and/or the rules governing executive sessions.
- (c) "Retaliatory action" means any adverse change in the terms and conditions of a City of Tenino employee's employment that is substantially motivated by the employee's decision to prepare or participate in a whistle blower complaint.
- (d) "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

**C. Procedures for reporting**

1. Employees who become aware of improper governmental action should follow this procedure:
2. In writing, bring the matter to the attention of his/her supervisor, if not involved, stating in detail the basis for the employee's belief that an improper governmental action has occurred, and provide a copy to the City Clerk. This should be done as soon as the employee becomes aware of the improper action but no later than 30 days from the date of the action in question.
3. Where the employee believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Mayor.

4. The Mayor, and/or their designee shall promptly investigate the report of improper governmental action. After the investigation is completed (within (30) days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential. A copy of the Action Report will be submitted to the City Clerk/Treasurer for the file.
  5. An employee who fails to make a good-faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030. An employee is also charged with responsibility to ascertain the correctness of the information furnished and may be subject to disciplinary action, not limited to but including termination, for knowingly furnishing false information as determined by the appointing authority.
  6. In the case of an emergency where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the issue. Such agencies include the State Auditor and the County's Prosecuting Attorney.
  7. Employees may report information about improper governmental action directly to an outside agency, if the employee reasonably believes that an adequate investigation was not or will not be undertaken by the City to determine whether an improper governmental action occurred. If information is reported to the State Auditor, it must be reported within one year of the occurrence. However, emergency situations require prompt reporting of any occurrence that would harm persons or property.
- D. It is unlawful for a government agency to take retaliatory action because an employee, in good faith, complained about an incident of improper government action. Employees who believe they have been retaliated against for reporting an improper government action should follow the following procedure:
1. Employees must provide a written complaint to the supervisor and the City Clerk/Treasurer within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the Mayor. If the Mayor is involved, the written complaint should be delivered to the City Attorney. The written charge shall specify the alleged retaliatory action and the relief requested.

2. The Mayor, or designee, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge. The identity of the complaining party shall be kept confidential, to the extent possible under the law, unless the employee authorizes disclosure in writing.
  3. After receiving the City's response, if the employee determines the City's response did not adequately address the problem, the employee may request a hearing before a state administrative law judge, to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either 15 days of receipt of the City's response to the charge of retaliatory action or within 45 days of receipt by the Mayor of the charge of retaliatory action.
  4. Within five (5) working days of receipt of a request for hearing the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence. The administrative law judge will issue a final decision not later than 45 days after the date of the request for hearing, unless an extension is granted.
- E. The Mayor, or designee, is responsible for implementing these policies and procedures. This includes posting of the policy in an area open to employees, making the policy available to any employee upon request, and providing the policy to all newly hired employees. 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.

## **XVI. NIMS COMPLIANCE**

- A. ICS/NIMS has been institutionalized through exercise, training and through the daily use of the Incident Command System. ICS/NIMS will be used during all large-scale training and real life events. ICS/NIMS will be used when pre-planning large events and when working with other jurisdictions. ICS/NIMS will be used in emergency events and incidents to more effectively manage emergency scenes, enhance safety and improve efficiency.
- B. All new hires will go through NIMS orientation to include appropriate levels of FEMA Training.

- C. All staff will remain current with necessary FEMA Education standards as related to NIMS.

# **CHAPTER 9**

## **CORRECTIVE ACTION & TERMINATIONS**

## **I DISCIPLINE AND TERMINATION**

- A.** Civil Service employees should reference the Civil Service Rules and Regulations and refer to the Civil Service Commission for appeals on any disciplinary action taken by their supervisor.
- B.** 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 City.
- C.** Acts, errors, or omissions that discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline, including termination.
- D.** The Mayor has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the case (with the exception of Civil Service employees). Employee disciplinary action is based on the City's assessment of the severity of the conduct requiring correction, the frequency and number of prior acts of misconduct or neglect and may be affected by the City's assessment of how such conduct affects the safety and well-being of other employees. Each situation will be assessed individually and the determination of what discipline is appropriate is at the sole discretion of the City.
- E.** The City is an at-will employer, with the exception of civil service employees; all employees are employed at-will. Nothing contained in these disciplinary guidelines is intended to change the at-will nature of the employment relationship. The above notwithstanding, the City would prefer to retain employees whenever possible. While the City is not required to provide progressive discipline where immediate termination of employment is determined by the City in its sole discretion to be in the best interest of the City, the City will apply progressive discipline policies whenever the City, in its sole discretion, believes it is in the City's best interests to do so.
- F.** The City of Tenino's success depends on its employees. The following list contains examples of actions which are detrimental to the City's interests and may result in discipline for the employee. This list is not all-inclusive, but rather merely illustrative, and is provided for your guidance.
  - 1.** Possession, use, sale or being under the influence of alcohol, cannabis, or controlled substances while on City business (including standby duty). Abuse of prescription or non-prescription drugs.

2. Violation of duties or rules imposed by these personnel policies or other City rule, regulation or administrative order, including those policies which prohibit discrimination and harassment and violations of City's computer and telephone use policies.
3. Inability, inefficiency, carelessness, negligence or insubordination, including a refusal or failure to perform assigned work. Concealing defective work.
4. Habitual lateness for work. Absence without proper notification to immediate supervisor. Excessive absenteeism unrelated to an approved leave.
5. Conviction of a felony or a gross misdemeanor.
6. Unauthorized use of City position for personal gain or advantage. Accepting unlawful gratuities or bribes.
7. Unauthorized release of confidential information about the City, its customers, or its employees.
8. Theft or unauthorized removal or possession of property from the City, fellow employees, customers or anyone on City property. Misusing, destroying or damaging property of the City, a fellow employee, a customer, or a visitor.
9. Altering or falsifying any timekeeping record. Unauthorized recording or alteration of another employee's time record.
10. Misrepresenting information, situations or one's actions to a supervisor, City management or others in authority.
11. Misrepresentation or withholding of pertinent facts in securing employment. An individual who supplies false or misleading information to the City in the hiring process is subject to immediate termination, if hired, without regard to the length of time the employee has been employed by the City.
12. Intentional falsification of records/paperwork required in the transaction of City business.
13. Disorderly conduct, including fighting on the premises.
14. Bringing dangerous or unauthorized materials on City property or a job site, such as, but not limited to, explosives, firearms or other similar items.



15. Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.
16. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned. This includes the unauthorized use of another employee's computer password or email address.
17. Theft of mail, either paper or electronic, or unauthorized viewing of mail of the City or fellow employees.
18. Carelessness or negligence while performing work related duties.
19. Working unauthorized overtime.
20. Rudeness, discrimination, intimidation, coercion, use of obscene language or gestures or lack of courtesy to the customers, the public or fellow employees. Immoral conduct while on duty.
21. Making malicious, false or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the City, public officials and/or other employees, on or off premises.
22. Failure to promptly report to your immediate supervisor and the City Clerk/Treasurer an on-the-job injury or accident involving an employee, equipment, property, or visitor.
23. Failure to properly secure City facilities or property.

## **II POSSIBLE CORRECTIVE ACTIONS**

- A. In the event that corrective action is necessary, the following types of actions may be utilized:
  1. Oral Warning.
  2. Written Reprimand.
  3. Suspension
  4. Demotion.
  5. Termination.

- B. The choice of corrective action in any circumstance is solely at the City's discretion. In many situations, it is not in the City's best interest to allow any serious safety issue or misconduct to recur and immediate termination may be appropriate. Any documentation of the above disciplinary actions will be placed in the employee's personnel file once the information has been directly communicated by the supervisor to the employee. To the extent allowed by law, information placed in the employee's personnel file is not subject to removal unless the civil service rules or a collective bargaining agreement specifically include a provision to the contrary. Personnel records are intended to provide the City with a record of long-term and short-term performance issues and will normally not be subjected to modification by removal or destruction of performance related information.
- C. If the City terminates an employee for acts of dishonesty or criminal conduct, such as embezzlement, the City will actively pursue restitution and provide information to law enforcement authorities, when appropriate, in an effort to protect the public, or recover stolen property belonging to the City.

### **III DISCHARGE**

- A. Discharge from employment should normally follow oral and/or written warnings previously given and made a part of the employee's personnel file.
- B. A regular employee terminated from employment will normally be given at least two (2) weeks' notice with a letter of termination.
- C. However, if the infraction or situation is so serious that, in the City's sole discretion, it requires "on the spot" removal, or the employee's return to work will disrupt City operations, the Mayor shall have the authority to direct immediate termination and the employee shall vacate the City premises and the termination shall be effective as of the close of normal business hours on the day of termination.
- D. Copies of all disciplinary actions and/or termination letters shall be placed in the employee's Official Personnel File.
- E. A final written performance appraisal will be completed for any terminationd employee and placed in their Official Personnel File.

#### **IV LAYOFF**

- A.** The City of Tenino may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- B.** Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.
- C.** In determining who is to be laid off, consideration will be given to the individual performance and the qualifications required for the remaining jobs. Seniority may be considered when performance and qualifications are equal.
- D.** Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

#### **V RESIGNATION**

An employee should provide two (2) weeks' notice of resignation. If such notice is not given by the employee, the employee's Official Personnel File shall so indicate.

#### **VI DEATH**

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

# **APPENDIX A**

## **FORMS**

# **CITY OF TENINO**

## **APPLICATION FOR COMMISSION VACANCY**

### **Requirements for Appointment:**

- **Must reside within the Tenino School District**
- **Must be a registered voter.**

### **Requirements once Appointed:**

- **Must complete Open Public Meetings Act training within 90 days of appointment**
- **Must complete Public Records Act training within 90 days of appointment**

### **Time Commitment:**

- **One Commission Meeting per month**
- **Attend special Commission meetings and workshops as needed**

Other duties may arise



# CITY OF TENINO

## City Commission Vacancy Application

*(Please type or print clearly)*

**Name as  
registered:**

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**Physical  
Address:**

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**Mailing  
Address:**

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**Home Phone:**

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**Cell Phone:**

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**Email Address:**

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**How long at Residence:**

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**Best time to  
contact:**

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**Personal Information (optional):**

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**List any prior experience as an elected official:**

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**List any applicable work experience:**

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**List any applicable experience working with budgets:**

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<b>Please list three (3) references:</b>
<b>Name:</b>
<b>Address:</b>
<b>Contact Number:</b>
<b>Name:</b>
<b>Address:</b>
<b>Contact Number:</b>
<b>Name:</b>
<b>Address:</b>
<b>Contact Number:</b>

Council members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions?    ☐ Yes (*Please explain on back*)    ☐ No
  
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?    ☐ Yes    ☐ No (*Please explain on back*)
  
- 3.) Are there any days or evenings you are unavailable to meet?  
☐ Yes (*Please explain on back*)    ☐ No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed form and any additional information to:  
City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589  
For more information please call (360) 264-2368

# **CITY OF TENINO**

## **APPLICATION FOR COUNCIL VACANCY**

### **Requirements for Appointment:**

- **Must be a resident of Tenino for at least the past 12 months**
- **Must be a registered voter.**

### **Requirements once Appointed:**

- **Must complete Open Public Meetings Act training within 90 days of appointment**
- **Must complete Public Records Act training within 90 days of appointment**

### **Time Commitment:**

- **Two workshops per month beginning at 6:30 p.m.**
- **Two Council meetings per month beginning at 7:30 p.m.**
- **Council Committee meetings as assigned, dates and times vary**
- **Liaison with outside agencies, dates and times fixed by those agencies**
- **Attend special Council meetings and workshops as needed**

Other duties may arise





# Tenino City Council Vacancy Application

*(Please type or print clearly)*

**Name as  
registered:**

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**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**How long at Residence:** \_\_\_\_\_ **Best time to  
contact:** \_\_\_\_\_

**Personal Information (optional):**

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**List any prior experience as an elected official:**

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**List any applicable work experience:**

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**List any applicable experience working with budgets:**

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**Please list three (3) references:**

**Name:**

**Address:**

**Contact Number:**

**Name:**

**Address:**

**Contact Number:**

**Name:**

**Address:**

**Contact Number:**

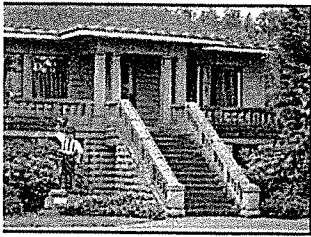
---

Council members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions?    ☐ Yes (*Please explain on back*)    ☐ No
  
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?    ☐ Yes    ☐ No (*Please explain on back*)
  
- 3.) Are there any days or evenings you are unavailable to meet?  
     ☐ Yes (*Please explain on back*)    ☐ No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return completed form and any additional information to:  
City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589  
For more information please call (360) 264-2368



# CITY OF TENINO

## APPLICATION FOR EMPLOYMENT

149 Hodgden Street South  
P O Box 4019  
Tenino, WA 98589  
(360) 264-2368

Position Applied For: \_\_\_\_\_ Department \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street / P O Box City State Zip*

Home or Message Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Are you legally eligible for employment in the USA? Yes ☐ No ☐ (If yes, verification will be required)

Are you of the legal age to work? Yes ☐ No ☐

### RECORD OF EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED 13 14 15 16 17 18 18+

Type of School	School and Location	Course of Study	Degree
High School or GED			
Business or Technical			
Undergraduate Studies			
Graduate Studies			
Other Courses and Training			

List any special licenses or certificates you hold which are necessary, useful or required in this position. Give kind of license, issuing state and expiration date.

Were you in the US Armed Forces? Yes ☐ No ☐ If yes, what branch? \_\_\_\_\_

What was your occupational specialty? \_\_\_\_\_

### REFERENCES

Below, give names of three persons you are not related to, whom you have known at least one year.

Name	Relationship	Years Acquainted	Daytime Telephone

**LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT**

Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

Title of Position	From Mo Yr	To Mo Yr	Hrs/ Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment only upon the basis of qualifications and demonstrated abilities. I understand that all appointments are probationary for a period of twelve (12) months and that, if selected, employment is contingent upon the results of a complete background investigation. I understand that misrepresentation in any of my answers or statements is cause for non-selection, or, if employed, is cause for termination. I understand unless I am applying for a Civil Service position, or there is a written contract to the contrary, I am and will always be employed in an "at will" status. I agree to these conditions, and I hereby certify that all the statements made by me on this application are true and complete to the best of my knowledge. *The City of Tenino maintains a smoke-free/drug-free work environment*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Consumer Report Disclosure

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Upon selection to fill a vacant position, the City will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports will include information about your character, general reputation, personal characteristics, finances, and mode of living.

We may obtain these reports through any valid consumer reporting agency, or by another government agency. You will be notified of which agency will conduct the report and their contact information prior to the City authorizing such agency to conduct an investigation.

To prepare the reports, the agency may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources, to the extent permitted by law.

You may obtain a copy of any report that the City is provided with either by email, the US Postal Service, or by phone. If you do, the City will provide you help to understand the information contained in the report and an explanation of any codes.

If such agency obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

---

Signature

---

Date

---

Printed Name

## FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Pursuant to the federal Fair Credit Reporting Act, the undersigned, by my signature, below, hereby authorize the City of Tenino, and its designated agents and representatives, to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize the complete release of any records or data pertaining to me that an individual, company, firm, corporation or public agency may have.

I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the City of Tenino, or its designated agents, with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

---

Signature

---

Date

**CITY OF TENINO**  
**EMERGENCY CONTACT & HEALTH INFORMATION**

EMPLOYEE NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_

POLICY #/I.D. #: \_\_\_\_\_

OTHER INSURANCE: \_\_\_\_\_

FAMILY PHYSICIAN: \_\_\_\_\_

PHONE: \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT:

1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

YOU MAY LIST ANY MEDICATION YOU ARE TAKING ON AN ON-GOING BASIS: (eg., blood pressure, insulin, allergy)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

YOU MAY PROVIDE ANY ADDITIONAL INFORMATION WHICH WOULD BE HELPFUL TO ATTENDING PARAMEDICS/PHYSICIANS SHOULD AN EMERGENCY ARISE WHILE YOU ARE ON THE JOB: (eg., allergies to medications, foods etc.)

\_\_\_\_\_

\_\_\_\_\_

## Confidentiality Agreement

As a court employee, I understand that I may have access to confidential information and records in files and databases such as court case files, the Judicial Information System, and databases of other organizations. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that court case files and automated databases contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential records to the extent required in, and for the purpose of, performing my assigned duties as an employee of the court.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained in the course of my employment with the Court. I understand that:
  - a. I may divulge confidential information to judicial officers and authorized court employees as necessary to perform my job duties.
  - b. I may divulge confidential information to others only if specifically authorized to do so by statute, court rule, judicial policy, or court order.
  - c. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
  - d. After I leave the employment of the court, I may not divulge confidential information obtained during the course of my employment.
1. I agree to consult my supervisor on any questions I may have concerning whether particular information may be considered confidential. "Confidential information" includes attorney-client privileged information, information contained in personnel or medical files and personally identifying information such as Social Security numbers.
2. I understand that a breach of confidentiality may be grounds for disciplinary or legal action, and may include termination of employment.
3. I agree to notify my supervisor immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

---

Signature

---

Date

---

Printed Name

(See reverse for Authorization)



# **Confidentiality Agreement**

## **Authorization Of Access To Confidential Information**

\_\_\_\_\_ is authorized access to confidential information and records.

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Confidentiality Agreement

As a city employee, I understand that I may have access to confidential information and records in files and databases of the City, and databases of other organizations. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that city files and automated databases contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential records to the extent required in, and for the purpose of, performing my assigned duties as an employee.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained in the course of my employment with the city. I understand that:
  - a. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
  - b. After I leave the employment of the city, I may not divulge confidential information obtained during the course of my employment.
4. I agree to consult my supervisor on any questions I may have concerning whether particular information may be considered confidential. "Confidential information" includes attorney-client privileged information, information contained in personnel or medical files and personally identifying information such as Social Security numbers.
5. I understand that a breach of confidentiality may be grounds for disciplinary or legal action and may include termination of employment.
6. I agree to notify my supervisor immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

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Signature	Date	Printed Name
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### Authorization For Access To Confidential Information

\_\_\_\_\_ is authorized access to confidential information and records.

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Signature of City Clerk/Treasurer	Date	Printed Name
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## Confidentiality Agreement

As a city volunteer, I understand that I may have access to confidential information and records in files and databases and databases of other organizations. By signing this statement, I affirm my understanding of my responsibilities to maintain confidentiality and agree to the following:

1. I understand that city files and automated databases contain confidential, as well as public, information.
2. I understand that I may access, read or handle confidential records to the extent required in, and for the purpose of, performing my assigned duties as a volunteer.
3. I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any confidential information obtained in the course of my employment with the city. I understand that:
  - a. Maintaining confidentiality includes not discussing confidential information outside of the workplace, or outside of my usual work area.
  - b. After I leave the employment of the city, I may not divulge confidential information obtained during the course of my employment.
4. I agree to consult my supervisor on any questions I may have concerning whether particular information may be considered confidential. "Confidential information" includes attorney-client privileged information, information contained in personnel or medical files and personally identifying information such as Social Security numbers.
5. I understand that a breach of confidentiality may be grounds for disciplinary or legal action and may include termination of volunteer duties.
6. I agree to notify my supervisor immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.

---

Signature

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Date

---

Printed Name

### Authorization Of Access To Confidential Information

\_\_\_\_\_ is authorized access to confidential information and records.

---

Signature of City Clerk/Treasurer

---

Date

---

Printed Name

## DRUG-FREE WORKPLACE ACKNOWLEDGEMENT

By accepting employment with the City of Tenino, I, \_\_\_\_\_, the undersigned,  
(printed First Name, MI, Last Name)  
acknowledge the following:

1. Because the City of Tenino accepts grant funding from Federal agencies, the City is required by federal regulations to implement the Drug Free Workplace Act of 1988, 45 CFR Part 76, and Subpart P.
2. I understand that the City of Tenino prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance in the workplace and disciplinary action up to, and including, termination will be taken against employees for violations of this prohibition;
3. As a condition of employment, the undersign agrees to:
  - a. Abide by the terms of the City's Drug-Free Workplace policies; and
  - b. If I am ever convicted of a criminal drug statute, I will notify the City of such conviction no later than five days after such conviction;
4. I understand that within 30 days of a conviction for a violation of any criminal drug statute, the City will take one of the following actions:
  - a. An appropriate (in the City's sole discretion) personnel action against me, up to and including termination; or
  - b. Requiring me to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, Law Enforcement, or other appropriate agency;
5. I further acknowledge, by my signature, below, that I have received a copy of this notice on the date indicated.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**RECEIPT & ACKNOWLEDGMENT  
(Non-Public Safety Employee)**

I, \_\_\_\_\_ by my signature, below, acknowledge that I have received and read the  
(First Name, MI, Last Name)

City Official Handbook adopted by the City of Tenino City Council on March 12, 2019. I specifically acknowledge the following:

1. I understand that my employment relationship with the City of Tenino is at-will. \_\_\_\_\_  
(Initials)
2. I understand the complaint procedure in the event I believe I, or a co-worker, have been harassed or discriminated against. \_\_\_\_\_  
(Initials)
3. I understand I have a right to review my Personnel File and to request removal of irrelevant or erroneous information and to file a written rebuttal statement should such request be denied. \_\_\_\_\_  
(Initials)
4. I understand that I must display my City of Tenino Official Identification Card at all times while performing official duties within the City limits. \_\_\_\_\_  
(Initials)
5. I understand the City's policies regarding overtime and compensatory time. \_\_\_\_\_  
(Initials)
6. I understand the City's policies regarding leave and holidays. \_\_\_\_\_  
(Initials)
7. I understand the City's call back, on call, and standby policies. \_\_\_\_\_  
(Initials)
8. I understand that punctual and consistent attendance is an essential function of the job for all City employees and that punctual and consistent attendance is a condition of employment. \_\_\_\_\_  
(Initials)
9. I understand the City's policies regarding travel and the use of City Credit Cards. \_\_\_\_\_  
(Initials)
10. I understand the City's Acceptable Use, Social Media, and E-Mail Management Policies and that I have no expectation of privacy with regard to use of City Information Technology resources. \_\_\_\_\_  
(Initials)
11. I understand the City's Employee Complaint Procedures. \_\_\_\_\_  
(Initials)
12. I understand that the City may not engage in Improper Governmental Action, and that, if I believe the City has taken an improper governmental action, I have the right to present the facts, as I know them to be, to the Mayor without fear of retaliation. \_\_\_\_\_  
(Initials)
13. I understand that this Handbook replaces all prior Handbooks and that the City of Tenino may modify this Handbook from time to time. \_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**RECEIPT & ACKNOWLEDGMENT**  
**(Public Safety Employee)**

I, \_\_\_\_\_, by my signature, below, acknowledge that I have received and read the City  
(First Name, MI, Last Name)

Official Handbook adopted by the City of Tenino City Council on March 12, 2019. I specifically acknowledge the following:

1. I understand that during my probationary period, my employment relationship with the City of Tenino is at-will. "At-will" means my employment may be terminated at any time, without cause or notice, by either me or the City. \_\_\_\_\_  
(Initials)
2. I understand that upon completion of my probationary period, Washington State Civil Service rules apply and that my employment relationship may only be terminated in accordance with applicable Civil Service guidelines. \_\_\_\_\_  
(Initials)
3. I understand the complaint procedure in the event I believe I, or a co-worker, have been harassed or discriminated against. \_\_\_\_\_  
(Initials)
4. I understand I have a right to review my Personnel File and to request removal of irrelevant or erroneous information and to file a written rebuttal statement should such request be denied. \_\_\_\_\_  
(Initials)
5. I understand the City's policies regarding overtime and compensatory time. \_\_\_\_\_  
(Initials)
6. I understand the City's policies regarding leave and holidays. \_\_\_\_\_  
(Initials)
7. I understand the City's call back, on call, and standby policies. \_\_\_\_\_  
(Initials)
8. I understand that punctual and consistent attendance is an essential function of the job for all City employees and that punctual and consistent attendance is a condition of employment. \_\_\_\_\_  
(Initials)
9. I understand the City's policies regarding travel and the use of City Credit Cards. \_\_\_\_\_  
(Initials)
10. I understand the City's Acceptable Use, Social Media, and E-Mail Management Policies and that I have no expectation of privacy with regard to use of City Information Technology resources. \_\_\_\_\_  
(Initials)
11. I understand the City's Employee Complaint Procedures. \_\_\_\_\_  
(Initials)
12. I acknowledge that this Handbook replaces all prior Handbooks and that the City may modify this Handbook from time to time. \_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**CITY OF TENINO**  
**PAYROLL ACTION AUTHORIZATION**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

**ACTION DESCRIPTION**

Effective Date: \_\_\_\_\_

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Hire                 | <input type="checkbox"/> Promotion                   | <input type="checkbox"/> Permanent |
| <input type="checkbox"/> Trial Period         | <input type="checkbox"/> Resignation                 | <input type="checkbox"/> Part-Time |
| <input type="checkbox"/> Cost of Living ____% | <input type="checkbox"/> R.I.F.                      | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Lateral Step         | <input type="checkbox"/> Other Transfer to Full-Time |                                    |

**COMPENSATION DESCRIPTION**

- |   |                  |                |
|---|------------------|----------------|
| <input type="checkbox"/> Exempt Employee        | From: _____      | To: _____ /mo. |
| <input type="checkbox"/> Non-Exempt Employee    | From: _____ /yr. | To: _____ /yr. |
| <input type="checkbox"/> Civil Service Employee | <b>Hourly</b>    |                |
|   | From: _____ /hr. | To: _____ /hr. |

**AUTHORIZATION DESCRIPTION**

Reason for Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUND DISTRIBUTION**

Fund Name	BARS Code	% of Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

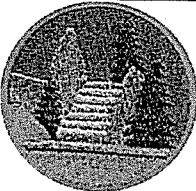
\_\_\_\_\_  
Employee Signature

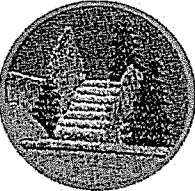
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Clerk/Treasurer Signature

\_\_\_\_\_  
Mayor Signature

## Leave Request/Report

 <h3 style="margin: 0;">CITY OF TENINO</h3> <p style="margin: 0;">Request/Report for Leave Time</p>		
Employee: _____		
<b>Leave Code*</b>	<b>Dates Requested</b>	<b>Hours</b>
<p style="text-align: center;"><b>*Use the following code letters for requested leave:</b></p> <p style="text-align: center;">[A] Annual Leave [S] Sick Leave [P] Floating Holiday [C] Comp Time</p> <p style="text-align: center;">[B] Bereavement [F] Family Leave [J] Jury Duty [U] Unpaid Leave [O] Other**</p> <p>** Please Explain _____ )</p>		
Employee Signature: _____ Date: _____		
Approved By: _____ Date: _____		
Original - Payroll   Copy-Supervisor   Copy-Employee		

 <h3 style="margin: 0;">CITY OF TENINO</h3> <p style="margin: 0;">Request/Report for Leave Time</p>		
Employee: _____		
<b>Leave Code*</b>	<b>Dates Requested</b>	<b>Hours</b>
<p style="text-align: center;"><b>*Use the following code letters for requested leave:</b></p> <p style="text-align: center;">[A] Annual Leave [S] Sick Leave [P] Floating Holiday [C] Comp Time</p> <p style="text-align: center;">[B] Bereavement [F] Family Leave [J] Jury Duty [U] Unpaid Leave [O] Other**</p> <p>** Please Explain _____ )</p>		
Employee Signature: _____ Date: _____		
Approved By: _____ Date: _____		
Original - Payroll   Copy-Supervisor   Copy-Employee		



# CITY OF TENINO GENERAL COUNSELING FORM

## Part I – Administrative Data

Employee's Name (Last, First, MI)	Date of Counseling
Department	Name and Title of Supervisor

## Part II – Background Information

Describe why this counseling session is required.

## Part III – Summary of Counseling

Key points discussed during the counseling session.

**Use of this form:** This form is used to document performance counseling and its results. It will be placed in the employee's personnel file pending resolution of the performance issue. If the employee meets the objectives as outlined on the reverse of this form, the form will be removed from the employee's personnel file and given to the employee.

**Plan of Action** (Outline what corrective action(s) the person being counseled must do to improve.)

**Session Closing**

☐ I agree ☐ I disagree with the information above.

Remarks of the individual counseled:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Responsibilities** (Outline what the Supervisor will do to assist the employee.)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part IV – Assessment of the Plan of Action**

**Assessment** (Did the plan of action achieve the desired result(s).)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dispossession:** If the plan of action did not achieve the desired result(s), this form will be retained in the employee's personnel file pending resolution of the performance issue. Otherwise, this form will not be retained in the employee's personnel file, but will be given to the employee for his or her records.

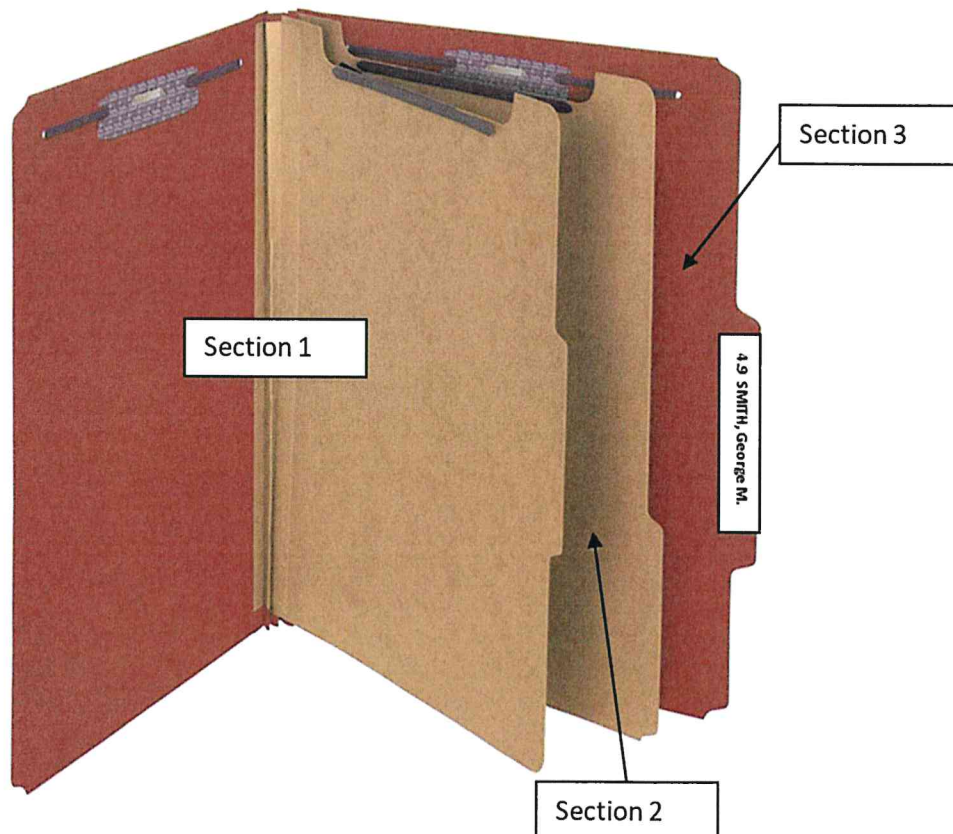
**APPENDIX B**

**PERSONNEL  
FILES**

## I. SUPPLIES & LABELING

- A. File Folder. Regardless of category, all Official Personnel Files shall be initiated using letter-size partition folders consisting of 2 partitions capable of 2-1/2" expansion.
1. Partition folders are a common method of organizing personnel files into sections. They are available from most distributors of office supplies.
  2. Partition folders come in a variety of colors and configurations. Folder color is immaterial except when chosen to represent some category internal to the organization; departments that keep personnel files may choose any color they wish. However, the City standard is a minimum of two partitions, as shown below.
- B. Labeling. All personnel files shall be labeled using a standard size file label in accordance with the City's file naming conventions as follows:

### 4.9 LASTNAME, Firstname MI



## II. FILE ORGANIZATION

### A. Organizational principles for all sections of all records.

1. After the file has been established, all new documents will be filed in reverse chronological order (that is, the newest documents will always be placed on top of the existing documents.)
2. Every effort should be made to file original documents (or, at the least, documents with an original ink signature.)
3. File only a single document (no duplicates). If the new document is intended to replace an older document (Direct Deposit Authorization, for example), insert the new document in the same place as the old document and physically give the old document to the individual to whom it pertains.

### B. Organization of Elected and Appointed Officials.

1. Section 1. Administrative Data.
  - (a) Left Side: Application packet (consisting of, from top to bottom)
    - (i) Application Form
    - (ii) Resume (if included)
    - (iii) Any other documents submitted with application.
  - (b) Right Side: Acknowledgements (from top to bottom)
    - (i) Receipt & Acknowledgment of City Official Handbook
    - (ii) Confidentiality Agreement
2. Section 2. Training and Operations.
  - (a) Left Side: Certificates of training/attendance
  - (b) Right Side: Oath of Office
3. Section 3. Pay and Performance
  - (a) Left Side: Pay Information (consisting of, from bottom to top)
    - (i) IRS Form W4
    - (ii) Direct Deposit Authorization
    - (iii) Any other document affecting pay.

- (b) Right Side: Emergency Contact/Health Information

**C. Employees & Volunteers.**

**1. Section 1. Administrative Data.**

- (a) Left Side: Hiring data (consisting of, from top to bottom)
  - (i) Oath of Office (if applicable)
  - (ii) Offer of Employment Letter
  - (iii) Application Form
  - (iv) Resume (if included)
  - (v) All other documents submitted with application.
- (b) Right Side: Acknowledgements (from top to bottom)
  - (i) Receipt & Acknowledgment of City Official Handbook
  - (ii) Confidentiality Agreement
  - (iii) Drug Free Workplace Acknowledgement

**2. Section 2. Training and Operations.**

- (a) Left Side: Certificates of training/attendance, transcripts/diplomas (in reverse chronological order)
- (b) Right Side: Emergency Contact/Health Information

**3. Section 3. Pay and Performance**

- (a) Left Side: Pay Information (consisting of, from bottom to top)
  - (i) IRS Form W4
  - (ii) Direct Deposit Authorization
  - (iii) DRS/LEOFF Member Information Form.
  - (iv) Any other document affecting pay (in reverse chronological order)
- (b) Right Side: Any record regarding job performance, filed in reverse chronological order, including, but not limited to:
  - (i) Community service awards/certificates
  - (ii) Letters of commendation/congratulations/recognition
  - (iii) Letters of reprimand
  - (iv) Annual Evaluation Reports
  - (v) General Counseling Forms
  - (vi) Workers Comp Claim Information

- D. **Police Personnel Training Record.** As per Tenino Police Department Standard Operating Procedures.

# **APPENDIX C**

## **POSITION DESCRIPTIONS**



**City of Tenino Job Description  
Administrative Department  
Management/Admin Exempt**

**CLERK/TREASURER**

**This Position Description is the position description referred to in Section 2.08.010 of the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.**

**NATURE OF WORK:** Under administrative direction of the Mayor, the Clerk/Treasurer is the City's Chief Financial Officer and is responsible for overall management of the City's finance, official records, computer systems, human resources, court administration, risk management, utilities, and other functions; directs and performs day-to-day operations; supervises the department staff; and participates in City Council and other designated activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are not inclusive of all duties, and the incumbent performs other related duties, as required.

1. Responsible for the preparation of the annual budget for the City, including revenue projections and organization of programs and goals with the Mayor and Department Heads.
2. Coordinates finance and accounting activities including utility billing, bookkeeping, accounting analysis, financial reporting, internal and external audits, banking, and investments.
3. Directs day-to-day department activities, is responsible for the overall leadership and supervision of department staff, and performs department staff evaluations.
4. Coordinates and performs statutory and other duties of the clerk's office including preparing City Council meeting notices and agendas, attending meetings and other designated sessions, preparing minutes and meeting records, updating municipal codes, and serving as the City's Records Manager.
5. Coordinates and performs such services as court clerk, information technology manager, human resources manager, risk manager, ADA Compliance Officer, Customer Service Representative, and serves as the City's Equal Employment Opportunity Representative.
6. Meets and confers with auditors, officials, utility customers, vendors, community organizations, the general public, and other persons to provide information or referral on questions pertaining to City ordinances, policies, finance and administrative procedures, or other laws and regulations.

7. Prepares and presents reports to the Mayor and City Council; takes appropriate action on matters requiring attention; and participates in City Council policy making and review activities.
8. Responsible for Grants Management.
9. Interact with and assist legal staff under contract with the City.
10. Works with the public in disseminating information on Municipal Codes and building permits.
11. Assists Planning Commission and Civil Service Commission in accomplishing their tasks.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

1. Laws, statutes, ordinances, rules, and procedures applicable to cities.
2. Electronic research techniques.
3. Generally Accepted Accounting Principles (GAAP).
4. Budget Accounting and Reporting System (BARS).
5. Municipal accounting program software (BIAS, for example).

### **Skills:**

1. Excellent interpersonal skills including effective communication both verbally and in writing; including ability to interact courteously and tactfully with customers and employees.
2. Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
3. Analyze, revise, and develop internal policies and procedures.
4. Proficient use of accounting software, spreadsheets, and word processing software, as well as common office equipment.

### **Ability to:**

1. Plan, organize, and direct operations of the Administrative Offices of the City.
2. Maintain confidentiality of sensitive materials and information.
3. Supervise, evaluate, and direct work of employees.
4. Conduct research on behalf of Mayor, Councilmembers, and Citizens.
5. Read, interpret, apply, and explain codes, rules, regulations

## **MINIMUM QUALIFICATIONS:**

Education: A Bachelor's Degree in accounting, public administration, or a closely-related field. CMC Certification preferred, but not required.

Experience: Three to five years of finance, administrative, and professional experience in a comparable municipality, or equivalent, with strong experience in fund accounting, personnel administration, computer systems, and other

administrative matters. At the discretion of the selecting official, four years of related experience as described herein may be substituted for the education requirement.

Licensing: Possession of a valid Washington State Driver's License at the time of appointment, or the ability to obtain one within 30 days, and a driving record acceptable to the City's Risk Manager.

Other requirements. Must be bondable and successfully pass a background investigation. Attendance at evening meetings is required. Occasional travel is required.

**PHYSICAL LIMITATIONS:** Work is generally performed indoors in an office environment. Lifting records and reports may be required, usually not in excess of 50 pounds.

**City of Tenino Job Description  
Public Works  
Management/Exempt**

**DIRECTOR OF PUBLIC WORKS**

**This Position Description is the position description referred to in the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.**

**NATURE OF WORK:** Under the direction of the Mayor, plans, directs, manages, and oversees the activities, projects, and operations of the Public Works Department, including street maintenance and construction, central maintenance; coordinates assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor's office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are not inclusive of all duties, and the incumbent performs other related duties, as required.

1. Assume full management responsibility for all Public Works Department services and activities including street maintenance and construction, central maintenance and solid waste services; recommend and administer policies and procedures.
2. Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory and managerial personnel, the Public Works Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Public Works Department Personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Explain, justify and defend Public Works Department Programs, Policies, and activities; negotiate and resolve sensitive and controversial issues.

9. Represent the Public Works Department to other city departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments, outside agencies and organizations.
10. Development and evaluation of programs and policies for implementation of departmental and City needs and goals.
11. Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions / developments.
12. Represent the Public Works Department to the general public, coordinate/ facilitate Public Works activities with public service needs.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### Knowledge of:

1. Operational characteristics, services, and activities of a comprehensive public works program.
2. Construction techniques involving streets and roads, drainage systems, flood control, and sanitary sewers.
3. Principles and procedures of facility maintenance.
4. Principles and practices of program management, development, and administration.
5. Principles and practices of municipal budget preparation and administration.
6. Principles of supervision, training, and performance evaluations.

### Skills:

1. Management skills to analyze programs, policies, and operations needs.
2. Coordinate, design, construct, inspect, and maintenance activities for a variety of projects.
3. Develop and administer goals, objectives, and procedures.
4. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
5. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Select, supervise, train, and evaluate staff.
8. Lead and direct the operations, services, and activities of the Public Works Department.
9. Determine the feasibility of various municipal projects.

### Ability to:

1. Delegate authority and responsibility.
2. Plan, organize, direct, and coordinate the work of lower level staff.
3. Operate heavy equipment (backhoe, excavator, grader, slope mower, vector truck, dump truck.)

4. Prepare clear and concise administrative and financial reports.
5. Prepare and administer complex budgets.
6. Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations.
7. Follow all safety rules and regulations of the department to which assigned.

**MINIMUM QUALIFICATIONS:**

Education: Must possess a High School Diploma.

Experience: Five years of increasing experience in public works management, construction, or a closely related field and four years of administrative and supervisory responsibility. At the discretion of the selecting official, four years of experience may be substituted for the education requirement.

Licensing/Certification: Must possess a valid Washington CDL Class B, with tanker endorsement. Basic Surveying; Confined Space Training; Sewer Pump Repair Training. At the time of hire, must be qualified as a Water Distribution Manager 1; within one year of hire, must become qualified as a Water Distribution Manager 2 and be certified as a Cross-connection Specialist.

Other requirements. Within the first six (6) months of employment, must be able to be physically present at an on-site emergency within the City within 30 minutes of notification. Failure to do so shall result in termination.

**PHYSICAL LIMITATIONS:** Work is performed in a combination of indoor and outdoor environments, including in inclement weather. Essential and marginal functions require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; operating motorized vehicles; and lifting 50 pounds.

**City of Tenino Job Description**  
**Public Works**  
**Category of Employment: Non-Exempt**

**MAINTENANCE HELPER**

**NATURE OF WORK:** Maintenance helpers assist maintenance workers in installing, maintaining and repairing equipment and machinery, repairing vehicles, and performing landscaping and general janitorial tasks. Their duties include: handing tools, supplies and materials to other workers; preparing the work area; and cleaning the work area or equipment. Some of the tools maintenance helpers learn to use include hammers, hoists, pneumatic hammers, backhoe, tractor, mower, slope mower, chainsaws, weed eaters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Assist in carrying out ongoing preventative maintenance programs.
2. Schedule regular maintenance activities.
3. Review work order priorities on a daily basis and ensure that they are serviced each day.
4. Perform routine maintenance tasks.
5. Ensure that the facility is in safe condition by employing investigative techniques.
6. Inspect vacated areas for signs of tampering or disrepair and ensure that all repairs are carried out immediately.
7. Ensure that facility grounds and parking lots are clean and free of debris and garbage.
8. Inspect buildings and grounds.
9. Make sure the lawns are free of weeds and the grass is cut properly.
10. Provide input in painting, pressure washing.
11. Report any acts of vandalism to the Director of Public Works.

12. Maintain periodic log of general and preventative maintenance activities performed.

13. Ensure that floors are scrubbed and polished periodically.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

1. Basic automotive systems.
2. Common hand and power tools.
3. Common building construction principles and techniques.
4. Industry standard color codes for water, sewer, power, and underground communications cables, pipes, and hoses.

Ability to:

1. Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
2. Perform routine preventive maintenance, to ensure building systems operate efficiently, or so that the physical condition of buildings to not deteriorate.
3. Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
4. Perform repairs on either sewer collection or water distribution systems.
5. Diagnose and determine how to correct mechanical problems using blueprints, repair manuals, or parts catalogs, as necessary.
6. Clean and lubricate shafts, bearings, gears, or other parts of machinery.
7. Adjust functional parts of devices or control instruments using hand tools, levels, plumb bobs, or straightedges.
8. Perform certain janitorial duties as directed.
9. Repair or replace defective equipment parts using hand and/or power tools.



10. Record type and hours of maintenance or repair work.

**MINIMUM QUALIFICATIONS:**

Education: A High School Diploma, GED, or equivalent are required.

Licensing:

Driver's License. Maintenance Helpers are required to possess a valid driver's license, issued by a state within the United States, on the date of hire.

**PHYSICAL LIMITATIONS:** All Maintenance Helpers perform their duties in a wide variety of environments, the majority of which are outdoors. Some tasks may be performed in tight, or cramped spaces. Many of the duties require the lifting of up to 50 pounds as an individual, and the lifting of objects up to 150 pounds as members of a two-person team.

**City of Tenino Job Description**  
**Public Works**  
**Category of Employment: Non-Exempt**

**LEVEL 1 MAINTENANCE WORKER**

**NATURE OF WORK:** All Maintenance Workers perform their duties under the supervision of the Director of Public Works. Maintenance workers operate light and heavy equipment, perform physical labor in completing maintenance, repair, and construction work on public facilities and in support of public works projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

1. Performs general janitorial duties within City facilities.
2. Performs general maintenance on City facilities and equipment.
3. Performs general landscaping functions on City facilities.
4. Prepares records and reports.
5. Interacts with citizens and other City employees.
6. Performs all work duties and activities in accordance with all applicable laws, regulations, City policies, procedures, and safety practices.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

1. Basic automotive systems.
2. Common hand and power tools.
3. Common building construction principles and techniques.
4. Industry standard color codes for water, sewer, power, and underground communications cables, pipes, and hoses.

Ability to:

1. Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.

2. Perform routine preventive maintenance, to ensure building systems operate efficiently, or so that the physical condition of buildings to not deteriorate.
3. Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
4. Perform repairs on either sewer collection or water distribution systems.
5. Diagnose and determine how to correct mechanical problems using blueprints, repair manuals, or parts catalogs, as necessary.
6. Clean and lubricate shafts, bearings, gears, or other parts of machinery.
7. Adjust functional parts of devices or control instruments using hand tools, levels, plumb bobs, or straightedges.
8. Perform certain janitorial duties as directed.
9. Repair or replace defective equipment parts using hand and/or power tools.
10. Record type and hours of maintenance or repair work.

#### **MINIMUM QUALIFICATIONS:**

Education: A High School Diploma, GED, or equivalent are required.

Experience: Knowledge of light and heavy equipment operations, and knowledge of public works operations is desired, but not required.

Licensing:

Driver's License. Maintenance Workers at all levels are required to possess a valid driver's license, issued by a state within the United States, on the date of hire.

Commercial Driver's License (CDL). Maintenance Workers at Level 1 are not required to possess or obtain a CDL. However, all Maintenance Workers are encouraged to pursue their CDL as it is a requirement for Level 2 and beyond.

Cross Connection Specialist. (CCS). Maintenance Workers at Level 1 are not required to be, or become, certified as a CCS. However, all

Maintenance Workers are encouraged to pursue certification as it is a requirement for Level 2 and beyond.

Back Flow Specialist (BFS). Maintenance Workers at Level 1 are not required to be, or become, certified as a BFS. However, all Level 1 and 2 Maintenance Workers are encouraged to pursue certification as it is a requirement for Level 3.

Water Management Specialist 1 (WMS1). Maintenance Workers at Level 1 are not required to be, or become, certified as WMS1. However, all Level 1 Maintenance Workers are encouraged to pursue WMS1 certification as it is a requirement for advancement to Level 2. WMS2 certification is required to advance to Level 3.

**PHYSICAL LIMITATIONS:** All Maintenance Workers perform their duties in a wide variety of environments, the majority of which are outdoors. Some tasks may be performed in tight, or cramped spaces. Many of the duties require the lifting of up to 50 pounds as an individual, and the lifting of objects up to 150 pounds as members of a two-person team.

**City of Tenino Job Description**  
**Police Department**  
**Management/Admin (FLSA Exempt)**

**Police Chief**

**NATURE OF WORK:** The Chief of Police works with considerable independence under the direction of the Mayor and has full responsibility for planning, organizing, and directing all of Tenino's Police Department (TPD) activities. The Chief supervises professional and technical personnel, attends all City Council Meetings, and serves as a resource to the Mayor, Council, and Public Safety Committee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following list of duties are not all-inclusive; but the incumbent will perform these duties and may perform other duties in addition to these duties, as assigned by the Mayor.

1. Plans, directs and administers the activities of the Tenino Police Department, to include the protection of life and property, regulation of traffic laws, the apprehension and detention of law violators, animal control, parking control, communications and other related activities.
2. Manages and directs operational and service demands of the Department and prepares plans to meet these objectives.
3. Directs and administers the preparation of The Department's annual operating budget and long-range capital improvement for the Department.
4. Coordinates city law enforcement activities with other governmental and law enforcement agencies.
5. Supervises and performs special studies related to the preparation of comprehensive law enforcement reports as needed.
6. Directs the assignments and training of law enforcement personnel.
7. Confers with citizens, city council, city officials, and other law enforcement agencies concerning criminal activity and trends, and makes appropriate recommendations to city.
8. Is responsible for the overall implementation and maintenance of RMS.
9. Assists other agencies in emergency disasters and preparedness planning.

10. Attends conferences, training, and meetings with other law enforcement agencies to maintain current trends and preparedness in law enforcement.
11. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

1. Principles, problems, methods, and techniques of municipal police administration.
2. Technical and operational practices and methods of law enforcement and crime prevention.
3. Police requirements and the powers and duties of police authority controlled by law and legislation.
4. Laws governing custody of persons, search and seizure, rules of evidence and other related areas for federal, state and local laws.
5. Public administration, including organization and administrative analysis, personnel, budget preparation, and supervisory practices.
6. City and departmental rules, regulations and policies.

#### Skills to:

1. Lead the officers within the Department, including the interpersonal skills necessary to promote the Department's mission, vision, and values.
2. Communicate effectively within the department, with fellow Department Heads, the Mayor, the Council, and other agencies and organizations.

#### Ability to:

1. Analyze police problems and make appropriate recommendations regarding policies and procedures for the resolutions of issues.
2. Direct and command the work activities of a small-sized police force, including crime prevention, patrol, civil records, animal control, parking enforcement, and other related programs.

3. Establish and maintain an effective working relationship with fellow employees and the general public.
4. Prepare written reports on department activity.
5. Read, write, and speak the English language at the level necessary for efficient job performance.
6. To make public presentations before the City Council, civic groups, and other community organizations.

#### **MINIMUM QUALIFICATIONS:**

Education: Possess a High School Diploma or GED. A four-year degree in criminal justice, pre-law, business, public administration, or other closely related field is desirable. Graduation from the FBI academy is desirable.

Experience: Three years of experience as a Police Chief, Assistant Police Chief, Commander, Captain, or Lieutenant; ten years or more total experience in law enforcement, preferably in a municipality. Five years of administrative experience in municipal, state, or federal law enforcement agency at the rank of Lieutenant or above is preferred. At the discretion of the selecting official, four years of experience as described herein may be substituted for the education requirement.

Licensing/Certification: Possession of a valid Washington State driver's license at the time of appointment, or the ability to obtain one within thirty days, and a driving record acceptable to the City's Risk Manager. Must possess valid certification as a Peace Officer issued by the Washington State Criminal Justice Training Commission, or another jurisdiction meeting the requirements of WAC 139-05-210. Graduation from the Washington State Command College is required within one year of obtaining the position. Executive-level certification by the Washington State Criminal Justice Training Commission is required within two years of obtaining the position.

**PHYSICAL LIMITATIONS:** In addition to administrative duties, the Police Chief will work in inclement weather conditions while performing law enforcement duties including, making arrests, searches, and all other physical activities associated with the enforcement of laws.

**This Position Description is the position description referred to in Section 2.12.020 of the Tenino Municipal Code and is in accordance with the requirements for a position description as described in the City of Tenino Personnel Policy Manual.**